

Annexure A.



Provision of Service for Servicing of Shiploader 1 Brakes during September 2021 Shutdown

Document Reference Number:

PS-PR-WI

Site:

Bulk Terminal Saldanha

Date:16 February 2021

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TABLE OF CONTENT

1. DEFINITIONS.....3

2. ABBREVIATIONS5

3. BACKGROUND6

4. SCOPE OF WORK REQUIREMENTS.....6

5. QUALITY AND SERVICE7

6. TECHNICAL REQUIREMENTS7

7. GENERAL SAFETY AND COMPLIANCE SPECIFICATIONS9

8. ANNEXTURE10

1. DEFINITIONS

Commissioning:

The process of assuring that all systems and components of a building or industrial plant or product designed, installed, tested, operated, and maintained according to the operational requirements of the owner or final client.

Contract

An agreement with specific terms between two or more parties or entities based on mutual consent, which has legal effects and involves transfer of consideration – usually financial or some other type of benefit.

Contract Manager

Transnet employee who is authorised to represent Transnet in terms of the contract and appointed to supervise and/or liaise with the contractor to ensure that the specifications of the contract met (with special emphasis on technical specifications, inspection of quality, on health and safety, environment and quantity of work). A contract manager has the role of executing the plan to achieve the deliverables. This person receives all his authorisations from the project initiator and the stakeholders.

Contract Owner

The person who requires a specific product, goods or services and who is responsible to provide the budget and approval.

Contractor

An employer (organisation) or a person performing any work and has entered into a legal binding business agreement contract to supply a product or provide services to Transnet. This applies to the Suppliers, Vendors, and Consultants, Service providers and Contractors.

Contractor Execution Plan

A site, activity or project specific documented plan in accordance with the client's project requirements. The Contractor to Transnet submits a plan for approval prior to mobilization

on site. The Contractor Execution Plan includes, inter alia: Health and Safety, Environmental, Energy, Quality, Delivery plans etc.

Contractor Compliance File a file or other record containing the information in writing required by Transnet.

NB: A file must be submitted for each discipline where applicable e.g. health and safety, environment file etc.

Job Owner:

Any permanent employee of BTS who been trained, tested and found competent, and appointed in writing for the purpose of carrying out or supervising work on plant, machinery and equipment.

Risk Assessment

A risk assessment in this procedure means the process where all risks associated with the contract and its execution identified, mitigated and managed.

Specification

A detailed prescription of the Integrated Management System (IMS) requirements to which equipment, construction, product or service has to comply with this includes various models, drawings and documents. It noted that the specification might even comprise of a multitude of different elements.

Lockout:

The fitting of a padlock (or calliper and padlocks) to an isolator switch so that it cannot be returned to an operating condition.

Permit Acceptor:

Any person who has been appointed in writing to receive a Permit to Work for the purposes of carrying out or supervising work on equipment.

Permit Issuer:

The operations shift manager will be responsible for the issuing of permits.

Permit Number:

A number issued by CCR that logs the work performed, the person responsible for the work and the approximate duration. Note: This is not the same as the sequential number on the Permit to Work.

Permit to Work:

A written document indicating the equipment to work on, the potential hazards, how and where these hazards negated, signatures indicating that equipment is safe and the names of all persons working on the equipment.

Responsible Supervisor:

The Operations and Maintenance Supervisor who been assigned responsibility for the operation and maintenance of a particular section/s of the plant.

2. ABBREVIATIONS

IMS:	Integrated Management System
ISO:	International Organization for Standardization
OHSAS:	Occupational Health and Safety Assessment Series
POM:	Policy Manual
PROC:	Procedure
SOP:	Safe Operating Procedure
QMS:	Quality Management System
SANS:	South African National Standard
SMS:	Safety Management System / Service Management System
TCC:	Transnet Corporate Centre which is the Transnet Head Office
SLD:	Saldanha
TPT:	Transnet Port Terminals
WI:	Work Instructions

3. BACKGROUND

The purpose of this work scope is to procure services from a Service provider with the experience and capabilities to service the brakes on Shiploader1 during the upcoming September 2021 shutdown (provisional dates: September 2021 to October 2021).

4. SCOPE OF WORK REQUIREMENTS

4.1 Total number of Brakes to be serviced at SL1 during the September 2021 shutdown is – 56

4.2 Brakes to be serviced:

- 4.2.1 Long Travel brakes
- 4.2.2 Slew drives
- 4.2.3 Take-up brakes
- 4.2.4 Slew brakes consisting of torque limiters, brake pads limit and thrusters
- 4.2.5 Boom belt drive brakes

4.3 Service of 48 of Binder brakes type 77 600 16A00 fitted to the long travel drives:

- 4.3.1 Dismantle brake.
- 4.3.2 Clean the brake interior parts
- 4.3.3 Check the condition of the pressure springs. Replace if required.
- 4.3.4 Check the condition of the friction liner. Replace if required.
- 4.3.5 Slightly lubricate the adjustment ring threads, setscrews and pressure springs.
- 4.3.6 Replace all seals.
- 4.3.7 Check condition and operation of the manual brake release lever. Replace if required.
- 4.3.8 Test the excitation winding. Replace if required.
- 4.3.9 Re-assemble brake.
- 4.3.10 Test the operation of the rectifier. Replace if required.
- 4.3.11 Check air gap and torque setting. Reset if required.
- 4.3.12 Clean brake exterior housing.

4.4 Service Shuttle Brakes: 4 of CL20 EB150/60 s disc brake fitted to the slew drives

- 4.4.1 Dismantle brake.
- 4.4.2 Clean the brake interior parts
- 4.4.3 Check the condition of the pressure springs. Replace if required.
- 4.4.4 Check the condition of the friction liner. Replace if required.
- 4.4.5 Slightly lubricate the adjustment ring threads, setscrews and pressure springs.
- 4.4.6 Replace all seals.
- 4.4.7 Check condition and operation of the manual brake release lever. Replace if required.
- 4.4.8 Test the excitation winding. Replace if required.

- 4.4.9 Re-assemble brake.
- 4.4.10 Test the operation of the rectifier. Replace if required.
- 4.4.11 Check air gap and torque setting. Reset if required.
- 4.4.12 Clean brake exterior housing.

4.5 Service Take-Up Brakes:

- 4.5.1 Dismantle brake.
- 4.5.2 Clean the brake interior parts.
- 4.5.3 Check the condition of the pressure springs. Replace if required.
- 4.5.4 Check the condition of the friction liner. Replace if required.
- 4.5.5 Slightly lubricate the adjustment ring threads, setscrews and pressure springs.
- 4.5.6 Replace all seals.
- 4.5.7 Check condition and operation of the manual brake release lever. Replace if required.
- 4.5.8 Test the excitation winding. Replace if required.
- 4.5.9 Re-assemble brake.
- 4.5.10 Test the operation of the rectifier. Replace if required.
- 4.5.11 Check air gap and torque setting. Reset if required.
- 4.5.12 Clean brake exterior housing.

5. QUALITY AND SERVICE

- 5.1 The Service provider shall conduct the required service as per TPT EEAM-Q-009 Standard Quality Specifications (Attached hereto as Annexure A) and fulfil its obligations in terms of the Master Agreement to ensure they are compliant with the specifications provided.
- 5.2 Painting shall be done according to Transnet Corrosion Protection Specification (attached hereto as Annexure B).
- 5.3 The Service Provider must have roadworthy and licenced vehicles.
- 5.4 The Service Provider shall be fully responsible to TPT for the acts and omissions of its employees, permitted sub-contractors and agents. Furthermore, the service provider shall be solely liable for any damage caused to TPT property or injury caused to TPT employees due to the negligent of its employees, permitted sub-contractors and agents. TPT shall be entitled to deduct the amount so involved from any payment due to the service provider.
- 5.5 The Service Provider must have a permanently manned telephone (place of business/cell phone) and fax machine, to ensure that immediate contact can be made in case of emergency.

6. TECHNICAL REQUIREMENTS

Service Providers evaluated according to the following criteria:

Technical Criteria	% Weightings
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<p><u>Experience</u></p> <p>The Service Provider shall be required to have a proven track record.</p> <p>Supporting documents - Two (2) written references which shall be used to verify the Service Provider's previous performance and service delivery. Kindly note that the references must specifically set out whether the service provider is experienced in the capacities as set out above.</p>	<ul style="list-style-type: none"> • 25% of points = Two (2) written references issued by respondent's client (different clients). • 10% of points = One (1) written references issued by respondent's client (different clients) • Zero-point = Zero (0) written references issued by respondent's client (different clients)
<p><u>Risk Assessments</u></p> <p>Service Provider must submit a generic risk assessment, based on the required service. The risk assessment should, as a minimum, give detail of the following elements: safety; health; environment and quality.</p> <p>Supporting documents – Risk assessment with all the elements included.</p>	<p>25% of points = risk assessment covers all 4 elements</p> <p>15% of points = risk assessment covers 3 of the 4 elements</p> <p>10% of points = risk assessment covers 2 of the 4 elements</p> <p>0% of points = risk assessment covers less than 2 of the 4 elements or no risk assessment submitted</p>
<p><u>Execution Lead-time</u></p> <p>The Service Provider to provide possible lead-time based on the on-site execution on the Servicing of the Shiploader 1 and Shiploader 2 Binder Brakes.</p> <p>Supporting documents – Written confirmation regarding the lead-time</p>	<ul style="list-style-type: none"> • 25% of points = <0 = 6 days (5 Days execution, 1 day start up and testing) • 0 % of points = >6 days
<p><u>Guarantee/Warranty</u></p> <p>Service Provider to provide guarantee/warranty for the Servicing of the Shiploader 1 and Shiploader 2 Binder Brakes during</p> <p>Supporting document - Written confirmation stipulating guarantee/warranty period.</p>	<p>25% of points = 12 months and more.</p> <p>15% of points = 6 months</p> <p>10% of points = 3 months</p> <p>0% of points = if less than 3 months</p>

The minimum qualifying score required is 60% out of 100%

7. GENERAL SAFETY AND COMPLIANCE SPECIFICATIONS

- The Contractor must submit a detailed Contractor Execution Plan (CEP) to the Contractor Manager for approval as per **TRN-IMS-GRP-GDL 014.5 Contractor Execution Plan minimum requirements.**
- Contractor must submit **TRN-IMS-GRP-TMP 014.3 Employee Personal Profile Dossier** to contractor Manager for approval before induction training confirmed. Approved Employee Profile Dossiers includes certified copies of medicals, identity documents, competencies etc. submitted via email correspondence to **TPTSLD-Induction-booking@transnet.net.**
- Contractor Compliance SHE File within accordance with File Contractor Compliance File **Approval Checklist TRN-IMS-GRP-TMP-014.2** and in line with relevant applicable specifications as per respective **TRN-IMS-GRP-GDL 014.2 Contractor Specification Guidelines.**
- Principle contractor approve **Mandatory Agreement in terms of section 37(2) TRN-IMS-GRP-TMP-014.1** of the Occupational Health and Safety Act (OHS Act) and submit to Contractor Manager to agree.
- The Principle Contractor must **submit written request** to the Contractor Manager for permission for sub-contract to provide any work or services to TPT and ensure that all **37.2 Agreement between Principle contractor and Sub Contractor** submitted to Contractor Manager.
- Contractor must **submit** completed **SHE File Electronic** to Contractor Manager for approval.
- Contractor undergoes induction training prior to handing over the site to the Contractor as **TRN-IMS-GRP-GDL 014.6 Contractor Induction Minimum Requirements.**
- SITE ESTABLISHMENT:
All relevant permits and authorisations is as per **TRN-IMS-GRP-TMP 014.7 List of Legal Permits and Authorisations** shared and completed prior to site access. **Contractor appointed** within accordance with **TRN-IMS-GRP-TMP-001.1** prior to site access by TPT.
- Contractor Manager will conduct **TRN-IMS GRP TMP 014.8 Pre-site handover inspection** prior to Site Access grated with Service Provider.
- **No work will commence with approved TRN-IMS-GRP-TMP-014.10 Operational Safe Work Permit** issue to the contractor by Contractor Manager.
- CLOSE OUT PHASE
Contractor Manager and the Contractor must co-sign the **TRN-IMS-GRP-TMP-014.13 Final Handover and Closeout Inspection Checklist.**
- TESTING AND COMMISSIONING:
The Contractor Manager will **develop a test and commissioning plan of the project** and communicate it to the contractor.

- The service provider will be responsible for obtaining Hot work permit from TNPA (phone no: 022 703 4331) within conjunction with Fire Safety Management Manual GRM/SHEQ/MAN 001.
- The service provider must have a Fire watch on duty during Hot Work and a Fire extinguisher as per required within Fire Safety Management Manual GRM/SHEQ/MAN 001.
- Service provider will ensure compliance to **TPT SLDT SHEQ-RS PRO 021_Lock Out Procedure** and lock out and isolation done by Trained and competent employees with conjunction with TPT competent.
- Service provider shall implement and maintain applicable Health, Safety, Quality and Environmental regulations and other relevant standards and regulation, example: applicable SANS codes; OHS Act of 1993 , other legislation, ISO 9001, ISO 14001 and ISO 45001, etc.
- Service provider to ensure that all employees involved in activity is informed of the Hazards and risk they exposed to and all other relevant applicable Safety Work Procedures, Fall protections Plans, Environmental Plans, Emergency Plans and any other relevant procedures, etc. proof to be submitted as part of the SHE File.
- Service Provider will ensure that On the Job HIRAS is completed prior to start of activity to ensure that any additional Risks been identified.
- Service provider must ensure that when required to off-load or load any heavy equipment and machinery on the plant that they comply with that equipment or machinery will not be physically operated by an employee when required to off-loaded or load from any flatbed or low bed.
- Principle Contractor will be responsible to ensure that Sub Contractor SHE File compiled within conjunction with TPT Requirements and Approved prior to sub mission to Contractor Manager.
- Service Providers are liable to collect and remove all waste generated during the contract/project. Generated Waste will not allowed being disposed within TPT waste skips. Removal of Hazardous waste will be contractor's responsibility and Disposal Certificate submitted to SHEQ after waste has been disposed safely.
- The Service Provider to ensure full compliance to TPT COVID 19 requirements and Government Safety measures regarding preventing the spread of the COVID 19 virus.
- Contractor Compliance SHE File within accordance with File Contractor Compliance File **Approval Checklist TPT-IMS-SLDT-CL-014-001.1** and in line with relevant applicable specifications as per respective **TRN-IMS-GRP-GDL 014.2 Contractor Specification Guidelines**.

8. ANNEXTURE

9.1 TPT-IMS-SLDT-CL-014-001.1 Contractor SHE File Assessment_Checklist

9.2 9.2 TPT-IMS-SLDT-GDL-014-001.2 Guide -Contractor COVID 19 Work Plan

Contact the following employees at SHERQ Department: