

Annexure A.



Provision of Service for Servicing of Shiploader 1 Main HPU during September 2021 Shutdown

Document Reference Number:

PS-PR-WI

Site:

Bulk Terminal Saldanha

Date: 25 February 2021

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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 service provider will be required to flush and clean all the hydraulic hoses of the Shiploader 1 Luffing System and the main HPU tank during the upcoming September 2021 shutdown. This will include the main HPU, Cylinder hoses, and all additional hydraulic hoses of the luffing system. The replacement of 8 hydraulic filters is also included in this scope of work and will be supplied by TPT Saldanha.

4. SCOPE OF WORK REQUIREMENTS

- 4.1 The service provider to drain the HPU Reservoir into storage drums.
- 4.2 The main HPU capacity = 1000ltr (Oil Grade: 46)
- 4.3 All bellows, hatch seals, gaskets and main inlet valves to be replaced
- 4.4 Entire Hydraulic room to be thoroughly cleaned and painted where applicable as per TPT paint specs
- 4.5 All flexible hoses to be replaced including the ones running from the manifold blocks and cooling systems
- 4.6 All oil leaks to be thoroughly repaired and commissioned
- 4.7 Open and remove all contaminants inside the reservoir tanks.
- 4.8 The service provider to replace all the hydraulic filters (8 in total), to be supplied by TPT Saldanha.
- 4.9 The service provider to refill the reservoir through a filter which can remove harmful solid contaminants and water.
- 4.10 The service provider to flush the Main HPU and the hydraulic hoses.
- 4.11 The cleanliness level of the sample taken after flushing must be 19/17/14 and below, not above that standard.
- 4.12 TPT Saldanha will supply the oil if and when required.
- 4.13 The filtration system to be used must be able to filter and remove harmful solid contaminant matter as well as water simultaneously.
- 4.14 The Service Provider will complete this task within (3) days as per Technical Requirements.
- 4.15 These dates are subject to change but will be confirmed at least a one (1) month before the commencement of the task.
- 4.16 As pointed out in section 4 below, TPT QA will inspect job during the process and on completion and upon award of the business, the service provider shall supply TPT with a QCP for the task for approval.
- 4.17 The service provider must have a risk assessment and a method statement present during the duration of the work and hand a copy thereof to TPT.
- 4.18 Hydraulic schematic drawings will be made available through TPT Saldanha SCM department.
- 4.19 Service provider shall make sure that the system is fully operational and leak free during the commissioning stages and thereafter

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
<p><u>Experience</u></p> <p>The Service Provider shall be required to have a proven track record of similar work done on TPT Saldanha Shiploader 1 hydraulic systems.</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 • 10% of points = One (1) written references • Zero points = Zero (0) written references
<p><u>Delivery Lead-time</u></p> <p>The Service Provider to provide possible lead-time.</p>	<ul style="list-style-type: none"> • 25% of points = 2 – 5 Days • 15% of points = 6 – 9 days • 0% of points = >10 days

<p>Supporting documents – Written confirmation regarding the lead-time.</p>	
<p><u>Risk Assessments</u> 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>	<ul style="list-style-type: none"> • 25% of points = risk assessment covers all 4 elements • 15% of points = risk assessment covers 3 of the 4 elements • 10% of points = risk assessment covers 2 of the 4 elements • 0% of points = risk assessment covers less than 2 of the 4 elements or no risk assessment submitted
<p><u>Qualification</u> Service Provider to provide qualifications and experience of technicians who will be performing the work</p> <p>Supporting document – Qualifications (Qualified hydraulic fitter) of technician and experience in hydraulics.</p>	<ul style="list-style-type: none"> • 25% of points = Qualifications of technician(s) submitted • 0% of points = No Qualifications of technician(s) submitted

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

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