

ANNEXURE A

SCOPE OF WORK FOR:

THE PROVISION FOR THE HIRING OF TOOLS AND EQUIPMENT ON AN "AS AND WHEN" REQUIRED BASIS AT THE SANPC REFINERY IN DURBAN FOR A PERIOD OF 36 MONTHS (3 YEARS).

1. INTRODUCTION

- 1.1 The scope of works covers the hire of tools and equipment for work execution activities planned at SANPC Refinery. The nature and type of works to be carried out can be assumed from the description of rates listed in the Schedule of Prices, although this list is not exhaustive.
- 1.2 Works will include all major and minor maintenance and project related activities where tools and equipment is required. This will include consumables but not limited to items such as cutting discs, pipe cutting wheels, hack saw blades, cutting fluid, welding consumables etc that will be required with the supply of tools and equipment hired.
- 1.3 The service will be provided for SANPC Refinery and its sub-contractor companies with whom SANPC Refinery has contracted.
- 1.4 With the exception of the works that may deviate from this norm, the scope of that work will be more specifically described in each work order.
- 1.5 Hire will be measured and remuneration shall be based on the Schedule of prices.
- 1.6 The contractor shall not, without the prior written consent of SANPC Refinery make any alteration or addition to this Scope of supply/ work.

2. SCOPE OF WORK – PARTICULAR

- 2.1 The scope of work includes the provision of tools and equipment required by SANPC Refinery to undertake work across the refinery site. Contractor Manpower is not part of this contract as this contract is purely for tool and equipment hire.
- 2.2 The rental period will be specified within each work order with details of the tooling and/ or equipment to be hired for the execution of work.
- 2.3 All tools and equipment supplied by the contractor to SANPC shall be safe for use and meet the requirements of the OHS Act.
- 2.4 The contractor shall take off-hire immediately upon notification from the SANPC representative/ requester if the tools and equipment can be removed from site for the period less than the work order specified duration. Invoicing shall be only for the actual days used on the SANPC site.

- 2.5 The contractor shall have qualified technicians to attend to any faults reported by any SANPC representative. The contractor must ensure that response time is within 4 hours from the time of the reported fault.
- 2.6 The contractor shall make available documentations demonstrating valid inspections, checklists and certifications for all tools and equipment supplied.
- 2.7 All tools and equipment are to be checked by contractor before delivering to SANPC. Such tools and equipment must be in a safe working condition.
- 2.8 Equipment driven by diesel engines to be supplied with drip trays.
- 2.9 Electrical equipment must be checked by the designated SANPC Electrician and deemed safe before use.
- 2.10 The list of tools and equipment included in this contract are but not limited to the following:
 - Diesel Driven Lighting Plants
 - Diesel Driven Welding Combinations
 - Diesel Bowsers
 - Electric and Diesel Driven Water Pumps
 - Inverter Welding Machines
 - Gouging Inverter Welding Machines with Accessories
 - High Frequency GTAW / SMAW Process Inverter Welding Machine
 - Inverter Welding Machine Remote Controls
 - Welding Cable Configurations and Pig Tails
 - Plasma Cutting Machine
 - Ovens and Hot Boxes
 - Gas Cutting, Heating and Welding Torches
 - Gas Bottle Trolleys and Cages
 - Electric Angle Grinders
 - Electric Pencil and Straight Grinders
 - Electric Percussion Drills SDS Max
 - Electric Drilling Machines
 - Electric and Battery-Operated Impact Wrenches
 - Magnetic Base Drilling Machines
 - Bench Grinders and Cutt Off Machines
 - Saws
 - Extension Reels
 - Pipe Threading Machines
 - Transformers
 - Flood and Site Lights
 - Mobile Distribution Boards
 - High Pressure Washers and Cleaners
 - Electric Paving Breakers
 - Pneumatic Hand Tools
 - Pneumatic Drilling Machines
 - Pneumatic Jack Hammers
 - Pneumatic Impact Wrenches
 - Pneumatic Chipping Hammers and Descalers
 - Manifolds

- Hoses for Pneumatic Tools
- Other Pneumatic Equipment
- Chain Blocks
- Ratchet Lever Hoist
- Tirs complete with Ropes
- Winches
- Snatch Blocks
- Rope Blocks
- Beam Clamps
- Beam Crawls
- Sheave Block
- Plate Grabs
- Surveying Equipment
- Hydraulic Bottle Jacks
- Hydraulic Jacks and Pumps
- Other Hydraulic Equipment
- Pressure Testing Equipment
- On-Site Stores and Offices
- Pipe Cutters and Wrenches
- Manual and Hydraulic Flange Spreaders
- Torque Wrenches
- Ladders
- Hammers
- Work Benches / Gang Boxes / Scotch Carts
- Ring Flat Spanners
- Slogging Spanner Ring
- Slogging Spanner Open End
- Impact Socket 3/4" Drive
- Impact Socket 1" Drive
- Impact Socket 1.5" Drive
- Slings and Shackles
- Webbing Slings Double
- Bow and Dee Shackles

- 2.11 All consumables to be supplied in accordance with the request specified in the work orders. If work order is specific to a brand then the contractor shall supply specified brand requested.
- 2.12 Contractor to compile a table of rates for all the equipment mentioned in section 2.10

3 SCOPE OF THE WORKS - GENERAL

- 3.1 The description given below defines the general flow of work requests generated at SANPC Refinery that is the source of the scope of the works and is for information only. Procedures for job card shall follow the sequence of events as per Central the Planning Workflow and as outlined in 3.1.1 to 3.1.6 below:

- 3.1.1 The SANPC Refinery Area Engineer or the duly authorised person , together with the Zone Supervisor identifies the required maintenance work, where after a priority is placed against each maintenance activity.

MAINTENANCE PRIORITISATION TABLE

PRIORITY	PRIORITY/RISK LEVEL	START DATE	INITIAL COMPLETION PERIOD
C	Routine	Request Date + 30 days	3 Months
B	Routine	Request Date + 14 days	1 Month
A	Schedule Breaker	Request Date + 1 days	1 Week
E	Emergency	Immediate	ASAP + Overtime

Priorities A, B, C & E are scoped by the respective Zone Scooper or the discipline Artisan.

A job card number is assigned to the scope and job card is issued to the contractor. Emergency Status Classification will be the 'A' and 'E' priority jobs. In such a case the Area Engineer agrees upon the staffing and general planning requirements with his execution Team (Scoper, Planner, Zone Supervisor and the Contractor). The Area Engineer confirms the release of the works and identifies which lower priority job(s) can be postponed to accommodate the Emergency priority job.

- 3.1.2 The contractor presents the compiled work pack to SANPC Refinery, which must be reviewed and verified in writing by the respective SANPC Refinery authorities. SANPC Refinery shall, at the same time, ensure that the material required is in stock or ordered.
- 3.1.3 After confirmation with all relevant parties in the Weekly planning meeting, the Planner issues a seven day look-ahead level 1 schedule. From that schedule, job cards will be issued to the relevant contractor. The seven day schedule will be extracted from the monthly schedule.

Execution of works without a job cards will not be accepted.

- 3.1.4 The contractor must submit the job cards to the Planner for progress reporting. These job cards must be signed by the Discipline Supervisor as verification that the work is completed to the required standard and to process payments.
- 3.1.5 The Planner updates all progress and also closes off the work upon issue of the handover/takeover certificate from the contractor .
- 3.1.6 Quality of workmanship must be verified by duly appointed persons for all categories of work which will be on record as part of the contractor work packs.



4 SAFETY

- 4.1 The contractor and contractor personnel must, comply with requirements prescribed by the OHS Act and OHS Regulations- Act 85 of 1993.
- 4.2 The contractor will also comply with the SANPC REFINERY rules and regulations
- 4.3
- 4.3 All incidents to be reported to the relevant clearance issuers and maintenance supervisors