

INTERGRATED WASTE MANAGEMENT  
SERVICES AT KING SHAKA  
INTERNATIONAL AIRPORT FOR A PERIOD  
OF FIVE (5) YEARS



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## **1. DESCRIPTION OF THE WORKS**

### **1.1. EMPLOYERS OBJECTIVES**

The contractor will manage and remove waste at King Shaka International Airport in a sustainable manner at the lowest operating and maintenance costs while ensuring compliance to Environmental, Health & Safety and Aviation related legislation.

Includes waste collection, classification, sorting, bailing, removal, and disposal of waste at an appropriate landfill/disposal/recycling/repurposing site(s). In addition, King Shaka International Airport is also committed to the reduction of pollution resulting from its activities as well as improving its environmental performance through adopting and implementing sustainability principles. This comprehensive waste management service will aim to ensure significant reduction of its negative impact to the environment. This is also in line with our Environmental Management Policy.

The King Shaka International Airports aim is to identify alternative solutions for its waste and thereby reduce its quantities for disposal at the landfill site and improve on recyclables which is in line with its policy requirements. The key objectives for this programme are to:

- Sort, store, transport, recycle waste in line with legal requirements.
- Ensure reduction of waste transported to landfill/disposal site(s).
- Ensure that there are sufficient facilities for handling and disposal of waste within the airport.
- Ensure that the Airport's waste is disposed of in a responsible manner, i.e., at approved landfill/disposal sites.
- Ensure that waste streams do not result to a nuisance to Airport users.
- Ensure scalability of monetary amounts payable depending on waste generated per month.

Continuous improvement efforts will be undertaken to minimize waste upstream and sortation at source methodologies. This could necessitate the diversion of waste streams during the course of the contract. The Service Provider will be monitored and measured on towards zero waste to landfill (percentage diverted from landfill).

## 1.2. TYPE OF WASTES

The Airport(s) generates general, hazardous waste and recyclables. The categories include:

### • General Waste

- Wet/Liquid
- Waste food generated from the airport precinct.
- Solid waste from the airport precinct.
- Textile waste (Clothing, discarded uniforms etc.)

### • Hazardous Waste

- Galley waste
- Oily rags
- Solvents / sludge
- Paint containers and used oil cans.
- Liquids, Aerosols and Gels (LAGS)
- General solid hazardous waste. (Multiple classifications)
- General liquid hazardous waste (Multiple classifications)
- Infectious waste (Related to communicable illness/virus/diseases)
- Hydrocarbon waste
- Septic tank/sewer waste

### • Recyclables

- Plastics
- Paper
- Oil
- Metal
- Food Waste
- Fluorescent tubes
- Batteries
- E-waste
- Other

## 1.3. WASTE GENERATION - GEOGRAPHIC AREAS

Waste is generated in the following areas:

- Terminal Building
- ACSA airside areas
- ACSA landside areas
- Offices / Satellite Buildings

#### **1.4. OPERATING HOURS**

Airport operating hours are on average from 04h00 to 24h00, seven (7) days a week.

Staffing will have to be provided from 06h00 — 18h00 (a one shift system) 7 days a week. Staff operating hours to be in line with Labour Law.

Note: The contractor will need to make allowance to ensure satellite bin areas exposed to the public are clean and presentable when airport operations commence at 04h00.

#### **1.5. PERSONAL PROTECTIVE CLOTHING AND MEDICALS**

The Service Provider will supply all on-site personnel with the necessary PPE and a uniform, with the company logo, which ensures all employees are easily identifiable. Submission of relevant medical certificates together with the Safety File as per Occupational Health and Safety requirements. The safety file will be approved by the Safety Manager.

The appointed service provider must make allowance for appropriate PPE for all staff in line with regulations set out by the relevant authorities.

#### **1.6. SUPERVISION AND MANAGEMENT**

- The service provider will ensure that a suitably experienced and qualified manager is appointed to manage the service.
- The service provider will ensure that site supervision is carried out by competent suitably qualified and experienced personnel. (Site based)
- The service provider will ensure that regulatory and legislative compliance is performed by competent individuals as specified in relevant regulations and legislation.

In the event of a person being replaced the *Contractor* must inform the *Service Manager* prior to the replacement and also submit an amended Resource Proposal accordingly. For the full duration of this contract, none of these persons will be replaced by a person of lesser ability or qualification.

All instructions and authorisations on this contract will come from the client's Service Manager or his defined representative.

#### **1.7. COLLECTIONS**

The Service Provider will manage the collections required for all waste streams. Collections will be made at a suitable frequency to ensure good housekeeping is maintained in all waste areas. Areas that are exposed to passengers will be the first to be collected in the morning. These areas will be pointed out to the appointed service provider.

Transport and logistics to handle the requirements relative to the transportation of waste products must comply and or exceed all the relevant SANS codes applicable to Dangerous Goods as promulgated under relevant legislation. This includes emergency information, placards, signage etc. required to be carried for the transportation of dangerous goods. The service provider must ensure vehicles used have valid permits to transport waste.

The Service Provider must ensure that vehicles used are fitted with the necessary Emergency Response Equipment.

The service provider must make provision for driving/operating personnel to achieve the required service level.

Note: The specification is to be read in conjunction with the site-specific activity schedule annexed to the tender documents.

### **1.8. FOREIGN OBJECT DEBRIS (FOD) ANALYSIS**

FOD removal shall take place daily and will be sorted and the individual contents analysed, documented and photographic evidence saved.

Note: The specification is to be read in conjunction with the site-specific activity schedule annexed to the tender documents.

### **1.9. SORTATION BAILING AND STORAGE FOR TRANSFER**

Access to the Waste Facility (Basement sorting area and airside transfer and storage area) to be controlled at all times. No unauthorised persons shall be allowed to enter / make use of the site without the required approval.

The service provider will provide the necessary equipment, tools, labour, drivers and supervision to carry out the required works.

#### **Provide the following equipment:**

- Suitable sorting table(s) for the sortation process.
- Suitable sorting rack(s)
- Suitable bailing machine(s).
- General non-recyclable waste compactor with bin lifter suitable for the anticipated waste volumes.
- Weigh scale(s) to weigh waste.
- Suitable containers/storage units for the various waste streams.

- Suitable Skip(s)
- High pressure cleaning equipment.
- Vehicles to meet service levels.
- Odour control unit – ozone machine.
- Any other equipment not mentioned above but required to meet the service level requirement.

### **Services**

#### **Provide labour to perform the following activities:**

- Receive, separate and sort waste accordingly into the various waste streams generated.
- Bailing/preparation of recyclables/non compactible waste streams and loading into designated containers/storage areas.
- Maintaining adequate stock of clean wheelie bins for rotation to all Landside, Airside, Terminal and satellite areas.
- Compacting of waste for landfill disposal.
- Cleaning of all equipment and wheelie bins.

Ensure good housekeeping standards are achieved and maintained.

Equipment will need to be maintained according to manufacturer specifications, with calibration conducted as per manufacturer requirements, and records available on site for inspection.

The service provider is to dispose of waste that cannot be reduced, reused, recycled, at a permitted landfill facility.

Note: The specification is to be read in conjunction with the site-specific activity schedule annexed to the tender documents.

### **1.10. TRANSPORTATION AND DISPOSAL**

The service provider will provide for the transportation from the airport transfer area to all approved disposal and recycling/re-use sites.

The service provider will provide for all costs related to the safe disposal and recycling at approved sites.

The service provider is to ensure written agreement is reached with disposal sites that are permitted to legally carry out disposal activities in line with their permit approvals.

The service provider will ensure full compliance to all legislative and regulatory requirements to ensure the safe and responsible disposal of ACSA generated waste.

Note: The specification is to be read in conjunction with the site-specific activity schedule annexed to the tender documents.

### **1.11. RECYCLABLES**

The service provider will provide a monetary return on recyclables at the agreed/negotiated rates and terms.

The service provider is to ensure written agreement is reached with recycling sites that are permitted to legally carry out recycling activities in line with their permit approvals.

The service provider will ensure full compliance to all legislative and regulatory requirements to ensure the safe and responsible recycling of ACSA generated waste.

#### **Diversion of waste streams**

ACSA seeks to contract service provider(s) who will provide innovative solutions which will achieve the following goals:

- Zero waste to landfill.
- Improving on ACSA's carbon footprint
- Improving on ACSA's environmental footprint
- Improving on recyclables
- Generating revenue from recyclables

ACSA intends on implementing initiatives such as waste beneficiation, anaerobic digestion, composting of food waste, recycling of hydrocarbons and or any other form of recycling/repurposing that will lead to the successful achievement of these goals.

### **1.12. NEW WASTE STREAMS**

The service provider is encouraged throughout the contract to identify new recyclable waste streams to divert waste from landfill. Where new streams are identified ACSA will enter into negotiations with the appointed service provider with a view to reach a mutually beneficial agreement between ACSA and the service provider.

In the case where more favourable disposal and recycling sites are identified by ACSA through the term of the contract, ACSA reserves its right to divert such waste streams excluding it from the provision of this service.



### **1.13. EQUIPMENT**

All equipment must be kept clean and in good condition. Service and maintain equipment in accordance with the Original Equipment Manufacturer (OEM) requirements.

### **1.14. DOCUMENTATION**

The following documentation must be provided by the appointed Service Provider:

#### **i) Disposal Sites permits / licenses.**

Permits/Licences or exemptions issued by Department of Environmental Affairs for all disposal sites utilised. This includes landfills, incinerators, recyclers, transfer stations.

The Service Provider must notify ACSA of all waste disposal sites to which the waste is being transported to and disposed off. The Service Provider must notify ACSA in writing within 30 days of any changes to these sites. ACSA must approve the sites before being transported and disposed of at the respective sites.

#### **ii) Waste Reports**

Reports are submitted within the first seven days of the new month.

The monthly report must include:

- Waste volumes
- Waste categories
- Recyclable volumes
- Landfill site(s) used and registers.
- Recycler(s) used.
- Non- compliance issues
- Waste manifest documents
- Safe disposal certificates
- Site access control – Record of persons entering the work area. (Temporary permits)
- Analysis of FOD waste generated on airside (class, type, photographic evidence)
- Operational matters (Spills, staffing, water conservation, electricity usage, calibration of equipment, maintenance of assets, incidents, audits, collection frequencies)
- Monthly report that confirms review and suitability of safety file, risks, treatment and work method.

The report must be submitted in a user friendly and in a compatible format agreed by ACSA upon award.

Signed copies of Waste Manifest Documents must be attached to the report. Waste Manifests must be provided for all waste streams and must be in line with requirements of the National Waste Management Act, Act 59 of 2008.

Safe disposal certificates to be attached to the report.

Weigh bills: Where waste receptacles are transported directly to the disposal site (i.e., where waste has not been combined with waste from other companies), weigh bills shall be issued by the Waste Disposal site or treatment facility. These shall be submitted to ACSA with the corresponding Waste Manifest Document.

**The weekly report must include:**

- Waste volumes
  - Recyclable volumes
- Represents actual waste generated in real time.

**Information and other things**

During the duration of the contract, the *Contractor* will acquire extensive intellectual property about the associated assets, equipment and procedures. Any such intellectual property must be handed over to the *Employer* at the end of the *Service Period*. These will include, but is not limited to, the following:

1. Reports
2. Memorandums
3. Drawings
4. Operating manuals
5. Service history books
6. Pictures
7. Movie Clips
8. Audio Clips
9. Spread sheets / Data bases
10. Meeting minutes
11. Communiqués
12. Files
13. Warranties

**Computerized Maintenance Management System (CMMS)**

Note: These contract deliverables will interact extensively with ACSA's CMMS system, which will produce scheduled PM and WO (documentation) that must be completed within the agreed timeframes. The work orders/task orders will have unique reference numbers. All additional specific / specialized inspection and maintenance sheets must be attached to the appropriate work order and submitted to the ACSA CMMS coordinator.

### **1.15. OCCUPATIONAL HEALTH AND SAFETY PLAN**

An Occupational Health and Safety Plan in line with the Occupational Health and Safety Act as well as in line with ACSA guidelines must be submitted. Work will only commence once the plan has been approved by the Safety Manager and a permit to work is issued.

### **1.16. EMERGENCY RESPONSE PLAN**

The appointed contractor will have an onsite emergency response plan to deal with various emergencies (including, but not limited to: spills and pollution, flood, fires, bombs, industrial action /unrest etc.) that will be documented and available on site.

The above plan must include emergency response and a spill containment plan.

Adequate spill and pollution clean-up materials must be available on site at all times, and staff must be appropriately trained to conduct clean-ups. Proof of such training material must be available on site at all times.

The emergency response plan shall be simulated within 7 days of commencing with the contract. The appointed service provider shall ensure that all requirements including training is implemented to carry out the simulation.

Further, simulation will take place on an annual basis where findings and observations from the simulation shall be carried through in the form of lessons learned, refresher training and updates to the emergency response plan.

### **1.17. WASTE OPERATIONAL AND MAINTENANCE PLAN**

The contractor is to provide ACSA with a Waste Operational and Maintenance plan for the site operations.

ACSA will provide the awarded service provider with relevant plans and procedures to compliment the plan developed by the service provider.

The Department of Environmental Affairs reserves the right to conduct scheduled Audits and the contractor is to ensure compliance as per the outcome of these audits.

The contractor is to ensure that they implement an Environmental Management System aligned with ISO14001, latest revision.

### **1.18. CONTINGENCY PLAN**

The contractor is to provide ACSA with contingency plans demonstrating ability to maintain continuity of service that will cover but is not limited to the following aspects:

- Labour unrest – Risks arising from labour disputes.

- Civil unrest – Risks arising from public/civil unrest.
- Staff turn over (How will replacement of resources be managed)
- High levels of absenteeism.
- Natural disasters (example: global pandemics such as COVID19, Acts of nature such as flooding etc)
- ACSA's exposure to disposal and recycling sites.
  - ACSA is not adversely affected by any changes made by the sites.
  - ACSA is not adversely affected by the contractor changing the site they utilise for disposals and recycling.
  - ACSA is not adversely impacted by increased tariffs charged by these facilities/3<sup>rd</sup> parties.

*Note: Escalation on contracted rates is limited to the consumer price inflation percentage applicable on the anniversary of the contract each year. Additional increases will not be permitted.*

### **1.19. LEGAL REQUIREMENTS**

The service provider is required to ensure compliance with all legal requirements pertaining to this service. This includes national, regional legislation as well as local Municipal By-Laws. The key legislation includes but is not limited to the following:

National Environmental Management: Waste Act, Act 59 of 2008: provides the guidelines for waste management, transportation, disposal, classification, records, licensing and permits etc. This service must be in full compliance with this Act.

Section 28 of NEMA places a legal "duty of care" on all people and a 'polluter-pays-principle, the service provider will be required to comply with all NEMA requirements.

The Constitution (Act 108 of 1996): Entitles all South Africans the right to a healthy environment and states that the environment should be protected for the benefit of present and future generations.

Occupational Health and Safety Act: Section 9 of the Occupational Health and Safety Act 1993 also imposes a duty on companies and directors to ensure, as far as reasonably practicable that persons other than just those in their employ who may be directly affected by their activities are not exposed to health and safety hazards. Safety shall be strictly adhered to at all times.

### **1.20. INCIDENTS**

All safety incidents must be reported to the Service Manager and subsequently to the Safety Manager in writing.

All environmental incidents must be reported to the Service Manager and subsequently to the Environmental Manager in writing. Records of the above must be kept on site at all times.

### 1.21. INSPECTIONS AND AUDITS

ACSA always has a right to inspect and audit the facilities of the service provider. Corrective measures must be taken at the cost of the service provider to address noncompliance's found.

The service provider is also required to inspect its own facilities per prevailing regulation and provide proof when required.

The service provider must provide a list of personnel appointed in terms of the Occupational Health and Safety Act as well as those appointed to oversee environmental compliance.

### 1.22. REPORTING

**Weekly reports** with applicable statistics.

**Monthly report**, with all the documentation mentioned above. This shall include proof of equipment maintenance, and calibration. A maintenance schedule must be submitted together with this proposal.

**Annual reports.** Annual reports must show annual trends in waste management. A report framework will be finalised once the service provider has been appointed. The report must be in a format that is user friendly and is to ACSA's satisfaction.

**Final integrated** report at the end of the contract period. Final report to be submitted in an electronic format as well as a hard copy. A report framework will be finalised once the service provider has been appointed. The report must be in a format that is user friendly and is to ACSA's satisfaction.

### 1.23. ESCALATION

Escalation will be limited to a maximum of Consumer Price Inflation (CPI) on the anniversary date of the contract.

### 1.24. INVOICING

Invoices will be itemized per the price schedule.

When invoicing, the *Contractor* shall ensure that all required reports for the corresponding month are attached to the monthly invoice. The contractor shall keep copies of all reports for at least five (5) years from the issue date. All reports shall be in a format as agreed with the Service Manager from time to time.

The *Contractor* shall address the tax invoice to ACSA and include on each invoice the following information:

- Name and address of the Contractor and the Employer;
- The contract number, Blanket Purchase Order Number and contract title;
- Contractor's VAT registration number;
- The Employer's VAT registration number;
- Description of service provided for each item invoiced based on the Price List;
- Total amount due invoiced excluding VAT, the VAT and the invoiced amount including VAT
- Duly completed signed payment certificate

All payments shall be made by electronic transfer into the *Contractor's* bank account.

The *Employer* may set off any amounts due and payable from the *Contractor* pursuant to the terms of this Agreement against any amounts payable by the *Employer* to the *Contractor* on any invoice. If the amounts payable by the *Contractor* to the *Employer* exceed the amounts payable by the *Employer* to the *Contractor* pursuant to an outstanding invoice under this

Agreement, then, at the *Employer's* option, the Service Provider shall either issue a credit note for

The net amount which the *Employer* may set off against any other invoices rendered by the *Contractor*, or promptly pay the amount to the *Employer*.

## 1.25. ENABLEMENT PROVISIONS

Provided by ACSA

- Waste sortation and storage area located in the terminal basement.
- Waste satellite stations
- Waste transfer and storage stations located on the airside of the airport precinct.
- Common use ablutions / showers / change rooms
- Water – Free for use due to operational needs (Metered to track consumption)
- Electricity – Free for use due to operational needs (Metered to track consumption)

Provided by the contractor

- Supervision and management
- Equipment, tools and machinery to discharge the service

All tools used shall be safe and in good working conditions. All electrical tools shall be properly insulated to alleviate electrocution risk. All tools used needs to be inspected and recorded in the tool inspection sheet. The *Service Manager* reserves the right to have

access to the maintenance records of the *Contractor's* plant and equipment, when requested.

- Labour as required
- Weigh scale to track quantities of waste generated, sorted and disposed. (ACSA intends interfacing Building Management System (BMS) software to the scales to track and monitor waste quantities. ACSA intends creating this interface when viable to do so.)

#### **1.26. MANDATORY CRITERIA**

- Proof of waste management license must be submitted with the bid.  
Approvals/registration documentation confirming ability conduct waste management services in line with the scope of work issued by the local authority.(e.g.: eThekweni Municipality)
- Valid waste transporter certificate.  
Proof of registration for transporting hazardous/ dangerous substances in terms of the National Road Traffic Regulations, Hazardous Substance Act and applicable local authority by laws. (Driver and assistant certification must be provided upon award)
- Letter of intent  
Letter of intent from proposed landfill disposal and recycling sites that will accept waste streams (Proof of agreement and relevant permits will be requested at award stage)
  - From general waste landfill, unless this stream is repurposed. If repurposed/remediated, the repurposing/remediation entity shall issue letter of intent.
  - From hazardous waste landfill, unless this stream is repurposed/remediated. If repurposed / remediated, the repurposing/remediation entity shall issue letter of intent.
  - From recycling facilities for the various waste streams included in the scope of this service.

## 1.27. MANAGEMENT MEETINGS

Contract performance meetings (Risk Reduction Meetings) will be set up from time to time between the *Contractor* and the *Employer's Service Manager*. The scheduling of these meetings will be at the discretion of the Employer.

The *Contractor* will be expected to attend these meetings relating to contract KPI's, maintenance, operations, contract management and other issues that may arise from time to time on monthly basis or any other prescribed terms. As far as is practicable, the Contractor will make all required persons available for these meetings. The *Contractor* shall not submit claims for payment for staff attending any of these meetings.

The meetings will be conducted formally. The *Contractor* needs to ensure the availability of the representative with a delegated authority to attend these meetings. The meeting minutes will be recorded and distributed to the *Contractor* electronically for record keeping and actioning of the agreed activities.

The meetings may be convened and chaired by the *Service Manager* as follows:

<b>Title and purpose</b>	<b>Approximate time &amp; interval</b>	<b>Location</b>	<b>Attendance by:</b>
Overall contract progress and feedback, + Risk register, Early Warning and compensation events	Monthly (day and time to be agreed)	King Shaka International Airport	<i>Employer and Contractor and others as and when required</i>

Meetings of a specialist nature may be convened as specified elsewhere in this *Service Information* or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the *service*. Records of these meetings shall be submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.

All meetings shall be recorded using minutes or a risk register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.



## 1.28. INTERPRETATION AND TERMINOLOGY

- **Access Control:** Ensure controlled access to dedicated waste areas at all times. No unauthorised persons shall be allowed to enter / make use of the site without ACSA approval. An access register must be available on site.
- **External Audit:** Ensure compliance to all SLA's for the purposes of ACSA's scheduled audits by External Auditors.
- **Disposal duties:** Dispose of waste that cannot be reduced, reused, recycled, at a permitted landfill facility.
- **Landfill operator:** Audit the landfill operator and his recycling agent(s) to ensure compliance with their permits and legislation.
- **Monthly Checks:** The Employer will perform monthly assessments of the Contractor's activities for the adherence to applicable legislation.
- **Proof of Safe Disposal Before Payment:** Provide proof of safe disposal each month (certificates of safe disposal) for all hazardous waste loads taken off site, as well as waste manifest documents for all general waste and recycling / recovered slips for recycled / recovered material. Proofs must be attached to all service entry sheets and invoices.
- **Recovery / Recycling:** Ensure that all types of waste that can be recovered / recycled are indeed recovered / recycled e.g. all types of plastic, fluorescent tubes and lights, electronic equipment, food waste etc. and should continually strive to recycle all waste streams received.
- **Reporting:** Provide a monthly report, together with waste management statistics of all waste mass (kg) for all classes of waste along with all paperwork (safe disposal certificates, waste manifest documents etc.) in electronic format and hard copy. Also require daily analysis of FOD (Foreign Object Debris) collected from the airside – to be reported separately on a daily basis.
- **Scales:** Maintain scales according to manufacturer specifications, with calibration conducted as per requirements, and available on site.
- **Spill and Clean Materials:** Provide adequate spill and pollution clean-up materials must be available on site at all times, and staff must be appropriately trained to conduct clean-ups. Such training material must be available on site at all times.
- **Wheelie Bins:** Provide wheelie bins that are colour coded for designated areas or types of waste (airport specific).
- **Water Conservation:** Contractor must apply strict water conservation measures throughout operations.

## **2. GENERAL SPECIFICATIONS**

All work shall conform to all relevant SANS standards, OHS ACT regulations, environmental legislation and all other legislation that might be relevant to this Contract and the execution thereof.

- The contractor will weigh or measure the volume of waste being collected from King Shaka International Airport and issue King Shaka International Airport with the weigh bill for the full quantity of waste before it leaves the site.
- The contractor will ensure that ACSA receives safe disposal certificate for all waste that is disposed off.
- Comply with Section 23, 24 & 25 of the National Environmental Management Waste Act (NEMWA.)
- The contractor will ensure that all necessary tools, equipment and consumables required for the execution of the works are always available on site to execute the works.
- The contractor needs to provide transportation for all staff to their designated workplaces.
- The contractor will conduct daily inspections of all areas of responsibility.

### **Quality plans and control**

All work must be executed in accordance with prevailing industry norms and standards relating to quality. In this regard, the Contractor will be expected to draft quality plans for the Service Manager from time to time.

### **Environment**

The Contractor will keep noise and dust levels to a minimum. At no time shall his/her work result in nuisance, interference or danger to the public or any other person working at the Airport.

At no time shall the Contractor:

- Allow any pollution or toxic substance to be released into the air or storm water systems.
- Interfere with, or put at risk, the functionality of any system or service.
- Cause a fire or safety hazard.
- Other requirements are included in the SHE Specification documentation attached.

### **Format of communications**

Work instructions, daily check sheets, monthly maintenance reports, inventory reports, breakdown reports, exception reports, etc. will all be in a format as agreed with the Service Manager.

### **Management meetings**

The Contractor will be expected to attend meetings as far as is practicable, the Contractor will make all required persons available for these meetings. The Contractor shall not submit claims for payment for staff attending any of these meetings.

### **Daily records**

The Contractor shall keep accurate daily records of staff attendance, maintenance work, safety inspections and exception reports. Records shall be kept on site and will be available for scrutiny by the Service Manager at any time. All records shall be in a format as agreed with the Service Manager.

### Monthly reports

When invoicing, the Contractor shall ensure that all required reports for the corresponding month are attached to the monthly invoice. This will include monthly reports on:

Waste minimization, recycling and disposal information. All in line with requirements set out elsewhere in the specification.

The contractor shall keep copies of all reports for the contract duration. All reports shall be in a format as agreed with the Service Manager.

### Permits

The Contractor must ensure that he/she is, at all times, familiar with ACSA's safety and security requirements relating to permits in order for no work to be delayed as a result thereof. This will include the permit application process.

Note that the Contractor will have no claim against ACSA in the event that a permit request is refused.

**The following table is not all inclusive, but is provided for illustration purposes:**

Permit	Required by/for	Department
AVOP – Airside Vehicle Operator permit	All drivers of vehicles on airside	ACSA Safety
Airside Vehicle Permit	All vehicles that enter airside	ACSA Safety
Personal permit	All persons employed on the airport	ACSA Security
Cell phone permit	All persons taking cell phones to airside	ACSA Security
Camera permit	All persons taking cameras or camera equipment to airside	ACSA Security
Tool's permit	All persons taking cell tools to airside	ACSA Security

Proof of having attended the airside induction training course is required for all personal permit applications. Persons applying for an AVOP must provide proof of having attended an AVOP course. Fees are levied for these courses. Fees are further levied for all permit renewals and refresher courses - where applicable.

### Proof of compliance with the law

The Service Manager may at any time request from the Contractor reasonable proof that the Contractor is in compliance with a law or regulation. This includes waste related permits and certificates where applicable to this contract.

## Health and safety requirements and procedures

The Service Manager / OHS manager shall be entitled to fine the Contractor for each non-conformance to Health and Safety matters. This shall not transfer any of the Contractor's responsibilities in this regard to the Employer by any means.

The Contractor shall be fully responsible for compliance to the Occupational Health and Safety Act for all persons, equipment and installations relating to this Contract. The Contractor is expected to sign the undertaking in this regard as attached in the annexures.

It shall be the Contractor's responsibility to ensure that all relevant labour and safety legislation is adhered to in rostering staff.

All persons on company premises shall obey all health and safety rules, procedures and practices.

All the applicable requirements of the Occupational Health and Safety Act (1993) and Regulations and any amendments thereto, shall be met. Where the Occupational Health and Safety Act prescribes certification of competency of persons performing certain tasks, proof of such certification shall be provided to the Service Manager.

The contractor's Workmen's Compensation fees must be up to date. A copy of the Contractor's workman's compensation registration shall be produced on request.

The following areas in the company are declared as "HOT WORKS PERMIT" areas:

- All airside areas
- All areas accessible to the public
- All enclosed areas
- The terminal building

*Any process in the above-mentioned areas involving open flames, sparks, or heat shall be authorised by the issue of a hot work permit - obtainable from ACSA. Any work done under the protection of a permit to work shall be in strict compliance with every prescription regarding the permit.*

Safety equipment shall be used where applicable (e.g. safety goggles, boots, harness, etc.) The Contractor, at his/her own expense shall provide such equipment, for his/her employees. The Contractor shall apply the necessary discipline and control to ensure compliance by his workers.

All Contractors must ensure that his/her employees are familiar with the existing emergency procedures and must co-operate in any drills or exercises, which might be held. Emergency / fire equipment and extinguishers shall not be obstructed at any time.

No person shall perform an unsafe / unhygienic act or operation whilst on Airports Company South Africa premises.

No unsafe/dangerous equipment or tools may be brought onto or used on Airports Company South Africa premises. ACSA reserves the right to inspect all equipment/tools at any time and to prevent/prohibit their use.

ACSA reserves the right to act in any way to ensure the safety/security of any persons, equipment or goods on its premises and will not be liable for any cost or loss evoked by the action. This includes the right to search all vehicles and persons entering, leaving or on the premises and to inspect any parcel, package, handbag and pockets.

The Contractor shall maintain good housekeeping standards in the area where he/she is working for the duration of the contract.

At no time must the Contractor interfere with, or put at risk, the functionality of any fire prevention system. Care must also be taken so as to prevent fire hazards.

The Contractor is required to issue all staff with standard uniforms. This shall as a minimum include: safety shoes, overalls (clearly marked with Contractor's company logo). All costs relating to uniforms shall be for the Contractor's account.

#### **Cell phones and two-way radios**

Use of cell phones on airside is **not** permitted unless the user is in possession of an appropriate Airport permit for the device. Cell phone permit issuing authority lies with the ACSA Security department.

The Contractor will **not** be allowed to use two-way radios at the Airport unless these radios are of the type, model and frequency range as approved by the ACSA IT department.

#### **Protection of the public**

The Contractor shall take special care in order not to harm or endanger the public in any way. Work shall be sufficiently hoarded and guarded in order to safeguard children and the general public from injury relating to machinery, work or other.

#### **Barricades and lighting (Where applicable)**

Where hoarding, barricades or lighting is required in the execution of the Works, the Contractor shall provide same at his/her own expense. Hoarding, barricades and lighting shall comply with industry accepted norms and standards and may not be used for purposes of advertising or any other purpose than safeguarding the Works.

### 3. ANNEXURES TO C3 (SERVICE INFORMATION)

No	Description of Specification	Annexure
1	Site Specific Activity Schedule	Annexure A
2	KSIA Collection Point Roster	Annexure B
3	KSIA Waste Monitoring Report	Annexure C
4	Proposed New Transfer Facility	Annexure D
5	Occupational Health & Safety Specification	Annexure E
6	Insurance Specification	Annexure F
7	Service Level Agreement	Annexure G
6	Returnable Service & Technical Information	Annexure H



**AIRPORTS COMPANY**  
SOUTH AFRICA