



PROVISION OF SECURITY SERVICES AT KANGNAS WIND FARM



FOREWORD

This purpose of this document is to outline the scope of works required during the Operations and Maintenance of Kangnas Wind Farm. The successful tenderer shall be tasked to complete the required duties as stated herein. The successful tenderer shall familiarize itself with all relevant legislation and ensure that all services required are achievable and within good quality and safety standards.

This document shall be known as the Scope of Works, this term, for the purposes of this document and the Contract award have the same meaning. This document shall form part of the Service Agreement between the successful tenderer and the Employer. The Service Agreement shall govern the scope of works.



1. INTRODUCTION

1.1 Background

Kangnas Wind Farm is a 140MW (comprising of 61 wind turbines) wind facility located 50km East of Springbok (off N14), in the Northern Cape.

1.2 Scope

Kangnas Wind Farm intends to appoint a reputable and safety-oriented Contractor to provide the site with a 24 hour, 7 days a week, 365 days a year security service at Kangnas Wind Farm.

2. GLOSSARY OF TERMS

- Security Company (Herein referred to as the “Contractor”)
- Site Premises or Site (Herein referred to as “Kangnas Wind Farm”)
- Plant Manager (Refers to “Plant Manager of Kangnas Wind Farm”, or the assistant)

3. REFERENCES

- Occupational Health and Safety Act, 1993 (Act no 85 of 1993) Criminal Procedure Act, 1977, (Act 51 of 1977), as amended
- Private Security Industry Regulations Act, 2001 (Act 56 of 2001)
- Firearms Control Act, 2000 (Act 60 of 2000) and Regulations
- Other local acts and legislation as deemed applicable

4. EMPLOYERS REQUIREMENTS

4.1 General

The Plant Manager has an overall control of the security contract thus manages the security function for the site. Other responsibilities include managing the day-to-day activities of the security service contract as per the contracted scope to the Contractor.

The Contractor shall report to the Kangnas Wind Farm’s Plant Manager or the person delegated in writing. The aim of the service agreement is to ensure that the site is resourced with a credible and professional security service. The number of guards required shall be fixed per shift for the duration of the contract but may vary with improvements in security technologies, any improvements that may result to amendments in the contract must be presented and approved by the Plant Manager.



4.2 Contractor's Scope of Works

The Contractor's scope of works is:

- To guard and protect for 24 hours, 7 days a week, the access points, buildings, assets and properties of the wind farm, using 2x Grade C PSIRA registered Security Officers per shift plus a Site Supervisor. NB! The site must always be manned, and this is non-negotiable.
- To provide fully uniformed including the correct PPE, competent, medically fit and experienced guards that are trained on Substance Abuse, Health and Safety Representatives Training, First Aid, Basic Fire Fighting, Snake Handling, HIRA, Basic Environmental Awareness.
- To supply 2x marked roadworthy patrol vehicles fitted with an orange strobe light and fitted data tracking system.
- To familiarize and align themselves with the site's access control system to be able to manage all visitors visiting the wind farm from time to time.
- To assess, advise and recommend the best economical and technological security and protection system for the wind farm thus serving as a security and protection advisor to the site.
- To provide incident report/s in writing for any incident or accident occurring on site, writing skills are therefore mandatory. The Employer may request the security company to brief the site management on that specific case.
- To report any suspicious movements within and around the site with immediate effect.
- To provide calibrated breathalyzers at access points, calibration certificates to be kept on the site file. Periodic calibrations and the cost thereof of these units remains the responsibility of the Contractor.
- To provide night vision equipment including fully workable torches.
- To provide the Onguard tag system (the supplier of the system can be a different one but the system must allow for the data to be downloadable/auto download data to an e-mail for verification of compliance and monthly reporting) on strategic positions within the wind farm for continuous site security monitoring.
- To liaise with local authorities such as SAPS and other external crime combating organizations and be affiliated provided there is an option to do so.

4.3 Additional Conditions

- The Site Supervisor must have a valid driver's license
- Company's branded uniform and correct PPE must always be worn.
- PPE must be replenished as soon as the need arises, and this is at Contractor's cost.
- Under no circumstances must the guards wear worn-out or torn PPE.
- All training costs shall be at the contractor's own expense.
- Refresher trainings and re-certification shall be at the contractor's own expense
- Annual medical surveys for the Contractor's staff shall be the Contractor's own expense and these surveys can only be conducted by a qualified and registered Occupational Health Practitioner.
- Should there be personnel changes, the individual/s must undergo a full site induction before commencing his or her duties at Kangnas Wind Farm.
- The Contractor shall ensure that all its vehicles are maintained in a roadworthy condition.
- Smoking is only permitted on designated areas, reference can be made to Kangnas Wind Farm's Smoking Policy



4.4 Contract Duration

The contract period will be over a period of 2 years with an option to extend for another 2 years as based on the performance of the service offering. Annual performance reviews and audits will be conducted for the duration of each contract period.

It will be expected from the Contractor to meet the minimum probation requirements for the first 6 month of the contract period. The Contractor shall notify Kangnas Wind Farm at least 3 months prior to expiry date of the contract of its proposal to terminate to the contract. Kangnas Wind Farm shall also notify the contractor 3 months prior extension or termination of the contract.

4.5 Working Hours

The Contractor shall adhere to the industry Regulations as legislated in the Labour Relations Act of South Africa. The Contractor shall at no time be allowed to contract any personnel for periods longer than prescribed in the Labour Relation Act.

The site will adhere to the industry hours and the requirements as stipulated in the Labour Relations Act for a 2 x 12 - hour shifts as follows:

- Day shift: 06:00 – 18:00 with 2x Guards, 1x Site Supervisor
- Night shift: 18:00 – 06:00 with 1x Guard, 1x Site Supervisor
- Weekend shift: Same times apply but with 1x Guard, 1x Site Supervisor

Guards shall report at least 30 minutes before the aforementioned hour as to facilitate a smooth shift change over. No security person will be allowed to work more than 12 consecutive hours. Only the site management can declare an emergency and authorize the Contractor to hold their security personnel beyond 12 hours. Nor shall any security guard report for duty with less than 12 hours rest from having worked a previous shift, unless such reporting is necessitated by an emergency.

Alternative working time arrangements to be discussed with the Plant Manager. Time sheets to specify hours worked per shift per guard to be available on site.

4.6 Reporting

The Contractor shall ensure that they comply to the Kangnas Wind Farm's reporting requirements, which include monthly reporting for Health, Safety and Environment. Reporting on ED & SED Obligations and furnish the Employer on an annual basis with a valid BBBEE certificate or affidavit. The Contractor shall ensure timeous submission of all reports as per the dates communicated. Specific timeline for reports will be communicated and included with the signing of the service agreement, to which the Contractor will have to agree to.

The Contractor shall every month supply a summarized written report to the Kangnas Wind Farm's Plant Manager on specific problems, suggestions, improved methods and work programmes, personnel turnover, complaints and remedial action and all other matters concerning safety and security of the site and as per the requirements of the service agreement.

Kangnas Wind Farm aims to have quarterly progress meetings following submission of the report. This may be face-to-face meeting or virtual. The Contractor's representatives shall be available for the quarterly meetings.



4.7 Invoicing

The Contractor shall ensure that invoices are submitted within 5 working days following completion of the period due for invoicing. Ensure that the correct order number and invoice number are reflected on each invoice.

5. CAPABILITIES OF THE CONTRACTOR

- 5.1.1 Registration with the Companies and Intellectual Property Commission (CIPC), SARS, Compensation for Occupational Injuries and Diseases Act (COIDA).
- 5.1.2 Each of the managers, directors, board members, executives, members, partners or trustees must be registered with PSIRA and must have a recognised Grade A and B qualification (in terms of Section of the PSIRA Act).
- 5.1.3 The Contractor must be registered with the PSIRA and all employees registered and graded according to PSIRA Standards of Grading. Security Officers must display valid PSIRA cards when on duty at the Project.
- 5.1.4 Security Officers must be:
 - South African citizens, with a valid South African identity number or individual with South Africa permanent residency
 - Be over the age of 18 years
 - In possession of Grade 12 or Matric certificates
 - Physically and mentally fit for the job
 - Able to communicate in English, both written and verbally
 - Communicate on radio and monitoring of CCTV images, where guards are required to do so
 - Conduct access control, guarding, patrols and searches according to industry standards
 - Knowledgeable of the Criminal Procedure Act 51 of 1977 and the Occupational Health and Safety Act 85 of 1993
 - Shift Leaders must be computer literate and have valid driver's license.
 - Perform breathalyser testing
 - Perform access control with the use of the At the Gate system, used for scanning in of personnel accessing the premises
- 5.1.5 The Contractor and its managers, directors, board members, executives, members, partners or trustees, must be in good standing with PSIRA and levies must be paid as required by the Authority.
- 5.1.6 The Contractor is well established and in existence for at least 24 months
- 5.1.7 The Contractor may have a control room manned 24/7 with the capability of being able to remotely monitor CCTV & Intruder Alarms from the wind farm should there be a requirement.
- 5.1.8 Be able to supply, sustain and manage a sufficient number of dedicated Security components and guards for the duration of the contract period to satisfy the requirements of the Employer.
- 5.1.9 Armed Response Security Officers have access to licensed firearms and be accredited by the SAPS in accordance with the Firearms Control Act 60 of 2000.
- 5.1.10 Armed Response Security Officers must be firearm competent in SAPS firearm competency. Firearm competency certificates must be available at the Site Office at all times. The Contractor's firearms must be supported with its own dedicated firearm permits issued by SAPS.



- 5.1.11 Proof of Skills Development Levy (SDL) and Unemployment Insurance Fund payments for the last three months.
- 5.1.12 Must provide proof of BBB-EE status, verified in accordance with the codes of Good Practice for BBB-EE issued by the Department of Trade and Industry (DTI). All Security Guards must be employed from the local community as part of Kangnas Wind Farm's Economic Development initiatives

6. OPERATIONAL AND ORGANIZATIONAL REQUIREMENTS FOR THE CONTRACTOR

The Contractor shall on commencement of the contract comply with the following:

- 6.1.1 Ensure full compliance to PSIRA 56 of 2001, Firearms Control Act and other local legislation as deemed applicable. PSIRA compliance audit on the company shall be conducted at least once in twelve months by PSIRA Inspectors. It is the company's obligation to invite PSIRA for such inspections and submit audit reports to the Employer.
- 6.1.2 Ensure all guards are transported punctually to commence duties as per the scheduled shifts.
- 6.1.3 Furnish the Employer with a HSE plan that meets the requirements of Employer HSE policy and Health and Safety Specifications
- 6.1.4 The Contractor shall furnish the Employer with a training plan clearly indicating the training to be provided to all employees for the duration of the contract, in order to improve their skills.
- 6.1.5 List (and have available) all operational equipment
- 6.1.6 List (and have available) all company policies and procedures as a which may include those mentioned in Section 4.8 of this document.
- 6.1.7 Supply medical certificates and PSIRA certificates for each employee.
- 6.1.8 Submit a detailed contingency plan to supply additional personnel in case of emergencies and special projects at the Project.
- 6.1.9 Submit a detailed recruitment strategy/policy of the company to the Employer, seven days prior to commencement of its employee with a letter or affidavit on each of its security guards certifying that the individual has met all the hiring and training requirements as stipulated in PSIRA Act. All security guards must be recruited locally.
- 6.1.10 Further, the Contractor shall submit certified copies of the following for each of its personnel:
 - South African Police Services record check
 - Grade C PSIRA certificate for all guards and where applicable Grade D
 - Matric certificate or equivalent
 - Identity document
 - Original letter from an occupational health practitioner confirming that the employee is healthy and can be subjected to physical and firearm assessments.
- 6.1.11 Detailed strike management plan to counter shortfalls during labour actions.
- 6.1.12 The Contractor will be responsible to refund/reimburse all malicious damages to Employer equipment resulting from its employees
- 6.1.13 The Contractor to furnish the Employer with the latest records of all screening checks done on employees.
- 6.1.14 Furnish at own cost a suitable patrol vehicle/s clearly marked with company logo that meet the requirements of the Employer Vehicle Safety Policy
- 6.1.15 Transport his/her employees according to the requirements of the Employer Vehicle Safety Policy
- 6.1.16 Ensure that all necessary equipment, services or material as required are kept in the condition as required by law, regulations and procedures and readily available for the Employer to inspect and test without prior notice.
- 6.1.17 The Employer reserves the right to conduct criminal background checks, polygraph examination, when required



6.1.18 The Contractor shall subject the Contractor to Probation Phase (90 days) from commencement date - If the Supplier not performing in accordance with user specifications, the Employer reserves the right to terminate the Service Level Agreement (Contract) and may claim damages incurred.

7. GENERAL DUTIES OF THE CONTRACTOR

To implement security duties as defined in company policies and procedures (SOP's) at the Employer and as directed by security supervisors. The Contractor must ensure that its guards comply with all regulations, policies and procedures and governing the set areas.

The Contractor must ensure that all necessary equipment, services or material as required are kept in the condition as required by law, regulations and procedures and readily available for the Employer to inspect and test without prior notice. The inspections will be conducted in such manner so as not to interfere with the ability of the Contractor to perform its obligations. If the Employer determines that as a result of these inspections that the services, equipment, documents or materials are not kept satisfactorily, the Employer shall inform the Contractor in writing. The Employer shall reserve the right to require the Contractor to take immediate action to bring such matters into compliance.

7.1 List of available Company policies, which may include:

- Disciplinary Policy and Procedure
- Clothing Management
- Leave
- Pay
- Vehicle
- Code of Conduct
- Basic SA company regulated requirements

7.2 List of available SOPs', which may include:

- Tour of duty
- Patrolling
- Conduct
- Incidents
- Equipment
- Appearance
- Parking of personal vehicles
- Vehicle Accidents
- Cell Phone
- Long distance telephone log
- Smoking
- Testing for alcohol and illegal substances
- Search of Vehicles
- Complaints against guards
- Emergency vehicles
- Access Control with the "At the Gate" device purchased by the Employer



- Employer Visitors
- Frequent visitors list
- Other Visitors
- Contractors
- Gates
- Exit Gates
- Suppliers
- Site Manager
- Telephone Numbers
- Key Register
- Control Room Operations
- Power Failures

7.3 Contractor Site Representative

The Contractor shall furnish the Employer with one PSIRA Grade A or B registered Site Representative available 24/7, to perform site inspections during shifts including holidays. Duties of the Site Representative are stipulated under stipulated in the contract. The Site Representative shall meet with the Security Shift Supervisor on a shift basis to inform him/her of the performance of contact security personnel on duty. The site representative shall be duly responsible for the supervision of the security guards assigned to the Project.

7.3.1 The Site Representative's duties are, but not limited to:

- Company liaison on site dealing with all aspects of the contract.
- Ensure that shift complement is according to shift posting plan
- Ensure that the shift times are adhered to, including appropriate shift hand over time.
- Ensure that all personnel are fully equipped as per stipulated requirements
- Human resources issues must be addressed by the Contractor and not the Employer.

Notify and update the Plant Manager of the status of any operational grievances

- Ensure that safe and reliable home-work-home transport is available for all shifts.
- Liaise with the Plant Manager to schedule staff for on-the-job training.
- Address complaints raised by the Employer within 8 hours, unless otherwise stated.
- Regular interfaces with the Plant Manager with respect to operational contractual issues as well as Contractor staff performance.
- Attend contract safety forums. The site representative, or designated person, should act as Safety Representative for the Contractor.
- Inspect shifts regularly and submit a daily record including the PSIRA registration number of all staff on duty.
- Attend meetings with Plant Manager to evaluate performance of the service provided and make recommendations for improvement
- Enforce compliance in line with Employer's COVID-19 policies and procedures



7.3.2 Security Guard duties shall include as a minimum:

- Access Control at main gate

- Access to visitors will only be allowed by means of positive identification (identity document, passport or driver's licence).
- Search all vehicles as per standard operating procedures. Check documentation with regards to toolboxes, equipment, parcels and other items and issue equipment sheets if necessary. Refuse access for prohibited items such as firearms and alcoholic beverages and refer to the Shift Supervisor and Plant Manager. The use of cameras on the Employer premises, must be approval by Plant Manager, prior to use.
- Notify the Plant Manager of any suspicious items removed from site
- Lock and secure gates and doors after hours, if required
- Monitoring of CCTV images from Substation cameras, if required
- Designated patrols of the wind farm
- Check strategic points against patrol report.
- Report and record irregularities, report and record all deviations to the Plant Manager
- Secure scenes of crime and/or incidents and inform Plant Manager
- Respond to alarms and report to Plant Manager
- Monitor the movement of suspicious vehicles/people and report to the Plant Manager
- Maintain visibility in all identified areas.
- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Patrol specific area on foot, or motorized equipment, responding promptly to calls for assistance.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good public relations.
- Record facts to prepare reports that document incidents and activities
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Review facts of incidents to determine if criminal act or legal violations were involved.
- Escort visitors/vehicles or persons when required
- Carry out emergency drills when required.
- Perform any legitimate activity as required.
- Responding to security related incidents. Must have the ability to respond quickly to any possible intrusion into the substation compound
- First responders in the event of a fire.
- The use of documented Standard Operating Procedures (SOPs) to reflect the above to be drawn up and issued to the onsite security personnel.
- Follow COVID-19 related protocols and enforce compliance



7.3.4 Equipment to be supplied by the Contractor

- Supply of uniforms – company uniform must reflect company logos and PSIRA ID card. (PSIRA 13.1). Two per security guard recommended
- Equipment must include baton, handcuffs, pen, pocketbook and flashlight/ torch. One per security guard
- Personal protective equipment (PPE) which must include hardhats, safety shoes, safety glasses and bullet proof jacket. One per security guard
- Fully equipped with rain gear and branded winter clothing, which may include jackets, beanies etc. One per security guard
- Approved breathalysers, one per shift. One spare breathalyser to be kept at security guard house
- Pepper Sprays per security guard
- Handheld radios (base radios) per security guard (provided by the Employer)
- Reflective jackets/vests.
- A roadworthy security vehicle as response vehicle fulltime on site for patrols
- Implementation of a Security patrol tag system, with tags installed locations agreed with the Plant Manager
- Face shield, sterile gloves, face masks, in line with COVID-19 requirements
- Any additional requirement for operational purposes, as required by Contractor

8. EQUIPMENT/FACILITIES TO BE SUPPLIED BY THE EMPLOYER

Kangnas Wind Farm will supply the contractor with access permits, as determined by Kangnas Wind Farm's Plant Manager. The contractor will be trained on the access control system for the site to ensure competence. The contractor shall use the site's facilities, and these will be evaluated from time to time.

9. STAFFING AND ASSOCIATED PENALTIES

The contractor shall be subjected to penalties should it not conform to the Employer's requirements. The Code of Conduct serves as a guideline to establish the standard of conduct required of the Contractor's employees.

It contains examples of typical breaches of acceptable conduct and possible remedies. The list of examples is not exhaustive and is not intended to cover every possible breach of acceptable conduct, but rather to indicate the most common breaches.

The remedy in the event of any breach of conduct will depend on the circumstances. The factors which may be taken into account, but not limited to, include the position of the employee, the nature of the job involved, the seriousness of the breach, the actual or potential prejudice or damage to the Employer, the frequency of the breach, the intention of the alleged offender and whether the breach was made in good or bad faith. Generally, discipline will be enforced on a progressive basis and repetitive misconduct will be more strongly penalised.