



To: Integrated Resource Management Supplier IR

From: Pierre Bouwer

Senior Manager: Supply Chain Services

Intergraded Resource Management

Date: 31 July 2019

BUSINESS INSTRUCTION SCS02 2019: Hired Equipment (HE) delivery and collection

This document serve the purpose to support the correct interpretation of the IRM HE work instruction, SCS-IRM-000004.

Sasol legal appointment Area of responsibility

This is the demarcated physical area within Sasol. Area legal responsibility are delegated by the Sasol 16.2 Legal appointed person to a manager for Operations and might/can appoint the same or parts, or all, of the area to the GMR 2.1 or Section 8 accountable person, but with different responsibilities and accountabilities.

The area is clearly stipulated in a legal appointment document, and therefore the legal appointee hold the right of admission to that area and are accountable for activities taking place within the area of control.

The Budget Owner place a notification for Hired Equipment to be used under Sasol control within their Sasol area of responsibility. IRM HE act on approved demand signal (notification) from the OME. IRM HE facilitate the process by executing the PtP transaction on SAP and ensure On Time In Full delivery to the requestor (OME). The risk, responsibility and accountability remain with the Supplier and or the OME.

Access to a Sasol area of responsibility:

Sasol Employees who has been declared competent to work within the specific area, may enter their work place by means of entering the gate access point to the area.



1. Other Sasol employees, who normally don't work in this area or who are not familiar to the area, needs to report to the control point that is stipulated by the legal appointed owner.
2. Suppliers and Service providers may only enter after permission has been obtained from the Area control point that may include a workshop on site or the control room, who need to take account of every person on site.

All people who enter the area of responsibility may thus only do so when approval was granted by the delegates of the area owner. Any person who enters these areas without prior knowledge and permission from the Area responsible owner or delegate, is illegally within the said area of control.

Ownership of Hired Equipment:

This facilitation include the creation of the take-off from the outline agreement for equipment between the Supplier, (equipment owner) and the Sasol budget owner who rent the equipment.

The equipment remain to be the property of the Supplier and ownership does not change for the rental period.

The Sasol budget owner take accountability for the safe operation (usage) of the equipment during the rental period.

Transportation, delivery and demobilisation:

The supplier who is the owner of the equipment have the Section 37.2 agreed accountability for the transportation of equipment to and from the delivery point. This include the related down loading and uploading activities. Safety during the "loading activities" and or the "trailer hooking activities", remain the accountability of the Supplier as all these activities are under the Suppliers direct control.

Once the Supplier commence with activities to load or hook up the Hired Equipment, for demobilisation, the responsibility for the equipment transfer to the Supplier.

While the Hired Equipment is in transit and up to the boundary of the area (delivery point) where the equipment will be utilised or the hand over will take place, remain the accountability of the Supplier, under the Section 37.2 ring-fence indemnity agreement.



When the Supplier or his appointed transporter arrive at the boundary of the delivery point, they need to report to the control point. Before delivery or collection activities may commence, the Supplier needs to obtain permission from the Sasol legal appointed person or their delegates.

Once the Supplier enters the Sasol area of responsibility with the control point approval, a joint responsibility commence between the Supplier and the Sasol Budget Owner.

The Supplier is responsible to place the equipment in a safe manner on allocated site that the Sasol Budget identified. The Risk assessment for loading activities needs to be done by the Supplier but need to be acknowledged / accepted by the Budget Owner / Area control owner.

The Budget Owner is responsible for the safe operation of the Equipment whilst on their site, during the rental period.

Change over point:

The definition of this point will differ from situation to situation.

- The moment the equipment enters the boundary line of the Sasol area owner, Sasol become jointly responsible for the equipment within their area of control. The Supplier obtain permission from the owner to commence with loading activities. The Budget owner sign hand over documents at a point that may differ between incidents. The rental period commence and end based on the PtP notification period and or as per the agreed demobilisation date. If the equipment is within the Sasol area during the rental period and it is not in use, the rental agreement continue based on the PtP notification.
- When a safety related incident occur, the investigation should be conducted as per the Sasol Group Procedure's; Occupational Safety Accountabilities and Group SHE Incident management protocol.

Demobilisation

The Equipment is demobilised according to rental period, or earlier if confirmed by the budget owner. The Supplier may only enter the Sasol area with the intent to demobilise the hired equipment with approval from the Sasol legal appointed person or their delegates. (Control point).



All arrangements for disconnections from the equipment (where applicable) is arranged prior to the collection by the Sasol Budget Owner / Site personnel.

Activities related to the loading process remain the responsibility of the Supplier.

Rental period and payment.

The effective date of the rental starts with the date and time specified on the SAP Purchase Order (PO), unless if the equipment is delivered later but then the invoice will be adjusted to reflect the correct date. The equipment is available to be used/occupied by the Budget Owner for the period as set out by the JCE. If the rental period laps and no indication from the Budget Owner for extending the rental period is received by IRM, IRM administration will arrange for the demobilisation of the equipment as per original schedule on SAP.

If equipment is collected as per original schedule, payment will proceed for the period of rental. IRM Administration manage the Procure to Pay process.

If extension for the equipment is required, confirmation need to be issued by the Budget Owner and will be adjusted by IRM HE to reflect the new rental end date.

If there is equipment that needs to be rented over longer periods. Monthly payments needs to be done, IRM will facilitate the monthly progress payments.

This authority will be effective 31 July 2015

Approved by:

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