

# Work Instruction: Delivering and Collection of Hired Equipment

SCSS-IRM-000004

Revision: 02

## Purpose

The purpose of this document is to set the requirements for the handling of Hired Equipment

## Applicable to

This document is applicable to Sasol Group Functions as specified in the Sasol Operating Model

<p>Document category: Effective from / valid from date Next review date: Supersedes:</p>	<p><b>Site Specific</b> <b>01 August 2018</b> <b>August 2021</b> <b>SCSS-IRM-000004 (01)</b></p>
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<p>Document origin:</p>	<p><b>Supply Chain</b> <b>Supply Chain Services</b> <b>Integrated Resources Management</b> <b>Hired Equipment</b></p>
<p>Administration:</p>	<p><b>Address written comments or suggestion to the document owner as provided on the front page of a document</b></p>

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SAP document number:	Revision number:	Template number:	Page number:
SCSS-IRM-000004	02	SAS-380 C(08)	1 of 12
Date Printed: 08/09/2018 19:43:14		<b>Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.</b>	

# Content overview

Page

Title and approval criteria	1
Content overview	2
1 Abbreviations and definitions .....	3
2 Scope .....	3
3 Introduction .....	4
4 Responsibilities and authorities.....	4
5 Overall responsibilities and authorities.....	6
6 General .....	9
7 Record management.....	9
8 Amendment record.....	9

## Appendices

Alphabetic number	Description
Appendix A	Pre-Task Risk Assessments for IRM HE
Appendix AA	Pre-Task Risk Assessments for Supplier
Appendix B	Plot Plans
Appendix C	IRM HE Process Overview
Appendix D	Pre-Task Risk Assessment Permit to work RSA
Appendix E	Forklifts Verification
Appendix F	Cranes
Appendix G	Cars, LDVs and Combi's Verification
Appendix H	Zozo's, Ablutions & Showers Verification
Appendix I	Compressors Verification
Appendix J	Generators Verification
Appendix K	Light sets Verification
Appendix L	Portable Toilets Verification
Appendix M	Tents & Tarpaulins Verification
Appendix N	Water Coolers Verification
Appendix O	Small Tools and Equipment Verification
Appendix P	Trucks and Tippers
Appendix Q	Lockers
Appendix R	IRM Pre-Scoping Requirement List
Appendix S	Truck mounted cranes (HYAB)
Appendix T	Trailers

## References

Document number	Description
SCSS-IRM-000002	IRM Hired Equipment

SAP document number:	Revision number:	Template number:	Page number:
SCSS-IRM-000004	02	SAS-380 C(08)	2 of 12
Date Printed: 08/09/2018 19:43:14		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

# 1 Abbreviations and definitions

## 1.1 Abbreviations

<b>AO</b>	Admin Officer
<b>BO</b>	Budget Owner / GMR 2.(1) (End user representative)
<b>COC</b>	Certificate of Compliance
<b>GMR</b>	General Machinery Regulation
<b>HE</b>	Hired Equipment
<b>HRHE</b>	High Risk Hired Equipment
<b>IRM</b>	Integrated Resource Management
<b>IRM HE</b>	Integrated Resource Management Hired Equipment
<b>JCC</b>	Job Cost Confirmation
<b>JCE</b>	Job Cost Estimate
<b>LDV's</b>	Light Duty Vehicles (Bakkies)
<b>OHSA</b>	Occupational Health and Safety Act
<b>OME</b>	Operating Model Entity
<b>PO</b>	Purchase Order
<b>PR</b>	Purchase Requisition
<b>SE</b>	Service Entry

## 1.2 Definitions

### Operating Model Entity (OME)

A distinguishable component within the operating model of the Sasol Group, consisting of Operating Business Units.

### Supplier

Any person or entity contracted with Sasol to supply the work described and specified in terms of any agreement concluded or signature document signed between Sasol such supplier this term will inter alia also refer to supplier, service provider, and contractor.

## 2 Scope

This document explains the roles and responsibilities of the Integrated Resource Management, Sasol Operating Model Entities and Suppliers of Heavy Equipment to Sasol, as specified in the Sasol Operating Model regarding the delivering and collection of Hired Equipment.

This revision will be rolled out and implemented during the month of August 2018.

SAP document number:	Revision number:	Template number:	Page number:
SCSS-IRM-000004	02	SAS-380 C(08)	3 of 12
Date Printed: 08/09/2018 19:43:14	<b>Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.</b>		

### 3 Introduction

The purpose of this document is to set the requirements for the handling of Hired Equipment received from suppliers who deliver the equipment on site, to the Sasol end user, and IRM HE to facilitate both the delivery and collection process.

#### **Integrated Resource management, Hired Equipment KPA's:**

IRM HE provides a standardised process for procuring hired equipment across the region (Southern Africa). IRM HE facilitates the ordering, delivery, visual verification, payment and demobilisation of hired equipment to all Sasol business units on site. IRM HE do not manage, oversee or manage the utilisation of the equipment, as this accountability is either with the Supplier or the Sasol budget owner.

### 4 Responsibilities and authorities

4.1 The Senior Manager IRM is accountable for the governance of this document.

The Senior Managers: Supply Chain Operations Support and Senior Managers: Supply Chain OME's (End User representative) is responsible for the implementation and execution of this work instruction.

4.2 The following Hired Equipment Options are available to Sasol budget owners and their accountabilities are stipulated. Option A and B is available via IRM Hire Equipment. Option C is technically not a rental and thus not available via IRM Hire Equipment.

#### **A. Equipment only:**

The Supplier remains legally accountable for the inherent safety, and integrity of the equipment as per technical design and the OHSA compliance, which also includes safe delivery. The Sasol budget owner / GMR 2. (1) remains responsible to manage the operation, oversee the usage and site conditions under which the hired equipment is used.

#### **B. Equipment and Operator:**

The Supplier remains legally accountable for the inherent safety and integrity of the equipment as per technical design and the OHSA compliance, which also includes safe delivery. The Supplier is accountable to ensure that their operator(s) are trained and declared competent before secondment to Sasol. Task specific risk assessments remains the accountability of the supplier for the equipment supplied and shall be verified by the Sasol Budget owner / user for amendments. Site specific requirements are the responsibility of the Budget owner / user.

The Sasol budget owner / user takes legal accountability for the safe operation of the equipment by the Supplier's designated / appointed operator(s). This implies the same legal relationship as a hired labor employee is established and must be managed as such i.e managed as own employee.

The Sasol budget owner/GMR 2.(1) remains accountable to maintain the equipment and manage the operation, the operator, oversee the usage and site conditions under which the hired equipment is used.

#### **C. Equipment, Operator and Supervision: (Not available via IRM Hire Equipment)**

The Supplier remains legally accountable for the inherent safety, and integrity of the equipment as per technical design and the OHSA compliance for delivery and operation as well as for the safe utilisation of the equipment by the Supplier's designated/appointed operator(s).

SAP document number:	Revision number:	Template number:	Page number:
SCSS-IRM-000004	02	SAS-380 C(08)	4 of 12
Date Printed: 08/09/2018 19:43:14	<b>Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.</b>		

The Supplier remains accountable to ensure that their operator(s) are trained and declared competent as well as to manage the operation, oversee the utilisation and site conditions under which the hired equipment is used.

The Supplier supervisor(s) will receive an instruction from the Sasol budget owner regarding the detailed activities. Section 37.2 accountability remains with the supplier.

### 4.3 Categorisation of High Risk Hired Equipment (HRHE)

The following equipment is regarded to pose higher risks due to their technical design and other legal requirements:

Driven machinery & general machinery:

- Forklift
- Cranes
- Carry deck / easy loaders/mobile platforms
- Tippers and
- Skid steer (Bobcat)
- All Trucks
- Truck mounted crane (HIAB)
- Excavator
- Back actor (TLB)
- Compressors
- Generators
- Generators with light sets
- Transformers

### 4.4 Requirements related to High Risk Hired Equipment.

- a) The Supplier always provide a certificate of fitness/legal compliance, issued by a duly authorised person upon delivery of a HRHE.
- b) The Supplier will conduct fit for usage verification during the rental period at a maximum interval of 30 days, while it is used by the Sasol budget owner.
- c) The Supplier must submit documented evidence confirming their verification and legal compliance of their hire equipment to the end user representative and IRM HE.
- d) IRM HE always conduct the verification function for a HRHE, unless otherwise agreed with the end user.
- e) The Sasol budget owner/GMR 2.(1) will nominate an authorised person in writing to receive HRHE. (In absents the responsible person is presumend to be the requester.)

SAP document number:	Revision number:	Template number:	Page number:
SCSS-IRM-000004	02	SAS-380 C(08)	5 of 12
Date Printed: 08/09/2018 19:43:14		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

- f) In the event that HRHE is not collected and received by the Sasol budget owner, or alternative arrangements have been made, the equipment will be returned to the Supplier, 24 hours after the first delivery time, at the cost of the budget owner.
- The supplier is accountable to ensure that equipment comply with all Sasol and commercial agreed requirements and industry standards. The supplier as subject matter expert need to submit conformation of compliance with every HRHE delivery. Refer to the HRHE equipment specific verification sheet/appendices listed.
  - IRM will facilitate the hand over process between the supplier and the end user – IRM HE Representative to conduct a desk top review of Sasol required documentation and industry standard. IRM HE will conduct a practical layman’s visual verification that equipment is delivered by the Supplier, according to the equipment specific requirements, or as per the specific arrangement with the Sasol budget owner.
  - The Supplier remains accountable for the safety, risk and ownership of the equipment to ensure the load is safely secured on the truck up and until delivery and after collection to be transported from Sasol Site.
  - No person may work under a suspended load when loading or off-loading equipment, unless the load is positively secured and supported.

## 5 Overall responsibilities and authorities

### 5.1 Budget Owner or Representative

- a) Create demand signal for equipment required (work order, notification or e-mail).
- b) Complete a comprehensive scope of work including time, volumes, and quantities.
- c) Budget owner to approve scope / quote and release PR.
- d) The Sasol budget owner or GMR 2.(1) accountability is directly related to the option (A, B, C) selected by the Sasol budget owner as indicated in paragraph 4.2.
- e) Budget owner receives/peruse the required documents relevant to the equipment, as listed under Supplier accountabilities and the relevant Appendix for equipment verification.
- f) The Sasol budget owner appoints a designated / authorised person to receive HRHE and nominate a representative for other equipment.
- g) The Sasol budget owner/representative verifies and co-signs on the visual verification page and hand over documents, were applicable.
- h) The Sasol budget owner representative takes accountability for equipment delivered to their plant for the duration of the rental period.
- i) In the event that HRHE is not collected and received by the Sasol budget owner, or alternative arrangements have been made, the equipment will be returned to the Supplier, 24 hours after first delivery time, at the cost of the budget owner.
- j) Budget owner representative receive the confirmation letter / document from the supplier that clearly states that the equipment complies with legal requirements.
- k) Budget owner representative to high lite site relater risks to the Hiered equipment operator / driver

SAP document number:	Revision number:	Template number:	Page number:
SCSS-IRM-000004	02	SAS-380 C(08)	6 of 12
Date Printed: 08/09/2018 19:43:14		<b>Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.</b>	

- l) Budget Owner designated representative accept accountability for all deliveries and will assist with the risk assessment from supplier.
- m) Oversee general condition of the equipment and report any deviation(s) to IRM HE.
- n) Signal IRM for demobilisation.
- o) Confirm disconnections to IRM.
- p) Approve JCC and relevant documentation attached.
- q) Complete the service acceptance.

**5.2 IRM HE (Hired Equipment)**

- a) The Senior Manager IRM is accountable for the governance of this document.
- b) The Senior Managers: Supply Chain Operations Support and Senior Managers: Enablement (End User Representative) is responsible for the implementation and execution of this procedure.
  - Facilitate understanding of the three (3) available options as per paragraph 4.2 as well as the understanding of the relevant roles, responsibilities and accountabilities.
  - Facilitate the hand over process between the Supplier and the Sasol budget owner/representative.
  - Arrange in advance with Sasol security for effective delivery access.
  - Arrange in advance with the Sasol budget owner / authorised person to receive the delivery who in turn is responsible to inform their GMR2.(1)
  - Confirm the verification / verification point and the delivery point with the Supplier and Sasol budget owner representative.
  - IRM HE to conduct a desk top review of Sasol required documentation and industry standard.
  - IRM HE to conduct a practical layman’s visual verification to verify that equipment is delivered by the Supplier, according to the equipment specific requirements, or as per the specific arrangement with the Sasol budget owner.
  - Confirm the required documents to be handed over/perused by/to the Budget owner representative upon delivery.
  - IRM HE perform a practical layman’s visual verification on equipment upon delivery and collection. If non-compliance with the documentation and/or defective equipment is found, it will be reported to the budget owner/supplier and a decision will be made if mobilisation will proceed or be stopped.

SAP document number:	Revision number:	Template number:	Page number:
SCSS-IRM-000004	02	SAS-380 C(08)	7 of 12
Date Printed: 08/09/2018 19:43:14	<b>Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.</b>		

### 5.3 Supplier

- a) The Supplier accountability is direct related to the option (A, B, C) selected by the Sasol budget owner as indicated in paragraph 4.2.
- b) Supplier must make pro-active arrangements with IRM HE regarding the estimate arrival dates, time for delivery/collection.
- c) Supplier is accountable to submit or have the following documents available during delivery and where applicable and or to be handed over to the budget owner or representative. Also refer to the relevant appendix checklist.
- Letter / document that clearly states that the equipment complies with legal and Sasol requirements.
  - Service history (as / when required).
  - Proof of competency (certificates).
  - Load test certificate.
  - Pressure test certificate.
  - COC.
  - Road worthy certificate.
  - Verification and risk assessment.
  - Copy of the Sasol safety assessment report.
  - Competency training in the application of the SAS558 documents.
  - Operating instruction.
  - Checklist used for equipment brought to site.
  - Supplier delivers/ collect equipment to/ from agreed destination.
  - Upon arrival the supplier always report to the relevant Sasol site office, to obtain approval before any delivery / off loading / uploading may take place.
  - Supplier to inspect equipment with the responsible IRM HE and or Sasol end user representative.
  - Supplier provide task risk assessment of the inherent dangours identified and related to the use of the equipment.
  - Supplier is accountable to ensure equipment related items like container keys etc. is handed over by the Supplier representative to the Sasol end user representative.
  - The Supplier will conduct fit for usage verification during the rental period at a maximum interval of 30 days, while it is used by the Sasol budget owner.

SAP document number:	Revision number:	Template number:	Page number:
SCSS-IRM-000004	02	SAS-380 C(08)	8 of 12
Date Printed: 08/09/2018 19:43:14		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	



- Supplier remain accountable to ensure the rented equipment remain within specification and serviced during the rental period.
- The Supplier must ensure that all delivery vehicles, trailers and or towed equipment are road worthy and compliant with the Sasol minimum requirements for towed equipment.

## 6 General

After the completion of the verification by the IRM HE, all invoices, verification forms, risk assessments and other relevant documentation are scanned and sent to the IRM Administrators, to be uploaded onto the PO on SAP.

## 7 Record management

Record matrix

Record nr.	Record description	Responsibility	Medium	Storage location	File	Retention period	Disposal method
None	None	None	None	None	None	None	None
Note: Files with hard copies are kept in the document store while the product / customer are active - thereafter it is archived. Electronic data is stored on the server and is backed up as per the IT procedures.							

## 8 Amendment record

Revision number	Page	Status / change
01	All	New document replacing JGR-PtP-000077
02	All	Whole document

SAP document number:	Revision number:	Template number:	Page number:
SCSS-IRM-000004	02	SAS-380 C(08)	9 of 12
Date Printed: 08/09/2018 19:43:14		<b>Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.</b>	

## APPENDIX A - S

### Appendix A

Pre-Task Risk Assessments for IRM HE



App A Pre-Task Risk Assesemnts for IRM

### Appendix AA

Pre-Task Risk Assessments for Supplier



App AA Pre-Task Risk Assesemnts fo

### Appendix B

Plot Plans



App B - Plot Plans.docx

### Appendix C

IRM HE Process Overview



App C - IRM HE Process Overview.dc

### Appendix D

Pre-Task Risk Assessment Permit to work RSA



App D - Pre Tas Risk Assesment Permit to

### Appendix E

Forklifts Verification



App E - Forklifts.docx

### Appendix F

Cranes



App F - Cranes.docx

### Appendix G

Cars, LDVs and Combi's Verification



App G - Cars, LDV's & Combies Inspectic

### Appendix H

Zozo's, Ablutions & Showers Verification



App H -ZoZo, Ablusion, Showers I

SAP document number:	Revision number:	Template number:	Page number:
SCSS-IRM-000004	02	SAS-380 C(08)	10 of 12
Date Printed: 08/09/2018 19:43:14	Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.		

**Appendix I**

Compressors Verification



App I -  
Compressors Final.d

**Appendix J**

Generators Verification



App J -Generators  
Inspection.docx

**Appendix K**

Light sets Verification



App K -Light Set  
Inspections.docx

**Appendix L**

Portable Toilets Verification



App L - Portable  
toilets.docx

**Appendix M**

Tents & Tarpaulins Verification



App M  
-TARPAULINS & TENT

**Appendix N**

Water Coolers Verification



App N -Water  
Coolers.docx

**Appendix O**

Small Tools and Equipment Verification



App O - Small Tools  
and Equipment.doc

**Appendix P**

Trucks and Tippers



App P - LIST FOR  
TRUCKS & TIPPERS.d

**Appendix Q**

Lockers



App Q -  
Lockers.docx

SAP document number:	Revision number:	Template number:	Page number:
SCSS-IRM-000004	02	SAS-380 C(08)	11 of 12
Date Printed: 08/09/2018 19:43:14		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

**Appendix R**

IRM Pre-Scoping Requirement List



App R -IRM  
Pre-Scoping Require

**Appendix S**

Truck mounted cranes (HIAB)



App S - Truck  
Mounted Cranes (HI

**Appendix T**

Trailers



App T- Trailers  
Final.docx

SAP document number:	Revision number:	Template number:	Page number:
SCSS-IRM-000004	02	SAS-380 C(08)	12 of 12
Date Printed: 08/09/2018 19:43:14	<b>Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.</b>		