

## **ADDITIONAL SPECIFICATION**

### **SD            GENERAL TRAINING**

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#### **SD 01            SCOPE**

The Contractor shall be responsible for providing diverse training to various groups, including operating and maintenance personnel. The Contractor shall develop and facilitate initial training sessions for all parties, as well as training sessions at specified intervals to revive and supplement the initial training. An accredited trainer shall present all training sessions for maintenance personnel.

This specification includes all requirements for methods to be employed, the syllabus required by the User Client, the syllabus required for maintenance managers and workers and the method of measurement and payment.

#### **SD 02            BASIC METHOD REQUIREMENT**

The Contractor shall be responsible for compiling a proper training plan. Prior to completion of the installation works, the contractor through the Engineer shall request for a list of client and user client personnel to be trained the training will be in two categories as follows:

- i) User client/ end user equipment operations
- ii) Maintenance and facility management personnel

On receipt of the list of personnel to be trained. The contractor with the assistance of an accredited trainer shall carryout a training need investigation. The investigation shall cover at least the following aspects:

- (a) Investigate Identify minimum pre-qualification criteria in terms of existing knowledge and skill levels in relation to reaching target requirements.
- (b) Evaluate personnel in terms of pre-qualification criteria and tasks to be performed (skills profile).
- (c) Identify training needs.
- (d) Develop appropriate and accredited training courses and material in terms of task-specific activities and identified training needs, and compile the training syllabus per installation.

The Contractor shall identify an accredited trainer to assist in the above investigation and finalise the compilation of a training plan and syllabus. Approval of the syllabus shall be a

condition for issue of a Certificate of Practical Completion of an installation. Once the training plan and syllabus have been approved the Contractor shall liaise with the Engineer to establish a date and appropriate training venue that would be conducive to learning to perform training.

The training shall be reviewed within one month after initial training to determine its effectiveness. Further regular training sessions shall be scheduled according to the effectiveness of initial training.

The Contractor will be responsible for recording all training sessions and shall keep signed attendance registers for each training session. For the maintenance and training management personnel training the accredited training service provider will examine the trainees officially with each training session and issue certificates of trainees' acquired skills on satisfactory completion of the training.

### **SD 03                    TRAINING OF USER CLIENT PERSONNEL**

The Contractor's training shall include training of the User Client's operators on biannual basis to acquaint them with operating of installations (especially electrical and mechanical systems). The training sessions shall comprise lectures and on-site (hands-on) demonstrations, and shall be conducted over two-day periods. The Contractor shall liaise with the Engineer to prepare for the correct number of trainee operators.

The content of training courses for operators shall include the essential features of operating the installation, as also described in the Operating and Maintenance Manuals.

Completion of an installation shall, in terms of the Special Conditions of Contract, be subject to successful completion of training. The training course shall also be based on the Operating and Maintenance Manuals. No training shall commence without the Engineer's approval of the final draft Operating and Maintenance Manual for the particular installation.

### **SD 04                    TRAINING OF MAINTENANCE PERSONNEL**

The Contractor shall train either the client maintenance team, his own employees, or local labourers, with regard to maintenance of the installation.

The training of maintenance managers shall include the following aspects:

- (a) Awareness of safety, health and personal hygiene in terms of the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993);
- (b) functioning of the installation, including all its systems, services, parts of buildings and infrastructure;
- (c) all specific tasks related to routine preventative maintenance;
- (d) interpretation and understanding of Operating and Maintenance Manuals with specific reference to requirements in cases of corrective and breakdown maintenance, and
- (e) repair/reconditioning and installation/construction of equipment and materials forming part of an installation.

**SD 05      MEASUREMENT AND PAYMENT****SD.01      Development of a syllabus for training of operators ..... Unit: sum**

The unit of measurement shall be the lump sum for the compilation of a training syllabus for each installation that shall be measured separately in the Schedule of Quantities.

The tendered sum shall include full compensation for identification of pre-qualification criteria and training needs, staff assessment and evaluation prior to training, all technical research, development and compilation of an accredited training course and course material, and all other actions necessary for commencement of official training sessions in accordance with the specification.

The tendered sum shall also include full compensation for the compilation of a draft syllabus and for incorporation of all the Engineer's comments and corrective requirements.

**SD.02      Presenting a training course for operators ..... Unit: number**

The unit of measurement shall be the number of training courses presented based on the approved syllabus.

The tendered rate shall include full compensation for presenting a two-day training course, including lectures, demonstrations, on-site training and hands-on development and improvement of operators' skills to enable the operators to operate installations safely and efficiently.

The tendered rate shall include full compensation for the Contractor's time, appointment of the accredited trainer for the course, and for all material expenses such as paper hand-outs and slides for the whole group of trainees, the number of which shall be determined during development of the training course.

**SD.03      Presenting a training course for maintenance personnel ..... Unit: number**

The unit of measurement shall be the number of training courses presented.

The tendered rate shall include full compensation for presenting a two-day training course, including lectures, demonstrations, on-site training and hands-on development, and improvement of maintenance personnel's skills to enable them to maintain and repair installations safely and efficiently at the satisfactory functional condition specified.

The tendered rate shall include full compensation for the Contractor's time, appointment of the accredited trainer for the course, and for all material expenses such as paper hand-outs and slides for the whole group of trainees, the number of which shall be determined during development of the training course.