1. Background

The South African National Petroleum Company (SANPC) is a recently established state-owned entity formed through the merger of three Central Energy Fund (CEF) subsidiaries: iGas, The Petroleum Oil Company of South Africa (PetroSA), and the Strategic Fuel Fund (SFF).

SANPC owns and operates key national energy infrastructure, including the Milnerton Storage Terminal**,** Saldanha Storage Terminal**,** Oil Pollution Control (OPC) Saldanha, and the Ogies Crude Storage Terminal**,** with its head office located in Parow, Cape Town**.** The company also manages South Africa's strategic crude oil inventory and oversees oil pollution control at the Saldanha Jetty, acting on behalf of the South African government.

To comply with occupational health and safety regulations and ensure the well-being of its employees, SANPC requires the services of a registered Approved Inspection Authority (AIA) to conduct Occupational Hygiene Surveys and Occupational Health Risk Assessments (OHRA) across its operational sites. These assessments must align with relevant legislation and standards, including the Occupational Health and Safety Act (Act 85 of 1993)**,** Municipal By-Laws**,** ISO 9001, 14001, and 45001, NIOSH applicable Codes of Practice, and sound Corporate Governance principles.

2. Objective

The objective of this engagement is to identify and assess occupational health hazards across all SANPC and some PetroSA facilities through formal Occupational Hygiene Surveys and Health Risk Assessments.

The appointed Approved Inspection Authority (AIA) will:

- Evaluate workplace conditions that may pose health risks to employees,
- Quantify employee exposure to occupational stressors (e.g., chemical, physical, ergonomic),
- Determine compliance with applicable occupational exposure limits (OELs),
- Provide detailed, practical, and legally compliant recommendations for mitigating identified risks,

- Make recommendation for a risk-based Occupational Hygiene Monitoring and Medical Surveillance Programme.

Table 1: List of Sites and Assessments to be conducted

SALDANHA TERMINAL AND JETTY	SALDANHA OPC	MILNERTON TERMINAL	PAROW HEAD OFFICE	OGIES TERMINAL	BLOEMFONTEIN FUEL DEPOT (PetroSA)	CENTRE OF EXCELLENCE (PetroSA)	HARBOUR (MOSSEL BAY) (PetroSA)	HELIPORT (MOSSEL BAY) (PetroSA)	TZANEEN FUEL DEPOT (PetroSA)	VOORBAAI (MOSSEL BAY) (PetroSA)
Noise exposure control	Noise exposure control	Noise exposure control	Noise exposure control	Noise exposure control	Noise exposure control	Noise exposure control	Noise exposure control	Noise exposure control	Noise exposure control	Noise exposure control
	*Illumination survey	*Illumination survey	*Illumination survey	*Illumination survey	*Illumination survey	*Illumination survey	*Illumination survey	*Illumination survey	*Illumination survey	*Illumination survey
Chemical survey	Chemical survey	Chemical survey			Chemical survey	Chemical survey	Chemical survey	Chemical survey	Chemical survey	Chemical survey
Indoor Air Quality	Indoor Air Quality	Indoor Air Quality	Indoor Air Quality	Indoor Air Quality	Indoor Air Quality	Indoor Air Quality	Indoor Air Quality	Indoor Air Quality	Indoor Air Quality	Indoor Air Quality
Ergonomics/ Manual Handling	Ergonomics/ Manual Handling	Ergonomics	Ergonomics	Ergonomics	Ergonomics/ Manual Handling	Ergonomics/ Manual Handling	Ergonomics/ Manual handling.	Ergonomics/ Manual handling.	Ergonomics/ Manual handling	Ergonomics/ Manual handling.
Thermal Stressors/ Heat and cold stresses	Thermal Stressors/ Heat and cold stresses				Thermal Stressors/ Heat and cold stresses	Thermal Stressors/ Heat and cold stresses	Thermal Stressors/ Heat and cold stresses	Thermal Stressors/ Heat and cold stresses	Thermal Stressors/ Heat and cold stresses	Thermal Stressors/ Heat and cold stresses
Health Risk Assessment	Health Risk Assessment	Health Risk Assessment	Health Risk Assessment	Health Risk Assessment	Health Risk Assessment	Health Risk Assessment	Health Risk Assessment	Health Risk Assessment	Health Risk Assessment	Health Risk Assessment
	Asbestos Survey	Asbestos Survey	No Assessment Required	Asbestos Survey	No Assessment Required	Asbestos Survey	Asbestos Survey	Asbestos Survey	Asbestos Survey	Asbestos Survey

*Illumination survey includes daytime and nighttime surveys where shift work takes place.

Further details of the areas to be covered for the surveys, as well as details of contact persons will be available at the briefing session.

Service Provider is required to make provision for the own PPE.

3. General Scope of Work:

3.1 Sampling Strategy

The information collected during the survey will be used to determine the quantitative exposure of employees. A quantitative evaluation of exposed employees will require monitoring. The exact type of monitoring conducted will be determined by evaluating the below listed factors:

- Duration of worker exposure;
- Number of exposed workers;
- Sampling methods available and their limits of detection;
- Degree of accuracy required in the results; and
- Regulatory requirements.

The findings of the assessment must be used to draw up an Occupational Health Risk Exposure Profile that provides a framework to prioritise the management of occupational health risks and to formulate risk based occupational hygiene monitoring and medical surveillance programmes for SANPC.

3.2 Sampling Methodology

The methodology used to conduct the Occupational Health Risk Assessment (OHRA) on chemical, physical and ergonomical stressors and Occupational Hygiene Survey on illuminance**,** chemical (fumes) and noise as required in terms of the OHSAct (85 of 1993) statutory requirement, applicable standards and industry best practice.

For employees that require personal sampling, employees must be made aware of the requirement to wear sampling equipment and be informed of not to contaminate collected samples. Only accredited laboratories will be used for sample analysis.

3.3 Sampling Results and Assessment

Analysis compared to OHSAct, NIOSH and other applicable regulatory or industry best guidelines.

The Occupational Hygiene Sampling Report will be made available to SANPC within 30 days of the assessment, including laboratory analysis results. Where required the Occupational Exposure Limit (OEL) must be indicated in the assessment report.

3.4 Determination of Exposure Level

Determining whether results from monitoring indicate an acceptable exposure level will be based on the Occupational Exposure Limits (OELs), accepted occupational hygiene practices, and applicable regulations. Where occupational exposure limits do not exist, other recognised standards and professional judgement will be used to determine at which point hazard controls are required. Where the exposure results are below the action level, the exposure level will be deemed acceptable. However, recommendations for controls may still be made to address worker comfort or due diligence issues. Where the exposure results are above the action level, the implementation of, or modification to, hazard controls must be made. Where an OEL has been exceeded, it must be indicated in the report together with the nature and extent of the excess exposure with recommended controls. Where the exposure results cannot be clearly interpreted, the Occupational Hygiene must be available to interpret and/ or further exposure assessment will be required.

3.5 Recommendation of Controls

When recommending controls for identified and assessed hazards, the hierarchy of controls will be used; preference will first be given to engineering controls, substitution, then administrative controls, and personal protective equipment will be considered last.

3.6 Medical Surveillance Programme

Make recommendation on the medical surveillance programme to ensure screening is as per the survey(s)' findings guided by the relevant regulations.

3.7 Personal Monitoring for Occupational Hygiene Stressors

The appointed Approved Inspection Authority (AIA) shall conduct personal exposure monitoring to assess occupational hygiene stressors for workers performing high-risk or routine exposure tasks across all SANPC sites.

This monitoring must be informed by:

- Environmental conditions
- Exposure duration and frequency
- Job roles with potential for elevated exposure

3.8 Tools & Equipment

The service provider to provide own instruments/tools necessary for the execution of work, the below must be consider

- Air Velocity meter
- Gas Tester
- Indoor Air Quality Monitor
- Sound Level Meters
- Vibration Meter
- Thermal Stress
- Lux meter

The service provider will be responsible for the calibration of tools.

3.9 The service provider will be responsible for:

I. Conducting surveys according to relevant legislation and SANPC requirements
II. Supplying SANPC with corrective actions in order to mitigate deviations in exposure levels, as prescribed by legislation.
III. Submitting all measures, analyses, corrective actions etc. in hard copy reports as well as electronic versions.

4. Specific Deliverables

The Service Provider shall define how the Services will be achieved. The Service Provider should provide a detailed schedule in line with the required deliverable and expected timelines.

It is expected that the scope incorporates the following requirements:

I. Complete quotation as a daily rate for physical survey work, including report writing (Occupational Hygiene Report and Health Risk Assessment Report);

II. Reports to be submitted per site and further broken down to Departments within the different sites, that is for:

- Head Office, Parow
- Ogies Terminal
- Milnerton Terminal
- Saldanha OPC Terminal
- Saldanha Terminal (including the Jetty)
- Bloemfontein Fuel Depot
- Centre of Excellence (Mossel Bay)
- Harbour (Mossel Bay)
- Heliport (Mossel Bay)
- Tzaneen Fuel Depot
- Voorbaai (Mossel Bay)

III. Provide SANPC confirmation of compliance to the prescribed legal measurements stated in the OHS Act;

IV. Include in the reports, identification of all hazardous material including asbestos, recommendations to ensure compliance to prescribed legal measurements;

V. Present the reports to SANPC within ten (10) days following the completion of the last survey and before concluding the final draft of the reports. The presentation to SANPC can be virtual or in-person (at no additional cost to the SoW for the survey), whichever is preferable.

VI. Ensure reports are available within fifteen (15) days following the completion of the last survey.

5. Competency and Experience

Qualifications of the service provider

The service provider is required to be an approved inspection authority by the department of labour. All the personnel to be assigned to work on SANPC should meet the competency requirements as per the Occupational Health and Safety Act (85 of 1993),

The service provider is required to submit the following as part of the RFQ documentation:

- Calibration certificates of instruments to be used for the survey;
- Resume and Qualification certificates of the service provider;
- Proof of Registration as AIA practitioner;
- Proof of Registration as an AIA company;
- Experience in the field as both a practitioner and a company.
- Accreditation with SANAS
- Letter of good standing

6. Contractor Safety

The appointed service provider will be required to undergo SANPC safety inductions and submit a safety file.