

PRINCIPAL SCOPE OF WORK REQUIREMENTS FOR ALL CONTRACTORS

01 Describe the work to be performed

- Comply to all relevant WesTrac values, policies and procedures
- Comply to all governmental, environmental and industry regulations
- Provide details of plant and machinery to be brought on site in addition to any listed in the pre-qualification form
- Provide maintenance documentation for any stated equipment
- Supply all parts, tooling and equipment to complete works, unless agreed prior

02 Extra requirements to the Pre-Qualification

- All below policies and procedures are to be read and understood by contracting employees
- Provide copies of licences, tickets and training for all employees that intend to enter WesTrac sites
- Respond to call outs as required - emergency, urgent and scheduled work if required
- Ability to be able to work after hours and on weekends if required
- Remove and dispose of waste as per local government and environmental regulations

03 Other Scopes of Work required or relevant to this task

- Task specific scopes of work are required, dependant on the primary business function
- All scopes of work to be approved for each company by WesTrac before work commences on WesTrac sites

04 Policies, procedures and inductions that may be relevant to this Scope of Work

- Alcohol and Other Drugs Policy (PCD-NAT-HR-0022)
- Area Induction – Operations (FTT-NAT-HR-0099)
- Area Induction Form - Administration & Support Service (FTT-NAT-HR-0098)
- Barricading Demarcation and Signage Policy (POL-NAT-HSEQ-0014)
- Barricading, Demarcation, Labeling and Signage (PCD-NAT-HSEQ-0111)
- Bullying, Harassment Discrimination Policy (POL-NAT-HR-0004)
- Completing WesTrac Inductions Online (WIN-NAT-HSEQ-0007)
- Contractor Management Procedure (PCD-NAT-PRC-0004)
- Contractor Permit to Work (FTT-NAT-SER-0171)
- Contractor Permit to Work Procedure (PCD-NAT-HSEQ-0168)
- Environmental Management Policy (POL-NAT-HSEQ-0023)
- Ergonomic Procedure (PCD-NAT-HSEQ-0118)
- Fatigue Management Procedure (PCD-NAT-HSEQ-0119)
- Fatigue Management Procedure WA (PCD-WA-HSEQ-0001)
- Fire Extinguishers (WIN-NAT-HSEQ-0033)
- Fraud and Corruption Policy (POL-NAT-FIN-0011)
- Group Isolation Permit (FTT-NSW-HSEQ-0018)
- Hazard and Incident Reporting and Notification Procedure (PCD-NAT-HSEQ-0107)
- Health and Fitness for Work Policy (POL-NAT-HSEQ-0005)
- High Voltage Isolation Permit (FTT-NSW-HSEQ-0017)
- Isolation and Tagging Procedure (PCD-NAT-HSEQ-0125)
- Isolation and Restoration of Energy Procedure (PCD-NSW-HSEQ-0010)
- Job Hazard Analysis (JHA) Worksheet (FTT-NAT-HSEQ-0103)
- Job Hazard Analysis Procedure (PCD-NAT-HSEQ-0103)
- Manual Tasks Procedure (PCD-NAT-HSEQ-0131)

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- Mobile Device in Operational Areas Policy (POL-NAT-HSEQ-0027)
- Personal Protective Equipment (PPE) Policy (POL-NAT-HSEQ-0008)
- Security Access Card Rules of Use (FTT-NAT-FAC-0019)
- SWP – Utilisation of a Starter Isolation Point to Conduct Approved Work (WIN- NSW-HSEQ-0108)
- Take 5 Procedure (PCD-NAT-HSEQ-0106)
- Use of Knives Procedure (PCD-NAT-HSEQ-0152)
- WA – Job Hazard Analysis (JHA) Worksheet (FTT-WA-HSEQ-0022)
- WA – Job Hazard Analysis Procedure (PCD-WA-HSEQ-0002)
- Wearing of Jewellery Procedure (PCD-NAT-HSEQ-0142)
- WesTrac Personal Protective Equipment (PPE) Matrix (FTT-NAT-HSEQ-0045)
- Working Alone Procedure (PCD-NAT-HSEQ-0139)
- Workshop, Yard and Storage Areas Procedure (PCD-NAT-HSEQ-0150)

05 Describe who supplies the materials

- The decision as to who is providing hardware and materials is to be clarified at the time the purchase order is raised, between the contracting company and the requisitioner
- The contracting company is to provide all tools necessary to complete the works
- WesTrac may, at its discretion, provide consumables or tooling that it deems necessary to complete the task

06 Describe how the work will be measured

- The contracting company will be measured against safety, quality, velocity, cost and people-based metrics.
- The relevant WesTrac department will conduct reviews, feedback sessions and other performance management tools it deems necessary

07 Describe at what point will the work be accepted

- The contracting company is to provide WesTrac a Service Entry Sheet, maintenance report, commissioning report or similar outlining works and testing completed
- The completed works will be tested and verified complete by both the contracting company and WesTrac
- The services as requested in the purchase order will be deemed to be delivered by WesTrac
- Acceptance will also be in accordance with WesTrac's Terms & Conditions or Standing Offer
- Any large discrepancies in cost to be scrutinised between both parties