

Document Number	FTT	NAT	PRC	0026
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Document Owner	National Procurement Manager			

PACKAGING, PALLETS AND RACKING - SCOPE OF WORK

01 Describe the work to be performed

- Design, install and maintain racks and storage facilities on WesTrac sites in accordance with relevant government and Worksafe standards
- Design and modify transport and shipping stands and containers in accordance with relevant Chain of Responsibility, Government and Worksafe standards
- Wrap and preserve items for storage and preservation
- All other requirements per the Principal Scope of Works

02 Extra requirements to the Pre-Qualification

- As per the Principal Scope of Works

03 Other Scopes of Work required or relevant to this task

- Use of hand and power tools
- Use of mobile plant
- Use of lifting equipment on site
- Sub-contractor engagement
- Hot works
- Working at heights

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

- Pallet Wrapping Machine Procedure (PCD-WA-PTS-0001)
- Ride on Pallet Jack Daily Inspection Checklist (FTT-NAT-PTS-0027)
- SWP – Packing Wet Cell Batteries for Transport (WIN-NAT-PTS-0621)
- SWP – Pallet and Steel Storage Racking (WIN-GUI-PTS-0035)
- SWP – Strapping and Strap Cutting (WIN-GUI-TRK-0023)
- SWP – Strapping of Cylindrical Items to Pallets (WIN-MTT-SER-0016)
- SWP – Use of an ITIPACK Strapping Tool (ITA 25) (WIN-GUI-CRC-0169)
- SWP - Use of P325 Plastic Strap Tensioner (WIN-NAT-HSEQ-0243)
- As per the Principal Scope of Works

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

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- 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