

## **QUALITY POLICY STATEMENT**

OPTIPOWER will conform to the guidelines prescribed by ISO 9001 2000 and all standards & specifications agreed to in the Contract.

The Quality Management systems of OPTIPOWER generally conform to ISO 9001 and have been detailed and documented in line with the requirements of this standard.

During the execution of the project it may become necessary to review and revise certain procedures and methods to deal with situations unique to the project. This shall be done as and when the need arise in agreement with the CLIENT if required. Quality Policy statements of OPTIPOWER are attached for reference

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## **QUALITY ASSURANCE**

It is the policy of OPTI POWER PROJECTS (PTY) LTD to commit our company to continuously improve the quality and value of our products. Systems and services in an international market according to ISO 9000/1/2.

Following key principles are strictly adhered to in supporting this policy:

Training and education of all our staff members to ensure the improvement in their skills, knowledge and capabilities to the benefit of our customer's requirements and the upliftment of our employees in society.

Maintaining a business like approach built on confidence, trust, integrity and responsibility. Promoting the right attitude towards customers to facilitate their requirements at all times.

To subscribe and maintain a Total Quality Management System at all levels. Appropriate systems and controls will be adhered to thereby minimizing the risk and costs in the interest of our clients and our company.

To serve our customers to the best of our ability through expertise, quality and service.

I, ANDRE SWART fully commit myself and this company to the continuous improvement, implementation and support of the above policy.

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## **ENVIRONMENTAL MANUAL**

### **1. 1 General**

The contents specifically designed for limiting destructive actions on the construction site.

#### **1.1.1 Interpretations**

- "Client" means the party for who the works are to be executed

- “Client’s project manager” means the person appointed by Client to act in the capacity and notified, by name and in writing by Client to the contractor, to act as required in the contract.
- “Contractor:” means Optipower, the responsible person appointed by Optipower will be the Project Manager or designated person by the PM.

#### 1.1.2 Supervision

The Optipower designated Environmental person in charge shall give or provide all necessary superintendence during the execution of the works. The competent and authorized appointee shall be on the works at all times when work is being performed or when Client shall reasonably require it.

#### Environmental Risk Assessment:

An Environmental Risk Assessment will be conducted on all Contracts prior to commencement of works, see OPTI: EN6001, “Environmental Site Management”.

#### 1.1.3 Precautions against damage

- No damage shall be caused to any crops/land/fixtures unless the extent of the intended damage is agreed upon by both the landowner and the Client representative, prior to the work commencing.
- There shall be no littering of the veld and suitable containers shall be provided by the contractor for any waste, and disposed of according to agreed proper methods.
- No fires shall be allowed on site under any circumstances.
- All additional agreements concluded between the contractor and a landowner not relating to the contract works will be in writing and a copy made available to the Client representative within 48 hours of such agreement being concluded.
- Optipower shall retain and promote the goodwill of the farming community and the general public
- The site establishment camp will located at an acceptable area to the landowners, and constructed to the approval of the Client. Management of waste will be according to the regional/municipal waste management procedures.

#### 1.2 Sanitation

Toilet facilities shall be provided at all work sites, preferably chemical toilets. The disposal of water and waste will be done to the approval of the Client’s EMP..

#### 1.3 Wildlife

Otipower will commit to the environmental Conservation Act No 37, it is illegal to interfere with any wildlife, fauna or flora, and any transgression will be treated as a criminal offence.

#### Access

##### 1.4 Use of roads

- Use of the existing servitude’s and the existing roads shall be maximized. In circumstances where private roads must be used, the condition of the said roads must be recorded prior to use (e.g. photographed/video) and be agreed upon by Client, the landowner and the contractor. Only upon Client’s written approval and instruction from the Client, shall roads be restored/constructed at agreed rates.
- Should access not be continuous along the line servitude, then a site inspection will be required prior to tender, so that any hidden costs could be measured. i.e.: such as bad access roads, rivers, motorways, railways, mountains etc.

- Access must only be established by vehicles passing over the same track as reasonably possible, on natural ground.
- Access roads shall only be constructed where necessary, at watercourses, on steep slopes or where boulders prohibit vehicular traffic, as instructed by the Client, to prior agreed rates.
- Construction vehicles shall obtain written permission from the Client representative, who shall liaise with the land owners, before entering any of the following areas:
  - 1) Naturally wet areas: vleis, swamps, etc.: or
  - 2) Any area after rain
- Water diversion berms will be constructed only as instructed by the Client. Where the in-situ material is unsuitable for the construction of water diversion berms, alternative methods of construction must be investigated and proposed by the contractor and submitted to Client for approval. The contractor must be in possession of a site instruction form Client's representative before proceeding with construction at prior agreed rates.

Borrow pits - The contractor's decision as to the location of borrow pits, shall be at the Client representative's approval. Who shall prior to approval negotiate successfully with the landowner.

All vehicles shall pass through gates when crossing fences, and the contractor shall not be allowed to drop fences temporarily for the purpose of driving over them. No construction work shall be allowed to commence on any section of line, unless all gates in that section have been installed to Client's complete satisfaction.

- Report:  
Environmental issues will be reported as a independent item to the Clients requirements, with the monthly progress report

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## **SITE MANAGEMENT**

Site Management Method and Procedure Pertaining to Networking: (OPGW & ADSS)

### 1.0 Purpose

The purpose of this document is to introduce a structured and standardized Method and Procedure into OPTIPOWER Network Services to manage Construction sites

### 2.0 Definitions, Abbreviations and Acronyms

PM	Project Manager
PMC	Project Management Center
PSC	Project Steering Committee
MNS	Manager Network Services
PM	Project Manager
SPM	Senior Project Manager
SMPMC	Senior Manager Project Management Center (Head Office)
VO	Variation Order

### 3.0 Notification

The establishment of sites will only proceed once an official duly authorized order from the customer has been received

### 4.0 Site Establishment

- The PM shall study the specifications in terms of site establishment requirements prior to the commencement of the project
- The PM shall ensure site establishment in accordance with the customer specifications
- The PM shall establish security requirements and make arrangements accordingly
- The PM shall take full responsibility for work site house keeping
- The PM shall arrange for the appointment of safety officers in accordance with the relevant occupational health and safety act
- The PM shall notify the customer in writing once the site establishment has been completed
- The PM shall order all the material required and arrange for all material deliveries to site
- The PM shall ensure that a literate competent person receipt all material
- The PM shall ensure that a written material inventory is maintained at all times during the duration of the project
- The PM shall ensure that all delivery notes are properly filled and safeguarded
- The PM shall submit all delivery notes and the applicable payment certificate to OPTIPOWER Head Office within one working day

### 5.0 Meetings

- The PM shall attend all meetings called by the customer regarding the project
- The PM shall call the customer to special meetings if so required
- The PM shall ensure that he obtain copies of minutes of all meetings within two working days
- The PM shall arrange for a scribe to take minutes of the proceedings of all meetings called by the PM or SPM
- The PM shall distribute copies of all minutes to the SPM and SMPMC within one working day after receipt

### 6.0 Site Book

- The PM shall maintain a site book (Daily Diary) for each project
- The PM shall record all events regarding the project on a daily basis
- The SPM shall check all site books during site visits
- The PM shall record all delays in the site book
- The PM shall ensure that all facts related to delays are properly record in the site book and that it is counter signed by the customers representative on the project

### 7.0 Site Management

- The PM shall compile a works program in accordance with the customers requirements and obtain the customers approval prior to commencement
- The PM shall maintain the works program on a daily basis and notify the SPM of any deviation from the approved works program
- The PM shall study all specifications, standard commercial terms and conditions, Sketches, drawings, quality requirements, safety regulations, environmental issues prior to the commencement of the project
- The PM shall obtain all wayleaves from the customer prior to the commencement of the project
- The PM shall record production progress on a daily basis and report progress to the SPM on a weekly basis
- The PM shall ensure that all vo's for deviating from the original scope of work is obtained in writing and that all vo's are duly filled and safeguarded

- Under no circumstances may the PM allow OPTIPOWER or other Contractors work teams to proceed with work, which has not been authorized
- The PM must calculate the cost of all vo's with the assistance of the PMC prior to price negotiations with the customer. All price negotiations and acceptance must be done in writing
- The PM shall determine the time impact on the project and request for extension of time in writing
- The PM shall amend the works program on approval of the extension of time for to reflect the new contract period
- The PM shall record all rain delays in the site
- The PM shall ensure that an OPTIPOWER supervisor is on site at all time
- The PM must enforce daily quality checks by OPTIPOWER staff
- The PM shall ensure that the safety officers comply with the relevant act and will ensure that all occupational incidents are investigated.
- The PM shall deal with all complaints on a daily basis
- The PM shall deal with conflict on a daily basis
- The PM shall take responsibility for operational discipline
- The PM shall deal with all site instructions on a daily basis
- The PM shall arrange for conformance tests
- The PM shall evaluate all OPTIPOWER staff work performance in accordance with OPTIPOWER policy
- The PM shall arrange for final inspection and handover to the customer
- The PM shall arrange for the certificate of completion
- The PM shall arrange for compilation of payment certificate and submit it to the SMPMC (Head Office) within one working day after completion
- The PM shall prepare all as- build documentation in accordance with customer requirements
- The PM shall ensure the correctness of all as- build documentation
- The PM shall submit the as- build documentation to the customer against written acknowledgement of receipt
- The PM shall submit a full set of all project documentation to the PMC
- The SPM shall ensure the following:
  - Weekly production meetings with all PM's
  - Ensure that the PM's comply with this method and procedure
  - Take disciplinary action when required
  - Attend production meetings on all projects that are behind schedule
  - Scrutinize all minutes for OPTIPOWER non compliance
  - Initiate corrective action on detection of non compliance
  - Evaluate PM's work performance
  - Meet informally at least once a month with important customers
  - Attend project meetings of contracts. > R 5 mil. at the 25%, 50%, 75% completion stage
  - Attend final project meeting on contracts > R 5 mil.
  - Ensure that all deviations from the original scope if work be reported to the SMPMC
  - Ensure on time submission of payment certificates to the SMPMC'S office

#### 8.0 Payments

- The PM shall submit all payment certificates to the PMC within one workingday after completion
- The PMC shall verify the correctness of the payment certificate within one working day
- The PMC shall issue a tax invoice and submit it to the customer for payment within one working day
- The PMC shall study the customers payment conditions and procedure and ensure payment accordingly

- The SMPMC shall monitor all payments on a weekly basis to ensure no late payments
- The SMPMC shall ensure that special early payment preference are capitalized on the SMPMC shall request OPTIPOWER legal services to place customers in mora for late payment and arrange for mora interest claims
- The PMC will monitor retention periods and claim retention money back
- The PMC will handle all performance guarantee issues

9.0 Project Closeout

- The PM shall submit all project documentation to the PMC within five working days after completion of the project
- The PMC shall archive the project documentation for a period of five years

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**MANAGEMENTS RESPONSIBILITIES**

Notwithstanding the responsibilities set out in the Memorandum of Agreement, the following applies:

The Managing Director is primarily responsible for delegating responsibilities appropriately too, and ensuring continuous effectiveness and control of activities of the operations of the Company. The Operations Manager is responsible for the fluent execution of actual Contracts within the Clients, and national standards requirements. He will enforce the appropriate Procedures, Standards, Safety and Quality Assurance, so as to facilitate effective management and control of activities.