

# O&M Contractor Scope of Services

## 1. Administration

- 1.1. Designate plant O&M management team.
- 1.2. Set-up administrative procedures and accounting system,
- 1.3. Set-up owner reporting system and periodic meetings.
- 1.4. Prepare government reporting system and government relations procedures. Legal and commercial issues responsibilities with government stays part of owner's responsibility.
- 1.5. Prepare operating procedures and processes for plant specific systems.
- 1.6. Establish system for fuel and lube oil supplies with owner.
- 1.7. Establish arrangements for payments of "handover fees" and "O&M Fees"

## 2. Personnel

- 2.1. Obtain visa and works permits for Contractor non-local employees in about 2 months period after Contract signature date.
- 2.2. Advertise, interview existing plant staff and recruit new staff, as required.
- 2.3. Prepare and sign staff employment contracts
- 2.4. Prepare and conduct technical and administrative training.
- 2.5. Prepare and conduct firefighting equipment and first aid training.
- 2.6. Conduct medical tests.
- 2.7. Supply necessary personnel protection equipment including proper working clothes and safety shoes.
- 2.8. Arrange for the supply of canteen food facility. Contractor shall be allowed to utilize owner canteen by paying -----/3 meal-day basis).
- 2.9. Arrange for suitable staff accommodation.

## 3. Supply of Equipment for O&M

- 3.1. Arrange for all necessary office equipment and machines (stationeries and printers) for the functionality of the administration and technical O&M staff.
- 3.2. Arrange for computer hardware and software for administration and technical key staff members
- 3.3. Arrange for laboratory room at fuel and lube oil delivery point. Laboratory equipment for fuel and lube oil testing, initial delivery by Owner
- 3.4. Arrange for test and calibration of handheld measuring devices and equipment.
- 3.5. Delivery of measuring devices and equipment.
- 3.6. Handing over of plant maintenance workshop from owner (OEM special tools, Small hand tools, ...ect).
- 3.7. Handing over from owner of plant overhead crane inspection and load test.

## 4. Operation Scope

- 4.1. Continuous control and monitoring of plant equipment and auxiliaries' parameters.
- 4.2. Control operation parameters to be within safe and OEM recommended limit.
- 4.3. Perform tasks based on O&M checklists.
- 4.4. Review and update operation checklist (hourly, daily, weekly and monthly) every 6 month.
- 4.5. Collection of Lube and water samples and handed over to the concerned library for analysis.

## 5. Maintenance Scope

- 5.1. Preventive maintenance of all plant equipment based on operating hours (see list of equipment in Appendix G)
- 5.2. Corrective maintenance (manpower only) of all plant equipment in reaction to equipment failures and maintenance requests from operation team.
- 5.3. Performance and maintenance reports and records to be maintained (daily, weekly, monthly, quarterly and Yearly reports).
- 5.4. Housekeeping and painting

## 6. KPI's

- 6.1. Contractor shall discuss and agree on KPIs for Power Plant as per international norms.
- 6.2. Contractor shall maintain KPI's records throughout the year, prepare the report on monthly basis, and report to Owner.