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1. SCOPE OF WORK

1.1 Introduction

Nickel West (NiW) is the World's third largest producer of nickel-in-concentrate, providing 16% of global nickel-in-concentrate production.

Mount Keith Nickel Operations (MKO) forms part of the Nickel West Business Group.

Or

The Nickel West Business Group consists of Kwinana Nickel Refinery (KNR), Mount Keith Nickel Operations (MKO), Leinster Nickel Operations (LNO, comprising both above ground and underground operations), Kalgoorlie Nickel Smelter and Kambalda Nickel Concentrator (KNSC) all of which are based in Western Australia.

KNR, located approximately 45 kilometres south of the Perth CBD, began operations in 1970 and is the World's third largest producer of refined nickel. KNR receives nickel matte from Kalgoorlie Nickel Smelter (KNS) for further purifying, and produces premium nickel briquettes and nickel powder. Kwinana Nickel Refinery produces around 65,000 tonnes of nickel metal per annum.

MKO is located in the Agnew-Wiluna greenstone belt, in the North Eastern Goldfields region, 700 kilometres north-east of Perth. The operation is surrounded by pastoral stations with the nearest townships being Wiluna, 80 kilometres to the north, and Leinster, 90 kilometres to the south. The deposit is a large, low-grade disseminated sulphide ore body that is open-cut mined using conventional drill and blast, load and haul methods. Mt Keith operates under a fly-in fly-out arrangement for all personnel with employees housed in a self sufficient village complex 12 kilometres south of the operating facilities. Commuting arrangements are based upon jet flights direct to and from Perth.

LNO, located 645 kilometres north-east of Perth, produces nickel ore from the Perseverance Underground Mine, Rocky's Reward, Cliffs and a number of satellite ore sources. The ore is delivered to the mill where it is then crushed and processed to produce a concentrate. The concentrate is blended with concentrate from Mount Keith Nickel Operations to produce a dried concentrate product that is delivered to the Kalgoorlie Nickel Smelter. LNO operates under a residential and fly-in fly-out arrangement from Perth.

Kalgoorlie Nickel Smelter (KNS) is located 12 kilometres south of Kalgoorlie. Opened in 1973, KNS uses a flash smelting method. Dry concentrate is transported from Kambalda and Leinster to the Smelter which produces granulated nickel matte. The matte is railed to the Kwinana Nickel Refinery to produce premium nickel briquettes. KNS is capable of producing in excess of 100,000 tonnes of nickel-in-matte per year.

Kambalda Nickel Concentrator (KNC) is located 60 kilometres south of Kalgoorlie. The concentrator is capable of treating approximately 2.2 million tonnes of ore, producing in excess of 40 kilo-tonnes of Nickel-in-Concentrate per annum. Nickel-in-Concentrate treated at KNC is further treated at the Kalgoorlie Nickel Smelter where it is upgraded to nickel-in-matte.

A suitably qualified Contractor is sought for the Provision of Automotive Electrical, Mechanical and Auditing Services for any or all of the NiW Sites.

1.2 General Statement of Works

This Contract is for the provision of suitably qualified and competent personnel for the Provision of Automotive Electrical, Mechanical and Auditing Services, for any or all of the NiW Sites. The Works will comprise but not limited to the following:

- Suitably qualified and competent Automotive Electrical and Mechanical Trades Technicians necessary to perform the service
- Provision of personnel trained and competent in (Technical Specialists) to work on Site and execute the maintenance regime and to provide training to nominated Site Personnel.
- Trade Assistant personnel
- All management, planning and supervisory personnel necessary to perform the Services
-
- Provision of a technical support hotline to provide assistance to Site personnel in solving technical issues
- Provision of technical support for system design and to resolve issues relating to.....
- Routine and preventative inspection, maintenance and repair works
- Minor project work consisting of manufacture, installation, erection, modifications and repair to plant and equipment either onsite or offsite, and preparation of 'as built' drawings
- Commissioning, testing, certification and decommissioning works, including the provision of all documents for Quality Assurance and Quality Control purposes
- Commissioning of..... and decommissioning of.....
- Provision of records and test results for
-
- Provision of records and test results for certification and inspection Services
- Sourcing and/or supply of materials necessary for the Works when requested by The Company
- Provision of all documents for Quality Assurance and Quality Control purposes
- Planning and scheduling necessary for the provision of the Works
- Supply of trade tools, equipment (including welding machines and testing equipment), consumables and vehicles (in accordance with BHP Billiton Fatal Risk Control Standards - FRCS) as necessary to perform the required tasks
- Provision of Works on an 'as required' basis, including during planned shutdowns and outages
-

All works must be constructed complete and operational except as specifically excluded and will include all necessary ancillary works, accessories and the incorporation of all miscellaneous materials, minor parts and other such items, whether or not the items are specified, where it is clearly the intent of the Contract that they should be supplied or where they are obviously required and necessary to complete and commission the work.

The work involves the supply of all labour and materials required to complete the works including, but is not necessarily limited to, the services described in this Scope of Work.

2. GOODS

2.1 Goods to be Provided by the Vendor ('Goods')

Not Applicable

Or

The Contractor will be required to supply all materials and equipment (Goods) necessary for the execution of the Works, unless specifically stated by the Company

All Goods must be designed, manufactured and tested in accordance with all relevant NiW BHP Billiton and Australian Standards, Codes and Regulations, except where specific modifications are requested by the Company.

All Equipment must be designed, manufactured and tested in accordance with all relevant NiW, BHP Billiton and Australian Standards, Codes and Regulations, except where specific modifications are requested by the Company.

The requirement for the supply of goods and materials will be detailed in particular purchase orders. All goods are to be approved by the Company prior to the commencement of procurement and delivery by the Contractor.

It is the responsibility of the Contractor to ensure that the labelling and Material Safety Data Sheets (MSDSs) are provided to the Company (or Nominated Representative) to inspect, for all materials brought on to Site.

2.2 Specifications and Drawings of Goods

Not Applicable

Or

The Company will provide the Contractor with the following drawings. The Contractor is to inform the Company (or Nominated Representative) if any items are found to be different from the drawings.

DRAWING No.	REV	DESCRIPTION

The Company will provide the Contractor with the following specifications.

SPECIFICATION No.	REV	DESCRIPTION

2.3 Delivery Requirements

Not Applicable

Or

All Goods supplied by the Contractor and transported to Site must have a clear document attached with the following information:

- Purchase Order Number
- Equipment Description
- Requirements for undercover transport (where applicable)
- Requirements for top load transport for fragile goods (where applicable)
- Marked to the attention of Recipient or Job Owner
- Date required on site
- Gross weight and net weight of the equipment, with duly marked sling points on the packaging and equipment
- Material Safety Data Sheets (MSDSs)
-
-

All Goods must be factory assembled and tested prior to shipping to Site.

Transport and delivery of goods and materials will be negotiated dependant upon need, quantity and availability. NiW may require the use of BHP Billiton preferred freight transport companies for the transport and delivery of goods and materials.

The Contractor must ensure that high cost, critical and/or weather sensitive moderate size items and equipment are duly marked to be stored in a lockable, indoor facility.

2.4 Manufacturer's Warranties

Not Applicable

Or

The Contractor must provide all Warranties, Testing Certificates or specific documents for all services and goods and must ensure the Company (or Nominated Representative) receives a copy.

3. SERVICES

3.1 Services Included

The Contractor will be required to provide Services, including but not limited to the following:

3.1.1 Personnel Competency Requirements

The Contractor must provide suitably qualified and competent personnel, including but not limited to the following:

- ??.....with training and qualifications.....??.....
- Personnel must have a.....??.....
- Trades Assistants
-
-

The Services will also include the provision of all necessary management, planning and supervisory personnel.

Personnel will also be required to have training and experience relevant to Site specific requirements including confined space entry, working at heights, forklift licence, sentry, fire watch and the like.

3.1.2 Equipment and Consumables

The Contractor will be responsible for the supply of equipment and consumables necessary to perform the Services, including, but not limited to the following:

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- Trade tools
- All other equipment and consumables required to perform the services

Equipment and consumables must be supplied on a 'ready-to-use' basis.

3.1.3Services

The Contractor will be required to performServices including, but not limited to the following:

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3.1.4 Management Services

The contractor will be required to provide Management Services including, but not limited to the following:

- Manage the issue of equipment and consumables from a secure area within the Site
- Maintain adequate stock of equipment, materials, consumables and spare parts.
- Manage and track all required equipment and consumables. Ensure that all equipment and consumables are mobilised to Site within a sufficient timeframe to prevent delay of work
- Review of??..... procedures and specifications
- Coordination and execution of??..... inspections
- Supervision to ensure that correct procedures are used for each task and that quality and tracking checks are conducted
- Scheduling of works to an agreed timeframe and cost control management
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3.1.5 Maintenance Services

The Contractor will be required to provide Maintenance Services including, but not limited to the following:

- Preparation, implementation and execution of a maintenance regime for the.....??..... system(s). The maintenance regime is to be agreed in writing with the Company (or Nominated Representative).
- Supply and maintaining stock levels of items required for maintenance
-
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The Contractor will be required to perform maintenance on Equipment including, but not limited to the following:

- Lubrication of all moving parts
- Updating and maintaining of maintenance records in the Equipment Register
- Items as required by Legislation and in accordance with Australian Standards
- Items as required by the Equipment manufacturer
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The Contractor must make any defects or issues with the repairs being carried out known to the appropriate maintenance Team Leader or Maintenance Superintendent of the plant or equipment being worked on.

All maintenance work to be performed will meet the Company's safety requirements, and will require a Task Hazard Analysis to be authorised by the Company (or Nominated Representative) and a valid Permit to Work, prior to commencing work. All isolations are to be performed by the Appointed Person for each Site.

3.1.6 Inspection and Testing Services

The Contractor will be required to perform Inspection and Testing Services in accordance with the following:

- The Contractor must provide a minimum 30 days notice to the nominated site contact prior to coming to Site to conduct inspection and testing, unless dealing with emergency work at the request of the Company (or Nominated Representative)
- Inspection and testing on Site will be required to cover all shifts so that all Equipment can be inspected
- The Contractor must provide detailed Project Management Schedule which will include forecasting of inspections and tests a minimum of 12 months in advance, and all Site activities to be conducted during the inspections and tests
-
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Inspections and testing will include, but not be limited to:

- For equipment with a retirement or disposal date, record the date in the Equipment Register and ensure the equipment is removed from service prior to or on this date.
- Visual inspection and measurement as necessary of structural members and other critical components
- Ensuring the Working Load Limit (WLL) or the Safe Working Load (SWL) is clearly displayed on the Equipment
- Ensuring the presence of unique identification markings and quarterly inspection tags, with the tag being of the correct colour code
- Items as required by Legislation and in accordance with Australian Standards
- Items as required by the Equipment manufacturer
- Inspect for excessive wear or damage to any component of the Equipment
- Inspection of all Equipment for correct function
- Inspection of signage including warning signs and control markings
- Periodic statutory proof testing of Equipment
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Additional to periodic inspections, additional inspections and/or testing may be required where:

- Investigations and reports using Incident Cause Analysis Method (ICAM) are required
- Maintenance records indicate repeated failures of any critical component
- Items of Equipment have been damaged as a result of an overload
- The intended use of an item of Equipment has changed and assessment is required

- Irregularities have been experienced during operation
- Servicing is to be conducted on equipment.
-
-

The Contractor must:

- Use discretionary engineering judgement to determine the continued safe operation and suitability for continued use of the Equipment
- Use discretionary engineering judgement to determine the maximum interval until the next inspection and the recommended service life of the Equipment (end of service) and updating such information in the Project Management Schedule
- Conduct the inspection to fully satisfy Legislation, applicable Standards and manufacturer's requirements.
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All items failing the above inspection must immediately be tagged "Out of Service" and reported for inspection and rectification or disposal as appropriate.

Periodic statutory inspections and testing are to be completed within an agreed time frame (generally 14 days) from when the period has ended. The Contractor must demonstrate their ability to complete 100% of inspections and testing at the Site(s) within this time frame.

3.1.7 Equipment Tagging

All items of Equipment which are inspected or tested must be fitted with industry standard colour coded tags.

- Tags at a minimum will include:
 - Equipment's unique identification number
 - Equipment's WLL or SWL
 - The next date for examination
 - Examination number
- Tags are to allow expiration of service period date and designated period of service to be identified.
- Periodic inspection tags for all items of Equipment are to cover duration of not more than 3 months.
- Period of inspection signs will be installed at Equipment storage locations.
- Where tagging is impractical the Responsible Engineer will decide the identification means (for example, welded numbers)
- Tagging standards and colours are also to comply with Site standards.
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3.1.8 Commissioning and Decommissioning Services

The Contractor will be required to provide Commissioning and Decommissioning services including, but not limited to the following:

- Commissioning of??.....
- Decommissioning of??.....
- Preparation of inspection and test plans and commissioning procedures
- Testing, commissioning and calibration of newly installed equipment, and provision of all test certificates and data in accordance with Legislation and Site requirements.
- Make any defects or issues with the installation or commissioning being performed known to the Company (or Nominated Representative).
- Update all records, registers and test certificates in accordance with Legislation and Site requirements.
-
-

Commissioning and decommissioning services will be at the Company's expense. If not paid for directly by the Company, the cost will be reimbursed to the Contractor at cost price through the standard invoicing process. The Contractor must issue to the Company tax invoices for proof of expenditure.

3.1.9 Register and Records

The Contractor will create and maintain an Register in accordance with the following:

- All new and existing items of Equipment which are covered under the inspection, testing and tagging process must be placed on the Equipment Register.
- The Equipment Register must be in accordance with applicable Acts and Legislation. The Register will demonstrate compliance with relevant Acts and Legislation and must identify, assess, eliminate and/or manage risk for Equipment.
- The Equipment Register must include for each item of Equipment the following as a minimum:
 - Equipment's unique identification number
 - Equipment location
 - Equipment Working Load Limit (WLL) or Safe Working Load (SWL)
 - Name of inspector and organisation represented
 - Date of inspection
 - Documentation relating to design, manufacture, commissioning, repairs and modifications
 - Certificates of inspection
 - Testing and examination records
 - Notification system displaying the next examination date and overdue examinations

- Recommended service life and expected end of service date
- Final status of item - assessed as 'Acceptable' or 'Condemned'
- Disposal date of item

-
-

The Equipment Register must be computer based with the ability to sort on equipment by Status, Site and Area, and Type.

3.1.10 Training and Technical Support

The Contractor will provide training and technical support including but not limited to the following:

-
- Onsite Training
 -
 -
- Support Hotline
 -
 -
 - Support Hotline will be at NO CHARGE to the Company
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3.1.11 Minor Design Services and Production of Engineering Drawings

The Contractor will design and produce engineering design and 'as built' drawings for the following:

-
-
-

All designs and engineering drawings supplied by the Contractor will be the property of The Company.

3.1.12 Miscellaneous Works

The Contractor may be required to perform the following miscellaneous tasks:

- Training of Site based **personnel** to ensure correct procedures and methods are adhered to
- Review of operating documents to ensure all documents are complete and correct
- Erection of barriers, delineation tapes, signs and other measures to ensure effective separation from hazards and to demarcate a work area
- Erection of temporary works

- Site clean-up and disposal of waste materials
-
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All work to be performed will meet NiW safety requirements, and will require a Task Hazard Analysis to be authorised by the Company (or Nominated Representative) and a valid Permit to Work, prior to commencing work. All isolations are to be performed by the Appointed Isolations Person present at each Site.

3.2 Services Excluded

Not Applicable

Or

The Contractor will not be required to provide the following services:

-
-
-

3.3 Specifications and Drawings

Not Applicable

Or

The Company will provide the Contractor with the following drawings. The Contractor is to inform the Company (or Nominated Representative) if any items are found to be different from the drawings.

DRAWING No.	REV	DESCRIPTION

The Company will provide the Contractor with the following specifications.

SPECIFICATION No.	REV	DESCRIPTION

3.4 Delivery Requirements

Not Applicable

Or

The Contractor will adhere to the following Delivery Requirements:

-
-

4. GENERAL

4.1 Battery Limits

The Scope of Works will cover all areas of any or all of the NiW Sites.

This Scope of Works will be limited to the Nickel West.....?site(s)?.....

The works shall be limited to theand shall include all items as described in the Scope of Works.

4.2 Company Responsibilities

During the times when the Contractor is working on Site, the Company will supply at no cost to the Contractor (with the exception of any malicious damage as duly noted by the Company) the following:

- Site Inductions and Site Specific training
- Plant air, where accessible
- Specialised Personal Protective Equipment (for example Respirators)
- Car parking
- First aid services
- Potable water, where accessible
- Single phase electrical power, where accessible
- Any scaffolding and craneage on Site necessary to perform the Works
- General rubbish disposal only
- Ambulance, Fire Fighting and Emergency Response
- Minor spare parts if held in the Stores Warehouse
- Crib room and amenities, where accessible
- All consumables necessary for the completion of the Works (for example, oil)
-
-

It is the Contractor's responsibility to provide reticulation of provided Works from the available point to the works area.

4.3 Contractor's Responsibilities

The Contractor will be responsible for the supply of the following:

- Suitably qualified and competent personnel necessary for the performance of the Works, including all training and certification necessary to perform the Works while on Site
- Completion of Site Inductions and all other Site Specific Training

- Supply of uniforms and Personal Protective Equipment (excluding respirators) to the minimum HSEC standards of the Company whilst the Contractor’s personnel are working on Site. The minimum requirements for Personal Protective Equipment are:
 - Full length (long trousers, long sleeved shirt) high visibility natural fibre clothing
 - Safety boots
 - Hard hat
 - Safety glasses
 - Hearing protection
 - General purpose gloves

Or

- Uniforms, to the minimum requirements of BHP Billiton NiW
- Personal Protective Equipment (excluding respirators), to the minimum requirements of BHP Billiton NiW
- Wet weather gear
- All tools, equipment, consumables and vehicles necessary to perform the Works as described above. Tools, equipment and vehicles must comply with all Legislation and Standards, including BHP Billiton FRCS and HSEC Standards, and Site specific procedures.
- Maintenance and care of all tools, equipment and vehicles. Replacement of tools, equipment and vehicles will be at no cost to the Company, irrespective of cause for replacement (for example loss or damage), with exception of malicious acts by the Company employees. Costs associated with replacing or repairing any lost or damaged tools and equipment provided by the Company will be borne by the Contractor.
- Mobilisation and demobilisation of all personnel, tools, equipment, and consumables required to provide the Works, to and from any Site, and between Sites
- Testing and calibration of testing instruments and testing equipment
- Methods for lifting and transport of equipment to Site and within work areas
- The Contractor must advise and clearly set out to the Company the scaffold and crange requirements necessary to perform the Works
- All tasks, responsibilities or functions not specifically described as part of the Works, which are necessary or incidental to the proper provision of the Works, which are deemed to be included as part of the Works specifically provided for in this contract
- All materials and components as necessary to perform the Works, unless otherwise stated as being provided by the Company
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4.4 Referenced Documents, Statutory Requirements and Standards

The Contractor will adhere to the following Statutory Requirements and Standards:

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Mines Safety and Inspection Act 1994
- Mines Safety and Inspection Regulations 1995
- BHP Billiton Fatal Risk Control Standards (FRCS)
-

The list of Legislation and Standards above is not intended to be exhaustive. It is the Contractor's responsibility to ensure that all Contractor personnel are familiar with Legislation and relevant Standards.

It is the Contractor's responsibility to ensure all works performed comply with all Statutory Requirements, Regulations and Legislation, and the most recent edition of the appropriate Codes of Practice and Standards relevant to such work in Western Australia

4.5 Documentation to be Supplied by Contractor

Not Applicable

Or

The Contractor must provide documentation for the supplied goods and equipment, including, but not limited to:

- Designs and calculations
- 'Design' and 'as built' drawings
- Both factory and recommended system settings
- Training programs
- Equipment installation and user manuals
- All equipment specifications and limits
- Spare parts listings, with information on all component suppliers
- Manufacturer's Data Report (MDR) including materials batch information
- Material Safety Data Sheets (MSDSs)
-
-

The Contractor must also provide documentation as follows:

- Register of personnel and qualifications
- Task Hazard Analysis and Job Safety Awareness sheets

- Quality plan and Quality Assurance documents
- Inspection, testing and commissioning plans
- Inspection, testing and commissioning reports
- Training programs
- As built design drawings
- Equipment installation and user manuals
- Vendor Manuals
- Material Safety Data Sheets (MSDSs)
-
-
- Other documents as stated in the Scope of Works

The Contractor may be required to prepare 'as built' drawings for minor project work. Requirements for specifications and/or drawings will be identified in the scope of works by task.

Any modifications made to an installation must be updated in the relevant drawings, specifications and recorded settings, and approved by the nominated Site Engineer.

4.6 Other Information

Not Applicable

Or

Specific requirements and information relevant to each Site is given in the separate attached Annexure. Please refer to this document for requirements of personnel, plant, equipment and other applicable conditions.

Any work that is to be performed outside of the original quotation will require the Contractor to contact the Company's appropriate personnel on Site prior to commencing work.

4.6.1 Parts

Indicative Parts List is as follows:

PART DESCRIPTION.	QTY	UNIT

4.6.2 Key Performance Indicators

The Contractor shall achieve the following Key Performance Indicators (KPIs)

AREA	KPI	MEASURE

APPENDIX A – SITE SPECIFIC INFORMATION

Mount Keith Nickel Operations

Insert text/tables/drawings etc here

Leinster Nickel Operations

Insert text/tables/drawings etc here

Kwinana Nickel Refinery

Insert text/tables/drawings etc here

Kalgoorlie Nickel Smelter and Kambalda Nickel Concentrator

Insert text/tables/drawings etc here

Or

APPENDIX A – ADDITIONAL INFORMATION

Insert Heading....