

## Framework Instruction

**Contract title:** Cableways O&M and Inspection services

**Contract reference:** 33526

This Framework Instruction is made on 24 September 2021

On the terms set out in the agreement ("**Framework Agreement**") between [REDACTED]  
[REDACTED]

### General

The following terms and conditions, are to be incorporated into the Deed of Appointment which is as varied and supplemented by the terms below. Defined terms in this Framework Instruction have the meanings attributed to them in the Framework Agreement or Deed of Appointment as appropriate.

This Framework Instruction is a contract between the Parties and is assignable and terminable independently of the Framework Agreement in accordance with the Deed of Appointment.

### Specific Terms

#### **Pricing**

All costs should be provided in pound sterling and are exclusive of Value Added Tax (VAT).

[REDACTED]  
[REDACTED]

#### **Invoicing and Payment**

The Contractor shall on its own forms render invoices to the Agency at the following address:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### Particulars (Schedule 1 of the Deed of Appointment)

Clause	Appointment particulars
1.1	"Beneficiary" includes:  the Funder;  [any Purchaser of the Project];  [any Tenant of the Project];  [Group Companies of the Client];

Clause	Appointment particulars
	[Building Contractor][where it has design responsibility but novation is not appropriate];
1.1	<p>"Key Person" is:</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
1.1	<p>"Other Service Providers" include:</p> <p>N/A</p>
1.1	"Site" is the area of land highlighted in Appendix 1 – Site details.
1.1	<p>"Works" are:</p> <p>A summary of the services required is:</p> <ul style="list-style-type: none"> <li>• [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> </ul>
3.1, 4.1 and 1.1	<p>"Brief" can be found in the document named [REDACTED]</p> <p>[REDACTED]</p>



- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**Brief (Schedule 3 of the Deed of Appointment)**

"Brief" can be found in the document named [REDACTED]  
[REDACTED]

**Programme (Schedule 4 of the Deed of Appointment)**

- Contract start date – 27 September 2021
- Phase 1: Completion date – 6 December 2021
- Phase 2: Completion date – 28 February 2022
- Phase 3: Completion date – 30 April 2022

[REDACTED]  
[REDACTED]

Further detail on programme can be found in the document named [REDACTED]  
[REDACTED]

**The Fee (Schedule 5 of the Deed of Appointment)**

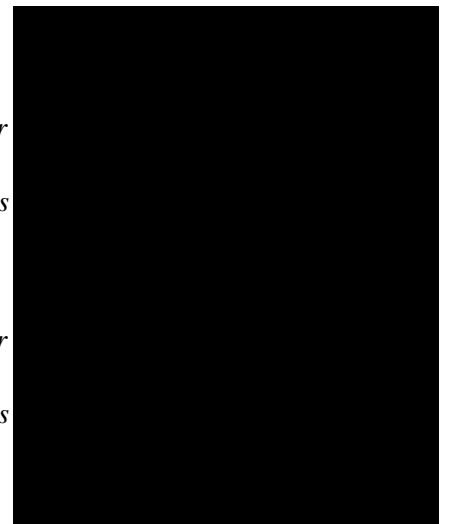
The Fee is the [lump] sum of [REDACTED] exclusive of VAT.

Signed for and on behalf of **THE** : )  
) *Signatur*

*Name (block capitals*

Signed for and on behalf of **Plant and Safety** )  
**Ltd** by: ) *Signatur*

*Name (block capitals*





## **Fixed Cableway Inspection Services, Production of Operation & Maintenance Manuals and De roping of certain Sites.**

### **Scope of work**

#### **1. Introduction**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### **2. Programme**

[REDACTED]

- Commencement date of 27th September 2021
- Completion (all works including inspections, O&M manuals and specified works) of the Tranche 1 (39) priority sites by 6th December 2021
- Completion (all works including inspections, O&M manuals and specified works) of the Tranche 2 (27) sites by 28<sup>th</sup> February 2022
- Completion of the remaining specified works by 28<sup>th</sup> February 2022
- Completion of phase 3 (74) site inspections and minor repairs by 30<sup>th</sup> April 2022

Bathford is now included in this specification and should be programmed as a priority.

#### **3. Services Required**

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

■ [REDACTED] service at each of the remaining 74 cableway sites. (see Appendix 1 for site details)

#### 4. Health and Safety

Conduct all works in a safe manner in accordance with the Health and Safety at Work Act 1974 and all applicable Regulations.

Comply with the Environment Agency's Safety, Health, Environment and Safety (SHEW) Code of Practice.

Comply with the Environment Agency's Code of Practice for Electrical Safety, Part 2. A copy of this is provided in Appendix 2

Construction (Design and Management) Regulations (CDM) 2015 must be applied where relevant. The Contractor must be competent to accept the Principal Contractor obligations as defined by these regulations.

The Contractor must provide risk assessments and method statements for all work. These must also include safety data sheets for any materials used that are covered by the COSHH regulations. No work shall be undertaken until these have been reviewed by the Contract Manager.

Contractor's must be able to describe how they will manage the risk of working on, in and near water and what procedures will be used by personnel including training

.The minimum PPE requirements for this specification / contract are detailed within the Environment Agency's SHEW Code of Practice document.

Contractors must identify the PPE required by documented risk assessment and safe system of work, including additional PPE that may be required (e.g. lifejackets, gloves).

The Contractor must include for the provision of all necessary equipment needed to gain access to the equipment being inspected.

Contractor's personnel working on third party owned sites (i.e. non Environment Agency owned) must comply with any site specific requirements imposed by the site owner.

The Contractor must report all health, safety and welfare incidents and "near-miss" events in accordance with the procedure stated in the SHEW Code of Practice.

#### 5. Environmental Management

This contract covers multiple river systems with a high risk of spreading non-native species if biosecurity measures are not taken. Information, advice and guidance on biosecurity may be found here: <http://www.nonnativespecies.org/checkcleandry/index.cfm>

Contractors must;

- **Check** their equipment and clothing for live organisms particularly in areas that are damp or hard to inspect,
- **Clean** and wash all their equipment, footwear and cloths thoroughly. Using hot water where possible or a Virkon S solution,
- **Dry** all equipment and clothing. Don't transfer wastewater between sites. The Contractor must ensure appropriate spill kits for both land and water spills are available at all times whilst undertaking service and inspection works.

The Contractor must report all environmental incidents and near-miss events in accordance with the procedure in the SHEW Code of Practice.

## 6. Site access

Access to all sites must be agreed in advance with the Responsible Officer in each Area. Contractors and any representatives must have attended a site specific induction meeting with the EA contact prior to work commencing. The Contractor will not be able to access a site unless this has been agreed in advance with the Responsible Officer.

The cableways winches are housed inside the gauging station building. The building will only be accessible by keys, which will be made available to the Contractor. The Environment Agency contact will provide keys to each site and the Contractor must return the keys to the contact once they leave site. The Contractor must ensure that the keys are kept secure and are not provided to anyone other than the personnel undertaking the works. The Contractor must ensure the site is safe and secure before leaving the site. Any costs incurred by the Environment Agency as a result of lost keys (for example but not limited to replacing lock suits, replacement keys) or, leaving the site unsecure (for example but not limited to damage to buildings or infrastructure, damage/loss to equipment, sensors, loggers, batteries and mobile data charges) will be recovered from the Contractor.

Site information will be supplied for each site including National Grid Reference (NGR), post code, map, site pictures (where available), winch type, cable specification, public safety risk assessment and far bank access information. Any site-specific queries to be raised during the site induction meeting.

Access to the far bank may be through the watercourse, either by wading or by boat. Crossing the watercourse for access must only be used where no other practical means of access exists.

Where crossing or working near a watercourse is required, the Contractor must determine their own safe system of work (SSOW) taking into account the Environment Agency's Health, Safety and Wellbeing CoP and the competence of the personnel involved who as a minimum must have undertaken practical training in wading and working near water. Consideration must be given to the sudden unannounced operation of sluice gates and pumps affecting flow in the watercourse.

The Contractor must check local water levels to ensure safe access is possible before entering the water. More information on river areas may be found here

<https://environment.data.gov.uk/catchment-planning/>.



The Contractor must telephone the local flood incident duty officer (FIDO) when arriving at and leaving site. This is to ensure unforeseen changes in water levels can be communicated to the Contractor.

<https://flood-warning-information.service.gov.uk/river-and-sea-levels>

## **7. Contractors Personnel**

The contractor's personnel shall have the qualifications as previously agreed, as existing framework agreements shall apply.

## **8. Operation and Maintenance Information**

The Contractor shall produce a new "Operation and Maintenance Manual" for each site to ensure sufficient documentation is available to safely operate and maintain the site. In some cases one, or parts, may exist but the Contractor cannot rely on this.

[REDACTED]  
[REDACTED] copy attached at Appendix 3 annotated to highlight cableways, and shall cover the complete cableway system and any associated equipment normally to be found at the site or used with the cableway.

The operating instructions must be presented in a clear step-by-step manner and take into consideration the fact that some time may elapse between a site being inspected and being used.

A draft of the format to be used should be submitted as part of the Bid documentation.

One hard copy printed on A4 and contained within an A4 ring binder shall be provided for site use along with an electronic copy of the manual which should be in .pdf format with bookmarks to enable easy navigation of the document when used on a portable device.

O&M manuals are required to be submitted (as per Appendix 4) within 14 days of the site inspection being undertaken, whether or not the site passed that inspection.

It should be noted the provision of O&M information is a priority since they form the basis of training being provided (by others) on cableway operation which is also a pre-requisite of the cableways returning to operation.

## **9. Inspection and Service**

The Contractor shall inspect and service the equipment at each site as follows:

Conduct inspection and service of each cableway system per the planned prevention maintenance schedules provided in Appendix 5 (a - h) and the manufacturer's instructions. Any items that the Contractor believes require inspection, maintenance and/or testing that are not adequately covered by the standard schedules must be advised to the Contract Manager.

As described in the SHEW Code of Practice the Environment Agency does not normally expect lone working on its sites except in certain circumstances. Where lone-working is proposed this must be justified and the requirements in the SHEW Code of Practice complied with. In the event the Contract manager rejects risk assessments and method statements based on lone-working (due to the circumstances being other than that permitted by the SHEW CoP) the resulting additional costs of providing additional staff will be at the Contractor's expense.

Conduct a "Thorough Examination" per the Lifting Operations and Lifting Equipment Regulations of the cableway (as a single machine / entity of lifting equipment) and, as separate items, any lifting accessories associated with the cableway that are held on the site but which may, potentially, be moved from site to site.

All tools, including special tools and test equipment will be supplied by the Contractor. Test equipment must be calibrated and in date. The Contractor shall provide all consumable items and lubricants required to ensure that each system is correctly maintained in accordance with the equipment manufacturer's requirements. The cost of these items shall be included in the pricing for the works.

Irrespective of their inclusion in the maintenance schedules all load release devices within the cableway system are to be inspected, maintained and tested. The Contractor is required to test these devices release the load in accordance with the device rating and to check that in the event the cable is fully unwound from the device it will be released from the device.

Providing the Contractor considers it safe to do so, a static load test at two times the Maximum Allowable Suspended Load (MASL) shall be carried out on the system as described in British Standards BS EN ISO 4375:2014. The cableway shall not be labelled as "passed" until it has successfully completed this test to the satisfaction of the examiner.

The Contractor shall also undertake a Provision and Use of Work Equipment (PUWER) assessment at each site using the pro-forma in Appendix 6.

All cableways that pass inspection must be left with the main cable appropriately tensioned for use for the displayed Maximum Allowable Static Load even though this aspect will also be subject to pre-use inspection.

After the inspection and service has been completed all cableways that pass inspection must undergo a test run by the Contractor to ensure that it is operating correctly. If it isn't operating correctly then please follow section 10 below.

On completion of the Inspection and Service, a site safety tag must be placed on the winch, or other suitably visible location, (example templates in Appendix 7 and 8) showing whether the cableway has passed or failed its inspection. "Passed" tags shall also show the date of inspection and due date of next inspection. "Passed" tags must not state the equipment is "safe to use" as that may not be the situation at the time of use.

Lifting accessories (that is items used to attach a load to the cableway that may be moved from site to site) must be labelled independently to the cableway.

In case of a failure the label must also clearly state the cableway (or accessory) is not to be used until the defects have been rectified and an inspection has been successfully completed.

In case of failure, if practicable, equipment should also be “locked off” using a suitable lock-off device and label such that re-energising or using the equipment would require a deliberate act to remove the device.

Failed inspections must be communicated to the relevant Area Responsible Officer and Contract Manager as soon as possible.

Outstanding defects resulting from the inspection and service works must be notified as soon as practicable to the Responsible Officer and recorded in the examination report (Report template in Appendix 9)

All stations have sensitive data logger equipment, which is used to generate flood warning alarms and record data for the national hydrometric database. Telemetry equipment (outstations, pressure transducers, shaft encoders, data loggers) or connecting cables must not be touched, moved or disturbed during the inspection and service.

Moving a sensor may set off flood warning alarms and give false water level measurements, damaging a cable may disconnect a transducer meaning false water levels will be recorded.

If in any doubt that the any of the telemetry equipment or sensors may have been moved or touched it must be reported to the Responsible Officer as quickly as possible. The Contractor will then be instructed on corrective remedial action. Any remedial works will be at the Contractor’s expense.

Gauging stations may be located on third party (i.e. not Environment Agency owned) sites, Contractors must follow any local instructions and entry/exit procedures whilst on these sites.

Whilst the contractor is carrying out the prescribed maintenance, if an asset is found on site, related to the use of the cableway, that they believe should be receiving maintenance but not schedule exists, that they notify the asset owner through the maintenance reporting documentation. If the discovered asset is system or safety critical, a phone conversation with the asset owner (whilst on site) may result in the additionally required maintenance being given approval for immediate delivery. This must be recorded in the maintenance reporting documentation.”

## 10. Minor Repairs – Minor Fault Rectifications

[REDACTED]

**Where repair(s) cannot be completed and as a result the cableways fails its inspection the Contractor shall, as soon as practicable, provide a quotation and programme to undertake the repair(s) to the Contract Manager and the site Responsible Officer. No quoted work shall be undertaken without an instruction to undertake the work form the Contract Manager or Responsible Officer.**

In the event the inspection identifies remedial work that does not immediately affect the safety or operation of the cableway, but which may do so by the time of the next inspection the Contractor shall advise this in the report of works undertaken. The Contract Manager

and/or Responsible Officer may, in this case, request the Contractor to supply a quotation for the work.

## 11. Other works required

[REDACTED]

## 12. Reports and management information

The Contractor must:

- Provide within 15 working days, a written report, completed datasheets and certificates for each inspection detailing the activities conducted. An example template is provided at Appendix 9;
- LOLER Regulation 10 report, either separately or included within the report mentioned above;
- Report any safety or environmental incidents or near-misses in accordance with the Environment Agency's Safety, Health, Environment and Welfare Code of Practice (SHEW CoP) "Appendix A - Reporting of incidents".
- Supply a fortnightly "highlights" report containing a summary of work undertaken in the past fortnight and look ahead for the next fortnight as well as indicating any potential issues, risks or opportunities for the project.
- Attend a monthly (online) progress meeting to progress with the Contract Manager. The cost associated with these requirements shall be incorporated proportionally into the cost of site inspection visits.

## Appendices:

1. Site details
2. CoPES Part 2
3. EA MEICA Specification 369\_13\_SD21
4. O&M manual requirements
5. Annual PPM schedules & datasheets (a – h)
6. PUWER Assessment
7. Example safety tags / labelling passed
8. Example safety tags failed
9. Report Template

33526 - Pricing Schedule

Item Number	Item	Description	Cost	Number	Contract total
	Phases 1 & 2				
1					

Item Number	Item	Description	Cost	Number	Contract total
	Phase 3				
4					