



BID DOCUMENT

NALUBAALE POWER STATION COMPRESSED AIR SYSTEM OVERHAUL

(REF: RTO: 407694)

1. INTRODUCTION

Eskom Uganda Ltd is a wholly owned subsidiary of Eskom Enterprises (Proprietary) Limited of South Africa and is a limited liability company in Uganda, operating and maintaining Nalubaale and Kiira power stations located at Jinja in Uganda. Nalubaale Power Station has 10 units each with rated 18MW whereas Kiira Power Station has five Units each rated with 40MW. Eskom Uganda limited took over the operation and maintenance of the two power stations on 1st April 2003 on a 20 years concession and assignment agreement.

2. BACKGROUND

During the 1980s, the compressed air system was refurbished at Nalubaale Power Station and a skid mounted duplex air compressor was installed. The installed compressor is a **COMP AIR REAVELL** model 5212, water cooled, medium pressure, reciprocating type capable of delivering 17.11 L/s of air at 25bar. It is driven by a 15Kw electric motor via a vee belt. Three air receivers are connected to the compressor delivery line to provide a reservoir of compressed air to meet the demands on the air supply system. The receivers which are horizontally mounted have a capacity each of 2.4 cubic meters of water. The air from the receivers is connected via an isolation valve to the compressed air bus main. The bus main connects to each of the 10 units' pressure vessels through a system of interconnecting pipe work (layout description). With continuous use over the years system performance has declined due to wear and tear, leakages, deterioration and expiry of service life of components.

3. OBJECTIVES

The objectives of implementing the air system overhaul at Nalubaale Power station include; but are not limited to:

- To prevent any further system performance deterioration due to wear and tear
- To stop leakages of air from the system
- To replace all the renewable components in the system that may need replacement
- To prevent any accidents that may result from failure of components due to high pressure.
- To comply to requirements of "operation and maintenance of the plant"

To address the challenges listed, Eskom has procured new compressors.

Accordingly Eskom is seeking to engage a competent engineering company with relevant experience to undertake the works of installation, testing and commissioning of the replacement of compressors, in order to achieve the above objectives.

A site visit is mandatory for all intending bidders, in order to enable them appreciate the scope of work and site conditions. Accordingly bidders will be required to participate in the site visit before any work is quoted for.

4. SCOPE OF WORK

The work scope shall include but not limited to:-

- Decommission the old compressors
- Installing, testing and commissioning 2 new multistage compressors
- Cure air leakages in the air system piping network or replace all badly corroded carbon steel pipework.
- Install or repair the bleeding valves at appropriate low points within the pipe network
- Add a parallel connection to existing air receivers with appropriate isolation valves to facilitate pressure testing of individual air receivers.

4.1. COMPRESSORS:

The replacement compressor system shall **be fully automated while in operation** and shall consist of the following:-

1. Skid mounted duplex air compressors mounted side by side on the skid foundation
2. Skid mounted compressed air filters
3. Skid mounted cooling water supply and return system
4. Compressor control panel

4.2. PIPE WORK, CONNECTIONS AND FITTINGS:

Overhaul shall include but not limited to the following activities

- check piping and connections for signs of deterioration and replace, ensure suitability to the pressures and capacities of the compressors
- Any leakages detected in the system, rectify as necessary
- carry out a thickness test on the air receivers (NDT)
- Paint the inside of the air receivers

4.3. PARALLELING THE AIR RECEIVERS:

Overhaul shall include but not limited to the following activities

- Provide isolation valves from the compressor skid to each of the air receivers
- Modify the pipe work so that each air receiver individually connects to the air bus main

The following materials shall be required for paralleling and any possible replacements:-

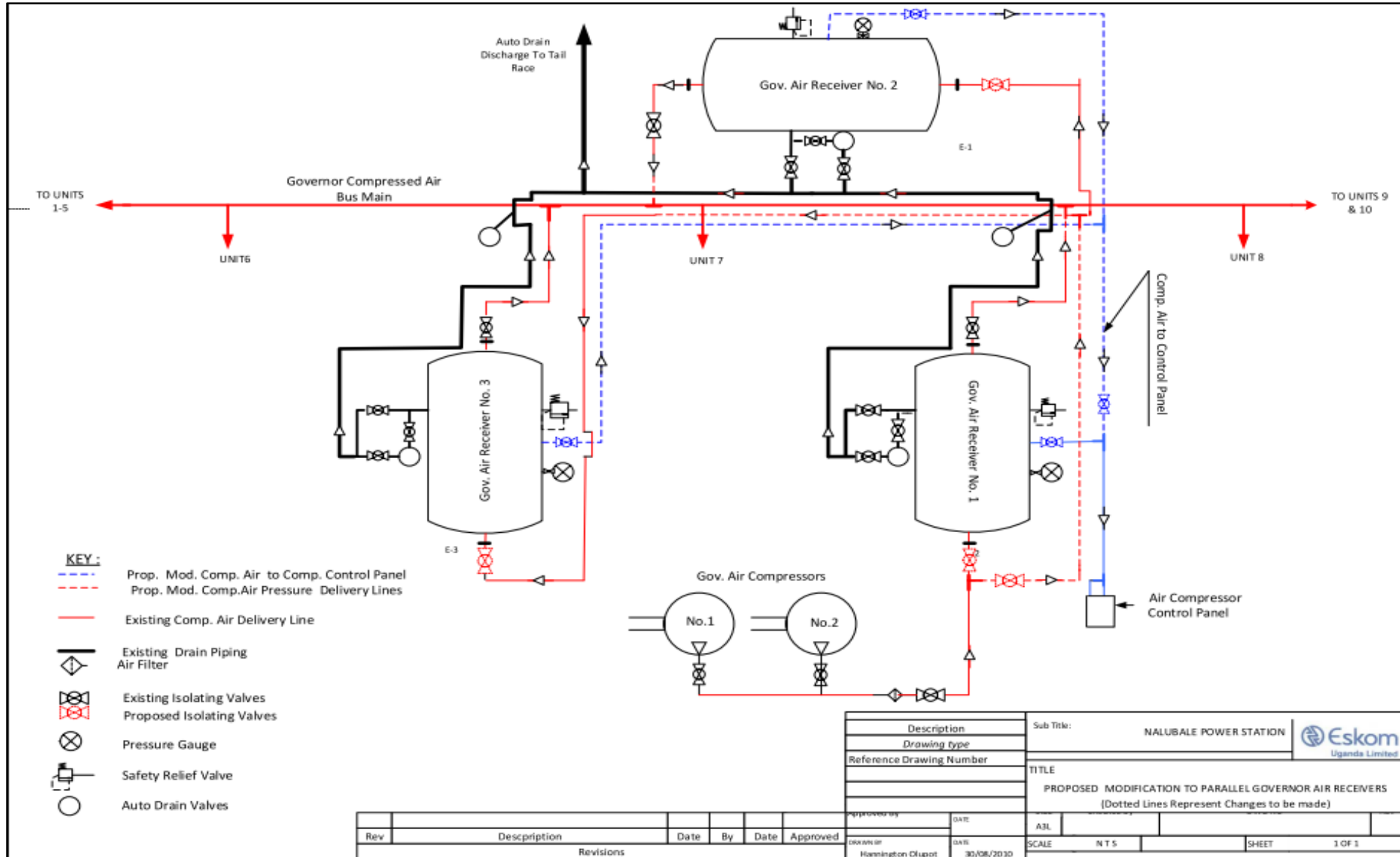
- Schedule 80; 1 "(one inch) - seamless black steel pipes, 7ft length each (40 off)

Corresponding fittings

- 1" schedule 80 standard radius 90° female NPT threaded elbow (75 off)
- 1" schedule 80 NPT threaded coupling – female threads (30 off)
- 1" schedule 80 NPT threaded tee- female threads (27 off)
- 1" schedule 80 NPT threaded union- female threads (30 off)

- 1" stainless steel 316 ball valve, two-piece, full port, lever handle, female NPT threaded connections on both ends for use on male threaded pipe, for 1000-psi applications (15 off).
- The supplier must validate the specification and quantities required for each item mentioned above during the site visit
- Note that both the series and parallel connection shall be made available for use

NOTE: The Air Compressor system supplies the working air for the units which should be constantly available, therefore the contractor shall devise means of ensuring air supply during the execution of the works i.e. in form of portable compressor.



4.4. ELECTRICAL SCOPE:

1. Electrical Supply

- Supply and install compressors control panel
- The two compressors should have automatic and manual mode of operation.
- Control circuit with Relay logic (not PLC) shall be used for control

2. Control Panel Specifications

- The compressor control panel shall be designed to control the operation of both air compressors in either the automatic mode or the manual mode or off mode.
- The control panel shall contain necessary relays, switches, fuses etc. that shall be designed to start and stop two compressors automatically depending on the pressure in the air receivers.
- The compressor control panel for the two compressors shall be supplied by the contractor and it should fit within the existing space for the system. The existing space shall be verified by the bidder during site visit.
- The panel shall be wall mountable.
- The control panel shall be of rigid steel construction with a hinged front access door.
- The control voltage in the panel shall be 110v AC from a center tapped transformer
- The control panel must have an anti-condensation heater with a thermostat switch.
- The minimum degree of protection of the control panels shall be of IP 55 rating.
- The indication lamps on the panel shall use 110V AC of LED type (control circuit voltage).
- The control panel shall have all the necessary alarm indicators required for the monitoring of the system.
- The control panel shall have a lead pressure switch (27 bar) and a stand by pressure switch (26 bar)
- The protection of compressors required shall include, but not limited to: over pressure, low pressure, temperature of the oil among others
- Wiring of the panels, termination and glanding facilities shall be all be done by the contractor.
- The wiring shall be stranded with oil resistant insulation which does not support combustion and shall be of uniform color. All wiring shall be taken to terminal blocks and no wires shall be joined
- All devices and wires shall be labelled with numbers shown on the electrical drawings.
- One compressor shall be designed to lag and the other to lead. In case of failure at any one given time, the lagging compressor must come in automatically.
- It shall also have voltage meters to indicate the voltage supplies to the different motors.
- Current monitoring for all the three phases L1, L2 and L3 should be possible.
- The panel shall be of RAL 7032 / 7035 grey in color

3. OPERATION / CONTROL PHILOSOPHY

- The operation shall be as to start and stop the lead compressor automatically depending on the air pressure in the receivers and to control the unloading of the compressor. The lag compressor should start automatically when the lead compressor has failed or when it has exceeded its duty cycle.
- This circuit shall be activated when the working pressure falls to 26 bars and shall be de activated when the working pressure rises to 27 bars. The lag values shall be set appropriately based on the set points of the lead.
- The pressure points to be monitored include:

- Pressure to start the motor/compressor
- Lowest air pressure that will require manual intervention to start the compressor and send an alarm to control room and gauge panel
- High pressure that will enable to switch off the compressor
- Maximum high pressure that will arise in case the compressor fails to be switched off.
- Temperature switches/relay to monitor the temperature for the following:
 - Intercooler temperature
 - Temperature of air before it goes to the air receiver
- The protective switches shall include, but not limited to:
 - Low oil pressure cut out switch and gauge
 - High air temperature cut out switches and gauges on all stages
 - High discharge pressure on all stages
 - High and low inlet pressure
 - Discharge temperature switches on all stages and a
 - Final delivery air temperature gauge and air pressure gauge
 - Lead pressure switch 27 bar (To stop all compressors at 27 bar, To start lead compressor at 26 bar)
 - Standby pressure switch 26 bar (To stop at 27 bar, To start at 25.5 bar)
- The operation must include ammeters to indicate power consumption of the respective motors.
- Each compressor shall have the following alarm indicators: Low oil pressure, high delivery air temperature, no cooling water flow, thermal over load tripped, inlet filters choked. This alarm will indicate at the control panel. A signal indicating FAULT shall be wired to indicate and provide an audible alarm both in control room and at the gauge panel. Any of the above defects should also shut down the respective compressor. Annunciation shall be done locally and remotely to gauge panel and control room. A mute switch shall be required in both locations to silence the audible alarm
- Emergency button shall be availed on the control panel to immediately stop the compressors in case of an emergency.

4. OTHER SPECIFICATIONS

- The detail circuit drawings shall be approved by EUL before manufacture and before installation
- The supplier shall provide the as-Built drawings of the electrical control circuit and panel wiring after commissioning.
- The supplier shall provide training about the electrical operation and maintenance on site during project implementation.
- The supplier shall provide a copy and a CD of up to date operating and maintenance instruction manuals after commissioning.
- The supplier shall avail a detailed list of all critical and recommended spares in the offer
- The supplier shall provide a full itemized list of components, their specifications and their manufacturers.

5. GENERAL INFORMATION

To be considered responsive, the tenderer **MUST**:

- Submit proof of having carried out successfully similar assignments for at least two known hydropower / process plants / oil refineries. References for these previous clients should be attached.
- All other additional information if available, which bidders may require in order to ensure a successful execution of this assignment will be provided on request

- The bidder is not insolvent, in receivership, bankrupt or being wound up.
- The business activities of the bidder are not suspended
- The bidder is not the subject of legal proceedings for any of the circumstances mentioned in paragraph
- The bidder does not have a conflict of interest in relation to the subject of the Procurement;
- The bidder is not a member of the procuring and disposing entity

6. Site Requirements

Existing/Prevailing Site conditions

1. The plant is fully operational and it is intended to keep it operational during the course of the implementation of the project.
2. Requests for starting, running and shutting down units shall be carried out by the client's operating staff. Access to all points of the power plant shall be granted upon request during day working hours.
3. The successful bidder is intended to co-operate with other users of the power station during the course of the project implementation.
4. The Tenderers will make their own private arrangements for lunch and drinking water

General Site Requirements

1. Access to site is 08:00hrs to 17:00hrs Monday to Thursday and 15:00hrs on Fridays. Except the last Friday of the month when normal work ends at 12:30hrs. Extensions to these times can be arranged on request.
2. Any extra works outside the defined scope should be communicated before execution.
3. Lunch break starts at 1300hrs to 1400hrs.
4. Tenderer and personnel shall be identifiable on site using IDs and/or uniforms.

Site Specific Environmental Requirements

- Disposal of materials shall be subject to requirements of ISO 14001:2004 and should be consistent with Uganda's NEMA regulations.

7. Safety & Security Requirements

General Safety Requirements

1. All Tenderers' personnel shall be required to be equipped with appropriate protective equipment.
2. The Tenderer shall provide a safety policy and a health & safety management plan.
3. All Tenderers' personnel shall be subjected to a site specific safety induction lasting the first day of mobilization to site.
4. The Tenderer and its personnel shall comply with the local safety policy.

5. Work shall be executed in compliance to the provisions of Eskom Uganda Limited Plant Safety Regulations.
6. All persons on site shall be subject to Eskom Uganda Limited policies and safety regulations. Copies of safety regulations are available on request.
7. All contractor workers on site shall be required to follow the Eskom Uganda Ltd Life Saving rules in **Appendix 1**.

Risk management Requirements

- Where necessary the client shall request the tenderer to provide project risk mitigation plan and associated method statements.

Security Requirements

- A week after notification of award, the selected contractor shall provide copies of Identity documents of personnel to be employed. On the basis of these documents, access Identification badges shall be provided to be used for daily access to site, without which access shall be denied.
- The contractor's personnel shall be subjected to normal access control which might include spot checks.

8. Financial

To be considered responsive, the Tenderer's shall be required to:

- a) The bidder must demonstrate that they have legal capacity to enter into a contract with the procuring and disposing entity and avail evidence of;
 - Company Registration certificate
 - Memorandum or Articles of association.
 - Submit the names of Directors, physical address and location of the firm
 - Tax registration certificates/VAT or equivalent (for International bidders).
 - Trading License or operating licence for 2019
 - Submit a copy of a valid income tax clearance certificate.
 - Audited financial statements for the last 3 years.
 - The Technical bid is submitted separately from the Financial (commercial) bid in two separate envelopes
 - Indicated the payment terms
 - All other additional information which bidders may require in order to ensure a successful execution of this assignment will be provided upon request.

- Willingness to post a performance bond of 10% of the tendered value for the works. This bond will be used to pay for Tenderer's delays in completing the works.
- Willingness to incur 10% of assessed value as retention which shall be payable after the defects period.
- Proof of availability of funds to execute the project – valid bank statement.
- Guarantee of works for a minimum of 2 years.

- Insurance indemnities and appropriate liability cover. Insurance Cover (Valid Workmen's Compensation and Professional Indemnity Cover; Proof of Medical certificates for all the Contractor's employees that will be working directly on this project)

9. Receipt and return of tender

Acknowledgement of tender

5. The tenderer should acknowledge to the electronic Mail address (tenders@eskom.co.ug) confirming whether or not they intend to submit a completed tender, **within 7 working days** of the issue of the tender documents.

10. Presentation Of tender

The financial and technical proposals shall be separated and submitted as two copies (one original and one copy). These shall be sealed in separate envelopes (one for technical proposals only and the other for financial proposals only) clearly marked “**(TENDER – NALUBAALE POWER STATION COMPRESSED AIR SYSTEM OVERHAUL (REF: RTO 407694))** and shall be hand delivered or sent by email (**Upon request**); registered at the reception (Eskom Jinja offices) not later than **15:00HRS on 28TH August 2019.**

11. Cost of tender preparation.

EUL is not responsible for any expenses or losses incurred by the Tenderer in the preparation of this Tender.

12. Forwarding of tender

These tender documents shall not be forwarded to any other company without the prior written permission of EUL. (This requirement does not apply to authorized Agents of Manufacturers/Suppliers).

13. Completion of tender

Documents to be submitted by the tenderer

The Tenderer shall submit the following schedules in order, fully completed.

- a. Technical Specifications (where applicable)
- b. Technical Schedules
- c. Delivery Schedules

- d. Price Schedules
- e. Manpower Schedules
- f. List of Subcontractors
- g. Bill of Quantities (where included)
- h. Day-work Rates.
- i. Experience list for similar work with verifiable contacts.

14. Alternatives

The Tenderer may submit, in addition to the base Tender, an alternative proposal which differs in whole or in part from that specified and which offers to provide additional economic, financial or technical merits. Such an alternative offer will be given consideration provided it is submitted with full particulars, including specifications and proposed methodology to enable a complete evaluation to be made.

15. Delivery terms

Prices shall be submitted for all the supply, installation and commissioning works to be done at Nalubaale Power Station, Eskom Uganda Limited premises.

Delivery times

Tenderer shall state the best guaranteed delivery period that can be achieved.

Inspection of site

Site visits shall be conducted on **7TH August, 2019** and interested parties shall be required to reach Nalubaale Power station by 10:00am and the following shall be site requirement;

- a) Adhere to all security procedures at the gate including presenting a valid I.D, security checks and Alcohol/drug tests.
- b) Adhere to plant safety instructions including; having safety shoes, helmet, and ear and eye protection and taking all instructions on site to avoid accidents. These are mandatory requirements for all individuals
- c) Speed limits within the plants is 15km/hr.
- d) Maintain minimum environmental conservations as per ISO 14001 while on site.
- e) A site visit report must accompany the bidding documents.

Tender validity period

Unless otherwise stated, tenders shall be valid for 12 months from the closing date for receipt of tenders.

16. Price base

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise specified in the Bid documents. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected. However, if in accordance with the Bids Documents, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

Note: that all foreign services offered within Uganda attract a With-Holding Tax. Therefore the bidder must state clearly what sort of taxes is excluded from their price.

17. Currency

The currency is strictly UGX (Uganda Shillings for bidders registered in Uganda. Foreign based Tenderer's may bid in USD (United States Dollars).

18. Country of origin

In preparation of the proposal, Contractor shall indicate the Country of Origin of the materials to be used in the implementation of the project.

19. Contractor safety regulations

The Tenderer should clearly indicate their commitment to comply with EUL Plant Safety Regulations, copies of which shall be made available on request. Equipment/apparatus used during the project should be in sound condition and pose no danger to personnel, equipment and the environment during its use, handling or storage.

20. Contractor environmental regulations

The Tenderer should clearly indicate their commitment to comply with EUL Environmental policy and associated legislation whose copies shall be availed on request.

21. Industrial relations

If the Tenderer wishes to employ local staff, the tendered shall be familiar with labour relations in Uganda. The Tenderer shall fully acquaint himself with the trend and type of labour payment, negotiation procedures and Site Agreements including but not limited to any relevant Registered Agreements and all applicable legislation in Uganda. In respect of major projects in Uganda, it is highly recommended that the Tenderer contact the Uganda's Employers Federation who, where possible, shall advise generally on such projects and on labour conditions pertaining to Uganda, whether in the form of basic increases in labour rates, subsistence allowances, traveling allowances, industrial relations allowances, payments in lieu of notice allowances, productivity or incentive bonuses, shift allowances or any other matters concerning the employment of labour which could affect the orderly progress of the Works. The Tenderer acknowledges that the price quoted in his Tender is inclusive of all costs and expenses associated with complying with the terms of this Clause not only for himself but for all of his sub-contractors, agents and/or employees.

Notwithstanding the labour price component, where necessary, the client shall second its employees to work with the contractor in the interest of having a fair contract price but in this case, the tenderer

should clearly specify the number of personnel and skill required and the period when they are required.

22. Completion times

The *shortest completion time of the Project is critical*. The Tenderer shall point out if the completion time quoted is being achieved by normal working practices and clearly indicate the implications on price and completion time for premium working practices. **If for any reason execution time has to be extended other than delays caused by either party, the price per unit item of the newly agreed completion date shall not deviate from the original cost for the same unit same.**

23. Site

The work detailed in this Specification is to be carried out at Nalubaale Power Station, Jinja, Uganda. The station is on the Nile river and located about 80 Km from Kampala City towards the East. During site visits, the Tenderer shall be accompanied by authorized Personnel. *The Tenderer and any of its personnel or agents will be granted permission by the Purchaser/client to enter upon its premises and lands for the purpose of such inspection and carrying authorized work, but only upon the express conditions that the Tenderer, its personnel or agents, will release and indemnify the Purchaser and its personnel and agents from and against all liability in respect of, and will be responsible for personnel injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, cost and expense, however caused, which but for the express of such permission would not have arisen.*

A submission which fails to address each of the submission requirements above may be deemed non responsive and will not be further considered.

24. Rejection of Bids

1. Eskom Uganda reserves the right in its sole discretion to reject any or all bids submitted in whole or in part, without incurring any cost or liability whatsoever. All bids will be reviewed for completeness of the submission requirements.
2. If a bidder fails to meet a submission requirement of this Terms Of Reference (TOR), or if it is incomplete or contains irregularities, the proposal may be rejected.
3. A deviation is material to the extent that a bid is not in substantial accord with these TOR requirements.
4. Immaterial deviation may cause a bid to be rejected. Eskom Uganda may or may not waive an immaterial deviation or defects in the proposal. Eskom Uganda waiver of immaterial deviation or defect shall in no way modify the TOR or excuse a bidder from full compliance to the TOR requirements.
5. A bid may be rejected where it is determined not to meet Eskom Uganda Limited's requirements, not responsive enough, not competitive or where the cost is not reasonable.
6. Eskom Uganda Ltd is not bound to consider the lowest or any bid presented.
7. A bid containing false or misleading statements may be rejected if in Eskom Uganda's opinion the information was intended to mislead the company regarding a requirement of the TOR.

25. Evaluation Process

Eskom Uganda will review all bids received to determine the Most Economically Advantageous Bidder. Eskom Uganda reserves the right to determine the suitability of the bid on the basis of a bidder meeting the requirements, contract delivery methodology and price quotes.

The following criteria will be used to review and compare the bids and in determining the highest scored bidder

25.1. Technical Evaluation Criteria

Technical Evaluation Criteria			
No.	Item Category	Description	Scores (%)
a)	Experience in implementation of similar projects.	i) Proof of engineering experience or a record of past performance on similar projects of similar scope in Hydro Power industry, process industries, oil refineries or any other industry.	
		ii) Indicate and provide evidence of provision of services in handling high pressure air systems and associated plumbing and accessories.	
		iii) Attach testimonials of at least three (3) references within the last ten years, providing; the name of customer, system size and the technical environment etc.	
b)	Bio data of key personnel and experience.	Attach up-to-date CV's of key project implementation members for this assignment	
		Attach CV of Project/Team Leader's experience in managing projects of similar size and magnitude.	
		Relevancy of CV of project implementation members to this assignment	
c)	Methodology of project implementation	Bidder's detailed work plan for duration of the project.	
		Environmental, health, safety policy and practice	
		Project quality assurance and quality control procedure	
		Demonstrated commitment to meet all the Technical Specifications, to achieve the project scope within the stated time line.	
d)	Demonstrated competence	Conformance with the terms of the ITT	
		Understanding of work to be performed	
		Proposed resources and approach	
		Sub-Total	50%

Commercial Criteria	50
Price	40
Payment Terms	5
Project Delivery time	5
Total	100%

26. Questions/Clarifications

Questions regarding the TOR may be addressed in writing to the Procurement officer at tenders@eskom.co.ug . All questions must be submitted not later than **7 days** prior to the final date of submission of the proposal.

27. Addenda

Eskom Uganda may modify the TOR prior to the date fixed by posting, mailing, emailing or faxing an addendum to the bidders known to be interested in submitting their tender documents.

28. Contracting Requirements

Upon selection of the prospective bidder, the terms set forth within this TOR will be included in the definitive NEC Contract containing additional covenant and other provisions as may be mutually acceptable.

The contract shall be based on NEC3 Engineering & Construction Short Contract.

Appendix 1

The Life-saving Rules

RULE 1: OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH

(That is, any plant operating above 1,000 V)

No person may work on any electrical network unless:

He/she is trained and authorised as competent for the task to be done;

A pre-task risk assessment to identify all risks and hazards has been conducted prior to any work commencing;

An equipotential zone is created for each worker on the job site by earthing, bonding, and/or insulating according to approved divisional procedures;

All conducting material is connected together, all staff on site wear electrical safety shoes, and insulating techniques are applied according to standards; and

The authorised person (team leader) has certified and shown all team members that the apparatus is safe to work on.

NB: In the case of live work, work is to be conducted according to standards and procedures while maintaining minimum safe working clearance.

RULE 2: HOOK UP AT HEIGHTS

Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.

No person may work at height where there is a risk of falling unless:

A pre-task risk assessment to identify all risks and hazards has been conducted prior to commencing any work at height;

He/she is appropriately trained;

He/she is appropriately secured during ascending and descending; and

He/she is using an approved fall arrest system where applicable.

RULE 3: BUCKLE UP

No person may drive any vehicle on EUL business and/or on EUL premises:

Unless the driver and all passengers are wearing seat belts.

RULE 4: BE SOBER

No person is allowed to work under the influence of drugs and alcohol.

“Under the influence” means the use of alcohol, drugs, and/or a controlled substance to the extent that:

The individual’s faculties are in any way impaired by the consumption or use of the substances; or

The individual is unable to perform in a safe, productive manner; or

The individual has a level of any such substance in his/her body that corresponds to or exceeds accepted medical/legal standards; or

The individual has a level of alcohol in his/her body that is greater than 0.02% blood alcohol concentration.

This includes any level of an illegal substance in the body, irrespective of when the substance was used.

RULE 5: PERMIT TO WORK

Where an authorisation limitation exists, no person shall work without the required permit to work. Work is as defined in the Plant Safety Regulations (PSR) and Operating Regulations for High Voltage Systems (ORHVS) of EUL.

A risk assessment must be carried out jointly by the authorised person and the responsible person on all work before it commences.

The permit to work must be issued by an authorised person in accordance with the Plant Safety Regulations.

The permit to work must be accepted in writing by an authorised responsible person.

The permit to work shall be shown to everyone working on the job and the risks explained.

The responsible person must ensure that all staff, working on that job, are entered on a workers' register and the risks explained to each one.

The responsible person must ensure that the conditions of the permit to work are enforced for the duration of the work.

No plant is to be returned to service without the cancellation of all permits on that plant in accordance with procedure.

NB: In the case of live work, a "live work declaration form" is to be completed by the authorised person who is the person responsible for the safe execution of work according to relevant standards and procedures.