Skills Audit of Lifting Personnel

1. Purpose

The purpose of this Scope of Work is to appoint a competent contractor to conduct a comprehensive skills audit of personnel performing rigging activities in KGM mine wide including contractors. The audit will assess the competence, knowledge, practical skills, and compliance of riggers with applicable legislation, international standards, company procedures, and industry best practices.

2. Objectives

The contractor shall:

- Assess the competency of all designated riggers.
- Verify qualifications, certifications, and training records.
- Evaluate theoretical knowledge of rigging principles.
- Assess practical rigging skills through workplace demonstrations.
- Identify competency gaps and training requirements.
- Determine suitability for authorization to perform rigging activities.
- Provide recommendations to improve lifting safety and compliance.

3. Scope of Services

The contractor shall undertake the following activities:

3.1 Document Review

Review and verify:

- Rigger training certificates
- Competency certificates
- Medical fitness records (where applicable)
- Experience records
- Previous assessment reports
- Company lifting procedures
- Safe work procedures
- Lifting plans
- Risk assessments

3.2 Knowledge Assessment

Conduct written and/or oral assessments covering:

- Rigging principle
- Types of lifting equipment
- Selection of lifting gear
- Safe Working Load (SWL)
- Working Load Limit (WLL)
- Load estimation
- Centre of gravity
- Sling angles and loading effects
- Load control techniques

- Hand signals
- Communication methods
- Hazard identification
- Risk assessment
- Pre-use inspections
- Lift planning
- Roles and responsibilities
- Emergency procedures
- Relevant legislation
- Company lifting procedures

3.3 Practical Skills Assessment

Observe each rigger performing practical rigging activities including:

- Inspection of lifting equipment
- Selection of appropriate lifting gear
- Identification of defective equipment
- Correct sling selection
- Correct hitch configurations
- Calculation of sling loading
- Determination of center of gravity
- Rigging irregular loads
- Tag line application
- Load control
- Safe attachment of loads
- Communication with crane operators
- Application of standard hand signals
- Exclusion zone management
- Safe lifting practices
- Post-lift inspection

3.4 Competency Evaluation

Assess everyone against predefined competency criteria including:

- Knowledge
- Practical ability
- Safety awareness
- Risk management
- Communication skills
- Problem-solving ability
- Compliance with procedures

Each employee shall be rated using competency levels such as:

- Competent
- Competent with minor coaching
- Requires additional training
- Not yet competent

3.5 Gap Analysis

Identify:

- Individual competency gaps
- Team competency gaps
- Training deficiencies
- Certification deficiencies
- Procedural non-compliance
- Operational risks arising from inadequate competency

4. Standards and Reference Documents

The assessment shall align with applicable national legislation and recognized international standards, including where applicable:

- ISO 23853 – Cranes – Competency requirements for crane operators, slingers and signalers
- ISO 12480 – Cranes – Safe Use
- ASME B30 Series
- LOLER (where applicable)
- OSHA requirements (where applicable
- Company lifting procedures
- Manufacturer recommendations
- Applicable statutory regulations

5. Deliverables

The contractor shall submit:

Individual Competency Reports

Each report should include:

- Employee details
- Assessment date
- Qualifications verified
- Theory assessment results
- Practical assessment results
- Competency rating
- Strengths identified
- Competency gaps
- Recommended training

Skills Matrix

A competency matrix showing:

- Employee names
- Department
- Assessment scores

- Competency status
- Certification status
- Recommended actions

Summary Report

The final report shall include:

- Executive summary
- Assessment methodology
- Number of employees assessed
- Overall competency statistics
- Common competency gaps
- Areas of high risk
- Recommendations
- Priority actions
- Proposed training plan

6. Contractor Requirements

The contractor shall demonstrate:

- Proven experience conducting rigging competency assessments
- Qualified assessors with recognized lifting and rigging credentials
- Experience in industrial lifting operations
- Knowledge of applicable lifting standards
- Ability to conduct both theoretical and practical assessments
- Experience developing competency matrices and gap analyses

7. Assessment Methodology

The assessment shall include:

- Documentation review
- Interviews
- Written examinations
- Oral questioning
- Practical demonstrations
- Workplace observations
- Competency scoring against predefined criteria

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8. Reporting Timeframes

The contractor shall:

- Submit daily progress reports during the assessment period.
- Provide preliminary findings within five (5) working days after completion of field assessments
- Submit the final report within ten (10) working days of completing all assessments.

9. Confidentiality

All employee information, assessment results, and company documentation shall remain confidential and shall not be disclosed to third parties without written approval.

10. Acceptance Criteria

The assignment shall be considered complete upon:

- Completion of assessments for all nominated personnel.
- Submission of all individual competency reports.
- Delivery of the competency matrix.
- Submission of the final skills audit report.
- Presentation of findings and recommendations to management.

11. Optional Value-Added Services

The contractor may also provide:

- Development of a rigging competency framework
- Refresher training programmer
- Competency-based coaching
- Annual reassessment program
- Digital Competency Database
- Recommendations for continuous improvement of lifting operations

Third-Party Inspection, Testing, and Certification of Lifting Equipment

1. Introduction

KGM is looking for qualified and accredited contractors for third-party inspection, testing, and certification services for lifting equipment across its facilities.

The contractor shall provide competent inspection services in accordance with applicable legislation, international standards, manufacturer recommendations, and industry best practices.

2. Objective

The objective of this contract is to:

- Ensure all lifting equipment remains safe for use.
- Comply with statutory inspection requirements.
- Prevent lifting-related incidents.
- Provide independent certification of lifting equipment.
- Maintain an accurate asset inspection history.
- Improve equipment reliability and regulatory compliance

3. Scope of Services

3.1 Inventory Verification

The contractor shall:

- Verify all lifting equipment on site.
- Confirm asset identification numbers.
- Identify missing or unregistered equipment.
- Update the lifting equipment register.
- Verify equipment locations and identification details.

3.2 Thorough Examination (LOLER)

Carry out statutory Thorough Examinations in accordance with:

- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.
- Provision and Use of Work Equipment Regulations (PUWER) 1998.
- Manufacturer's recommendations.

Inspection frequencies shall include

Equipment	Frequency
Lifting equipment used for lifting persons	Every 6 months

All other lifting equipment	Every 12 months
Following repair, alteration, overload, or exceptional circumstances	Before return to service

3.3 Visual Inspection

Inspect equipment for:

- Structural damage
- Cracks
- Corrosion
- Excessive wear
- Distortion
- Loose or missing fasteners
- Fluid leaks
- Mechanical defects
- Safety devices
- Safety notices and warning labels
- Safe Working Load (SWL) markings
- Manufacturer's identification plates

3.4 Functional Testing

Carry out operational testing including verification of:

- Hoisting mechanisms
- Braking systems
- Limit switches
- Emergency stop functions
- Control systems
- Safety interlocks
- Load indicators
- Alarms and warning devices

3.5 Non-Destructive Testing (Where Required)

Where required, undertake:

- Magnetic Particle Inspection (MPI)
- Dye Penetrant Testing (DPT)

- Ultrasonic Testing (UT)
- Eddy Current Testing (where applicable)

All NDT personnel shall be qualified and certified in accordance with ISO 9712.

3.6 Load Testing

Conduct proof load testing where required in accordance with:

- Manufacturer recommendations.
- Applicable ISO standards.
- Relevant British Standards.
- Client requirements.

Typical equipment includes:

- Overhead cranes
- Mobile cranes
- Gantry cranes
- Jib cranes
- Davits
- Chain blocks
- Lever hoists
- Forklift lifting attachments
- Man, cages and personnel lifting baskets

3.7 Inspection of Personnel Lifting Equipment

Inspect and certify:

- Man cages
- Personnel lifting baskets
- Suspended work platforms
- Personnel lifting platforms

Verify compliance with LOLER and applicable British and International Standards.

3.8 Certification

The contractor shall issue:

- Thorough Examination Reports
- Load Test Certificates

- Inspection Certificates
- Non-Destructive Testing Reports (where applicable)
- Defect Reports
- Condemnation Reports (where equipment is declared unsafe)
- Recommendations for repair, replacement, or continued service

4. Applicable Standards

The contractor shall comply with, but not be limited to, the following:

Legislation

- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Health and Safety at Work etc. Act 1974

ISO Standards

- ISO 4309 – Cranes – Wire ropes – Care, maintenance, installation, examination and discard
- ISO 9927 – Cranes – Inspections
- ISO 12480 – Cranes – Safe Use
- ISO 23853 – Cranes – Competency requirements for crane inspectors
- ISO 9001 – Quality Management Systems
- ISO 45001 – Occupational Health and Safety Management Systems
- ISO 9712 – Qualification and certification of Non-Destructive Testing personnel

British / European Standards

- BS EN 13000 – Mobile Cranes
- BS EN 15011 – Bridge and Gantry Cranes
- BS EN 13135 – Cranes – Equipment – Design Requirements

Other Standards

- ASME B30 Series (where applicable)

5. Contractor Qualifications

The contractor shall:

- Be an independent third-party inspection body.
- Be accredited to ISO/IEC 17020 (Type A preferred).

- Maintain an ISO 9001-certified Quality Management System.
- Employ competent lifting equipment inspectors with recognized qualifications.
- Employ ISO 9712-certified NDT personnel where applicable.
- Maintain appropriate Professional Indemnity and Public Liability Insurance.
- Demonstrate experience in lifting equipment inspections within mining, industrial, manufacturing, or construction environments.

6. Deliverables

The contractor shall provide:

- Inspection program and schedule.
- Thorough Examination Reports.
- Load Test Certificates.
- NDT Reports (where applicable).
- Updated Lifting Equipment Register.
- Defect Register.
- Condemned Equipment Register.
- Final Inspection Summary Report.
- Recommendations for repairs, replacement, or continued service.

7. Reporting Requirements

Inspection reports shall include:

- Equipment description.
- Asset number.
- Serial number.
- Manufacturer.
- Safe Working Load (SWL).
- Equipment location.
- Inspection date.
- Inspector's details.
- Inspection findings.
- Defects identified.
- Risk classification.

- Photographic evidence of defects where applicable.
- Recommended corrective actions.
- Equipment status:
    - Passed
    - Passed with observations
    - Failed – Remove from Service

8. Health, Safety, and Environmental Requirements

The contractor shall:

- Comply with the Client's Health, Safety, Security, and Environmental (HSSE) Management System.
- Prepare task-specific risk assessments and Job Safety Analyses (JSAs).
- Obtain all required work permits before commencing work.
- Provide suitable Personal Protective Equipment (PPE).
- Ensure inspectors are competent and medically fit for work at height, confined spaces, and other high-risk environments where applicable.

9. Key Performance Indicators (KPIs)

KPI	Target
On-time completion of inspections	≥95%
Submission of inspection reports	Within 48 hours
Notification of critical defects	Within 2 hours
Issuance of certificates	Within 5 working days
Register updates	Within 5 working days
Inspection accuracy	100%

10. Tender Submission Requirements

Tenderers shall submit:

- Company profile.
- ISO and accreditation certificates.
- Inspector’s competency certificates and CVs.
- Previous project experience.
- Inspection methodology.

- Quality Assurance Plan.
- Health and Safety Plan.
- Sample inspection reports and certificates.
- Equipment and testing capability.
- Mobilization plan.
- Pricing schedule.
- Project implementation program
- At least three client references for similar work

11. Contract Duration

The contract shall be for an initial period of **three (3) years**, with annual performance reviews and an option to extend for a further **two (2) years**, subject to satisfactory performance.

TRAINING PERSONNEL ON TAGGING AND INPECTION OF LIFTING EQUIPMENT AND ACCESSORIES

Purpose

The purpose of this scope of work is to engage a qualified contractor to provide training services for personnel responsible for the inspection, assessment, tagging and management of lifting equipment and lifting accessories.

The training shall ensure personnel are competent to perform inspections in accordance with applicable regulatory requirements, industry standards and company procedures.

Objectives

The Contractor shall:

- Deliver comprehensive training on lifting equipment inspection and tagging requirements
- Develop personnel competency in identifying defects, damage, wear, misuse, and non-conforming equipment.
- Train personnel on inspection frequencies, documentation, record keeping, and equipment status control.
- Provide practical hands-on inspection exercises using representative lifting equipment.
- Assess participant competency and provide certification upon completion.

Scope of training

The scope of training shall include:

Regulatory and standards requirements

- Applicable international and national regulations governing lifting equipment
- Relevant industry standards and best practices
- Employer and employee responsibilities regarding lifting equipment safety

Lifting equipment fundamentals

- Types of lifting equipment and lifting accessories
- Safe working load (SWL) and working load limit (WLL)
- Equipment identification and traceability

Inspection requirements

Training shall cover inspection techniques and acceptance/rejection criteria for:

- Wire rope slings
- Chain slings
- Synthetic web slings
- Shackles
- Hooks
- Eyebolts and lifting points
- Lifting beams and spreader bars
- Hoists

- Winches
- Safety harnesses
- Lifelines
- Sheave blocks
- Other lifting equipment used by mine

Defect identification

Personnel shall be trained to identify

- Corrosion
- Deformation
- Cracks
- Excessive wear
- Brocken wires
- Elongation
- Heat damage
- Chemical damage
- Unauthorized modifications
- Missing identification markings
- Any other conditions requiring equipment removal from service

Tagging and equipment control

Training shall include

- Inspection tagging requirements
- Color-coding systems
- Tag issuance and control
- Equipment quarantine and removal from service
- Documentation and inspection records management

Practical exercises

The contractor shall provide practical instruction involving:

- Hands on inspections
- Completion of inspection checklists
- Equipment tagging exercises
- Defect identification scenarios
- Equipment disposition decisions

Contractor Qualifications

The contractor shall demonstrate:

- LOLER certification
- Proven experience delivering lifting equipment inspection training
- Qualified instructors with recognized lifting equipment inspection credentials
- Experience with industrial, construction, energy, mining or similar sectors

- Knowledge of applicable regulations and standards
- Lifting Equipment Management Tracking System (software)
- Ability to provide competency assessments and training certification

Deliverables

The contractor shall provide

- Training syllabus and agenda
- Training materials and participant manuals
- Instructor-led classroom and practical training
- Competency assessments (written and practical)
- Individual training records
- Certificates of completion for successful participants
- Training evaluation report summarizing attendance and assessment results and
- Lifting equipment tagging management software.

Training duration and location

- Estimated duration: … days
- Number participants: 10
- Training Location: Kibali Gold Mine DRC
- Training format: Blended learning approach (both classroom and practical)
- Contractor shall identify any equipment, facilities or support required from client

Competency assessment

The contractor shall

- Conduct written and practical assessments
- Establish minimum passing criteria
- Provide remediation and reassessment where necessary
- Issue certification only to personnel who demonstrate competence

Health, safety and environment requirements

The contractor shall

- Comply with all site HSE requirements
- Conduct practical activities in a safe manner
- Provide any specialized training equipment required for demonstrations
- Ensure instructors are competent and authorized to conduct practical activities

Proposal requirements

Interested contractors shall submit

- Company profile and relevant experience
- Instructor qualifications and certifications
- Proposed training methodology
- Sample training materials

- References from similar projects
- Proposed schedule
- Commercial proposal including all costs

Acceptance Criteria

The training program shall be considered successfully complete when:

- All scheduled training has been completed
- Participants have completed practical and theoretical assessments
- Training records and certificates have been provided
- Client approved competency requirements have been achieved