

GYSBI PMO

SCOPE OF WORK DOCUMENT

BUSINESS UNIT: OPERATIONS

SITE / ASSET: GYSBI SHOREBASE (GSB)

PROJECT TITLE: WELFARE FACILITIES BUILDING

PROJECT NO: 0001

DOCUMENT NO: GY01-0001-EN-SOW-001-01
REVISION: C1

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REVISION / ISSUE TABLE:

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REVISION HISTORY:

REVISION	SUMMARY OF CHANGES MADE	SECTIONS AFFECTED
A1	N/A – FIRST ISSUE	N/A
C1	N/A – NO CHANGE	N/A

TABLE OF ACRONYMS & ABBREVIATIONS:

ACRONYM	DEFINITION
AV	Audio-Visual
ASTM	American Society for Testing and Materials
ASME	American Society of Mechanical Engineers
BS	British Standards
BSI	British Standards Institution
CEN	European Committee for Standardization
COMM'G	Commissioning
DLP	Defects Liability Period
EPC	Engineering, Procurement & Construction
EPA	Environmental Protection Agency
FF&E	Furniture, Fixtures & Equipment
GSB	GYSBI Shore Base
GYSBI	Guyana Shore Base Inc.
HSSE	Health, Safety, Security & Environment
ICT	Information and Communications Technology
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
ITT	Invitation to Tender
ITP	Inspection & Test Plan
MEP	Mechanical, Electrical & Plumbing
NCR	Non-Conformance Report
NFPA	National Fire Protection Association
O&M	Operation & Maintenance
PPE	Personal Protective Equipment
PTW	Permit to Work
QA	Quality Assurance
QC	Quality Control
RAMS	Risk Assessment & Method Statement
RED FOX	GYSBI Red Fox Sewage Handling Project
SIMOPS	Simultaneous Operations
SOW	Scope of Work
WBS	Work Breakdown Structure

1 PURPOSE

This Scope of Work (SOW) defines the technical, engineering, procurement, construction, testing, commissioning, and handover requirements for the design and construction of a new two-storey Welfare Facility Building at the GYSBI Shore Base (GSB), Guyana.

The SOW establishes the scope boundaries, performance requirements, responsibilities, deliverables, and governance controls for a Turnkey Design & Build (EPC) contract.

1.1 Quality Expectations:

GYSBI's intent is to deliver a high-quality, durable, and fit-for-purpose welfare facility suitable for continuous industrial operations in a coastal environment. The facility is not intended to be a minimum-cost solution. All materials, equipment, and finishes shall be selected to ensure long-term reliability, ease of maintenance, and resilience to heavy usage, humidity, heat, and corrosion.

The design shall consider thermal comfort, ventilation, and energy efficiency, recognising the local climatic conditions. Where practicable, passive design features (natural ventilation, solar shading, heat reduction measures) shall be incorporated to reduce operational energy demand while maintaining user comfort.

Where standards are not explicitly stated, the Contractor shall adopt best industry practice consistent with welfare facilities provided at major industrial ports, oil & gas shore bases, and heavy construction sites.

This SOW shall be read in conjunction with the full Tender Package, including:

- Project Brief
- Invitation to Tender (ITT)
- Scope of Work (this document)
- Tender Clarifications Log (issued during tender period)
- Contractor Submittal / Proposal Form
- Tender Evaluation Criteria and Methodology
- Applicable laws, codes, and standards
- Contractor's accepted proposal

1.2 Reference Documents

The following documents form part of the Tender Package and shall be read in conjunction with this Scope of Work. In the event of conflict, the order of precedence shall be defined in the Invitation to Tender (ITT).

REF.	DOCUMENT TITLE	DOCUMENT NUMBER	OWNER
R-01	PROJECT BRIEF (INT' PROJECT REMIT CLARIFICATION)	GY01-0001-PM-PRB-001-01	GYSBI
R-02	INVITATION TO TENDER (ITT)	GY01-0001-CM-ITT-001-01	GYSBI
R-03	SCOPE OF WORK (SOW) - THIS DOCUMENT	GY01-0001-EN-SOW-001-01	GYSBI
R-04	TENDER CLARIFICATIONS LOG	GY01-0001-CM-TCL-001-01	GYSBI
R-05	CONTRACTOR PROPOSAL / SUBMITTAL FORM	GY01-0001-CM-SUB-001-01	GYSBI
R-06	TENDER EVALUATION CRITERIA & METHODOLOGY	GY01-0001-CM-TEV-001-01	GYSBI

2 PROJECT OVERVIEW

FIELD	INFORMATION
PROJECT TITLE	WELFARE FACILITY BUILDING REPLACEMENT
PROJECT CODE	GY01-0001
CLIENT	GYSBI
LOCATION / SITE	GYSBI SHORE BASE
PROJECT TYPE	TURNKEY DESIGN & BUILD (EPC)
ESTIMATED FLOOR AREA	~750–800 M ² (TWO STOREY)
BUDGET CAP	USD 2,000,000

The project comprises the replacement of the existing welfare / man camp facility with a new, fit-for-purpose welfare building designed to support current and future workforce requirements.

The existing welfare building shall remain fully operational until the new facility is commissioned and formally handed over to Operations. Demolition of the existing building will occur post-handover under a separate scope.

3 DETAILED SCOPE OF WORK

3.1 Project Description

The Contractor shall be responsible for the complete design, engineering, procurement, construction, testing, commissioning, and handover of the Welfare Facility Building.

The Works shall include, but not be limited to:

- Architectural, structural, civil, MEP, fire & life safety design
- Foundations and substructure
- Superstructure and envelope
- Internal fit-out and finishes
- Mechanical, electrical, plumbing, fire detection and suppression systems
- Sewage and wastewater systems
- External works and landscaping
- Testing, commissioning, and operational readiness
- As-built documentation, O&M manuals, and training

The facility shall be delivered as a permanent building solution. Modular construction is not mandatory; contractors may propose appropriate construction methodologies as part of their submissions.

3.2 SITE PARAMETERS AND BUILDING SIZE

- Site footprint: 20 m × 25 m (500 m²)
- Recommended building footprint: approx. 18 m × 22 m (~396 m²) contractor to confirm optimal footprint
- Building height: 2 stories
- Estimated total floor area: 750–800 m². Depending on the final Layouts offered, potentially doubling the size of the current, existing facility (~360 m²)

A two-story modular design ensures optimal utilization of the limited site area while providing the required facilities.



FIG 1 – Proposed Building Location (Red Area)

The existing man camp building will remain in place and fully operational until the new welfare facilities building is commissioned and formally handed over to Operations. Upon handover, the existing man camp building will be demolished, and the area reinstated as car parking.

[Site location - Google Maps Link](#)

3.2 Engineering & Information Provided by GYSBI

GYSBI will provide the following as Client's Information:

- Project Brief – Welfare Facility Building Replacement (GY01-0001-PM-PRB-001-01 Rev C1)
- Site location plan and footprint constraints
- Known utility connection points (where available)
- Stakeholder requirements and operational constraints
- Interface information relating to the ongoing RED FOX sewage handling project

3.3 Contractor Engineering Responsibility

The Contractor is to provide a turnkey service which includes but is not limited to:

- Concept design
- Detailed design
- Statutory approvals and certifications
- Construction engineering
- Shop drawings and fabrication drawings
- Temporary works design
- Method statements and sequencing
- Lifting and rigging plans
- As-built drawings
- Commissioning documentation

All designs shall comply with Guyana regulations, applicable international standards, and GYSBI requirements.

Any deviation from the Client's Requirements shall require formal approval through the Change Control process.

3.4 Functional & Technical Requirements

The Welfare Facility shall be designed and constructed in accordance with the functional requirements defined in the Project Brief (Rev C1), and the minimum quality, durability, and performance standards defined below. These requirements establish the expected baseline quality; contractors may propose equivalent or superior solutions.

Ground Floor – Dirty / High-Traffic Zone (~400 m²)

- Controlled access and personnel flow
- Boot room and dirty gear handling
- Laundry facilities (industrial duty)
- Male / female changing rooms (85/15 split)
- 460 double-height lockers
- Drying room for PPE
- Toilets and washrooms (modular / relocatable preferred)
- Showers with non-slip flooring
- Medical office
- Support rooms and circulation

First Floor – Clean / Break & Training Zone (~400 m²)

- Break and training hall (200–250 pax)
- Audio-visual and training screens
- Mobile phone charging stations
- Tea point / light catering area
- Toilets sized to gender ratio
- General storage

3.5 Minimum Quality & Specification Requirements

The Contractor shall supply, install, and commission all welfare-related Furniture, Fixtures & Equipment (FF&E) to a standard suitable for heavy industrial, high-frequency use in a coastal environment.

Domestic-grade, residential-grade, or light-commercial equipment are not acceptable. All equipment shall be specifically designed and rated for industrial welfare or equivalent applications.

Unless otherwise approved, FF&E quality shall be comparable to facilities used at:

- Industrial ports and logistics hubs
- Oil & gas shore bases
- Heavy construction and fabrication yards
- Remote or high-occupancy industrial welfare facilities

Contractors may propose alternative products or systems; however, any proposed alternative shall demonstrate equal or superior performance, durability, and lifecycle value.

Lockers:

- Industrial-grade steel or composite lockers suitable for humid, coastal environments
- Corrosion-resistant materials or coatings (galvanised, powder-coated, stainless steel, or equivalent)
- Double-height locker configuration (dirty lower / clean upper compartment)
- Individual lockable compartments for 460 users
- Ventilated design to support drying and odour control
- Heavy-duty hinges, doors, and locking mechanisms (padlock or integrated lock)
- Lockers to be securely anchored and arranged to allow cleaning access

Benches & Seating (Changing Areas):

- Heavy-duty benches suitable for wet and dirty environments
- Non-corrosive frames (galvanised steel, aluminium, or equivalent)
- Slip-resistant seating surfaces
- Fixed or semi-fixed installation to prevent movement

Laundry Equipment (Industrial Use):

- Commercial / industrial-grade washing machines and dryers only
- Rated for continuous daily operation under peak usage conditions
- Sized to support peak workforce demand without bottlenecks
- Stainless steel drums and corrosion-resistant housings
- Installed with appropriate drainage, ventilation, and electrical protection
- Designed for ease of maintenance and component replacement

Drying Room Equipment:

- Forced-air, heated, or dehumidified drying systems suitable for PPE and workwear
- Dedicated boot racks and hanging systems constructed from corrosion-resistant materials
- Adequate air extraction to prevent moisture build-up and odours

Sanitary Fixtures & Showers:

- Heavy-duty sanitary ware suitable for industrial welfare facilities
- Non-slip flooring throughout all wet areas
- Floor drains designed for high-volume and frequent use
- Anti-corrosion fittings, valves, and fixtures
- Easy-clean, hygienic surfaces to support high cleaning frequency

Break / Training Area Furniture:

- Commercial-grade seating and tables suitable for high turnover use
- Durable finishes resistant to wear, cleaning chemicals, and impact
- Furniture layouts to support reconfiguration for training, briefings, or meetings

Lifecycle, Durability & Warranty Requirements:

- All building elements, finishes, FF&E, and welfare equipment shall be selected with a minimum design life suitable for continuous industrial use
- Materials and equipment shall be readily maintainable using locally available skills and consumables where practicable
- The Contractor shall provide a minimum 12-month Defects Liability Period for all Works
- Manufacturer warranties shall be provided for all major FF&E, mechanical, electrical, and laundry equipment
- Extended warranties and enhanced durability solutions are encouraged and shall be clearly identified within the Contractor's proposal

All FF&E selections shall be submitted for approval as part of the Contractor's design and procurement submittals. Manufacturer data sheets, technical specifications, duty ratings, and warranty details shall clearly demonstrate suitability for industrial use.

3.6 Sewage & Utilities

The Contractor shall design and provide a sewage and wastewater solution based on one of the following:

- Connection to existing site sewage infrastructure, or
- A dedicated, self-contained sewage treatment or holding system
- The design shall consider and be compatible with the ongoing GYSBI RED FOX sewage handling project, allowing for future integration.
- Black and grey water shall have separate points of discharge.

Other utilities shall include:

- Potable water
- Electrical power distribution
- Fire alarm and detection systems
- ICT and data points

3.7 Construction & Execution Requirements

The Contractor shall:

- Coordinate works with ongoing site operations (SIMOPS)
- Maintain full compliance with GYSBI HSSE and PTW systems
- Provide all temporary works, site facilities, fencing, and laydown areas
- Maintain a clean and safe worksite
- Minimise disruption to parking

The Contractor shall comply fully with GYSBI's HSSE and Quality Management requirements for the duration of the Works.

All activities shall be planned and executed in accordance with:

- GYSBI HSSE policies, procedures, and handbooks
- GYSBI Quality Assurance and Quality Control requirements and handbooks

The Contractor shall ensure that all personnel, subcontractors, and suppliers are made aware of, trained where necessary, and operate in compliance with these requirements.

Formal references to the applicable HSSE and QA handbooks shall be incorporated into the Contractor's Project HSSE Plan, Project Quality Plan, Method Statements, and Inspection & Test Plans.

Non-compliance with GYSBI HSSE or QA requirements may result in suspension of work, rejection of deliverables, or other corrective actions at GYSBI's discretion.

3.8 Initial Operational Spares & Consumables

The Contractor shall supply an initial stock of operational spares and consumables sufficient to support twelve (12) months of normal operation of the Welfare Facilities Building following commissioning and handover.

The scope shall include, but not be limited to, the following:

- Light bulbs, lamps, and LED fittings
- HVAC and air-handling unit filters
- Water, sewage, and drainage system filters and consumables
- Electrical fuses, breakers, and replaceable electrical components
- Belts, seals, gaskets, and minor mechanical wear parts
- Sanitary fittings and minor plumbing consumables
- Any other routine operational consumables associated with installed equipment

The Contractor shall:

- Prepare a recommended list of operational spares and consumables, based on manufacturer recommendations, expected usage, and site operating conditions
- Submit the proposed list to the Client for review and approval prior to procurement
- Supply all approved spares and consumables as part of the Works
- Clearly label and package all spares and consumables and store them on site or as otherwise agreed with the Client
- Include all supplied spares and consumables within the O&M manuals, asset register, and final handover documentation

All supplied spares and consumables shall be new, unused, and fully compatible with the installed equipment.

Note: Refer Appendix C for expected spares register format.

4 IN-SCOPE WORK

The Contractor's scope under this SOW comprises the **complete turnkey delivery** of the Welfare Facility Building, including all activities necessary to design, procure, construct, test, commission, and hand over a fully operational facility.

In-Scope activities include, as a minimum:

- **Design & Engineering:** Concept, detailed, and construction-ready design for all disciplines, including FF&E schedules and statutory submissions.
- **Procurement:** Supply of all materials, equipment, systems, and FF&E required to deliver the Works in accordance with approved specifications.
- **Construction & Installation:** All site establishment, temporary works, building construction, internal fit-out, MEP, fire, sewage, ICT systems, and external works within the defined footprint.
- **Testing & Commissioning:** Testing, commissioning, and integrated systems verification of all installed systems.
- **Training & Handover:** Any training of GYSBI personnel, submission of as-built documentation and O&M manuals, warranties, and support through the Defects Liability Period.

5 OUT-OF-SCOPE WORK

Unless expressly included in the In-Scope definition or agreed through formal Change Control, the following are excluded from the Contractor's scope:

- Demolition of the existing welfare / man camp building
- Long-term operation and maintenance beyond the Defects Liability Period
- Any off-site utility upgrades outside the defined project footprint
- Works outside the approved site boundary

Any activity not explicitly identified as In-Scope shall be deemed Out-of-Scope unless otherwise approved by GYSBI through the Change Control process.

6 WORK BREAKDOWN STRUCTURE (WBS)

The Contractor shall develop and maintain a detailed Work Breakdown Structure (WBS) aligned with this Scope of Work and the agreed project schedule. The WBS shall be used as the basis for planning, progress measurement, reporting, and control.

As a minimum, the WBS shall include the following **Level 2** structure. Contractors shall further develop Level 3 and lower levels to suit their execution methodology.

WBS LEVEL 2	DESCRIPTION
1.0	PROJECT MANAGEMENT & GOVERNANCE
2.0	DESIGN & ENGINEERING
3.0	PROCUREMENT
4.0	CONSTRUCTION
5.0	TESTING & COMMISSIONING
6.0	HANDOVER & CLOSE-OUT

The Contractor's detailed WBS shall:

- Clearly define scope boundaries and interfaces
- Be fully aligned with the project schedule and cost breakdown
- Allow progress to be measured objectively
- Be submitted to GYSBI for review and approval prior to commencement of construction

Any changes to the approved WBS shall be subject to the Change Control process defined in Section 8.

7 DELIVERABLES

The Contractor shall prepare, submit, and obtain approval for all deliverables required to design, execute, test, commission, and hand over the Works. Deliverables shall be submitted in accordance with the ITT requirements, the Client's Document Control procedures, and the agreed project schedule.

Deliverables shall be sufficient to demonstrate full compliance with the Scope of Work, Technical Requirements, applicable standards, and Client Quality Expectations.

7.1 Design & Engineering Deliverables

- Concept design package, including architectural layouts, general arrangement drawings, and design narratives
- Detailed design packages for all disciplines (architectural, civil, structural, mechanical, electrical, plumbing, fire & life safety)
- Design calculations and technical substantiation where applicable
- FF&E schedules and specifications
- Design risk assessments
- Statutory authority submissions and responses
- Design revisions incorporating Client comments and approvals

7.2 Statutory & Regulatory Deliverables

- Applications for all required permits, licences, and approvals
- Approved statutory permits and certificates
- Records of regulatory inspections and close-out actions

7.3 Construction Planning & Execution Deliverables

- Construction execution plan
- Detailed construction schedule and look-ahead plans
- Method statements for all construction activities
- Inspection & Test Plans (ITPs)
- Temporary works designs and calculations (where applicable)
- Lifting plans and rigging studies
- Traffic management and SIMOPS coordination plans

7.4 Quality Assurance & Quality Control Deliverables

- Project Quality Plan
- QA/QC procedures and inspection records
- Material submittals and approvals
- Material certificates and test reports
- Non-Conformance Reports (NCRs) and close-out records
- Final QA/QC dossier

All QA/QC deliverables shall be prepared in accordance with GYSBI's Quality Handbook and Project Document Control requirements. **QH-PL-006 & PM-PR-002.**

7.5 HSSE Deliverables

- Project HSSE Plan aligned with GYSBI requirements
- Risk assessments and method statements (RAMS)
- Permit-to-Work and SIMOPS records
- HSSE inspection and audit reports
- Incident, near-miss, and corrective action reports
- HSSE statistics and close-out report

All HSSE deliverables shall be prepared in accordance with GYSBI's HSSE Handbook and approved HSSE management systems. **QH-PL-006.**

7.6 Progress & Reporting Deliverables

- Weekly progress reports
- Monthly progress reports
- Updated schedules and progress curves
- Procurement and material tracking reports
- Risk and issue registers
- Tender clarifications responses (where applicable)

7.7 Testing & Commissioning Deliverables

- Testing and commissioning procedures
- Pre-commissioning checklists
- Mechanical, electrical, and functional test reports
- Fire detection and life safety system test certificates
- Integrated systems testing reports
- Commissioning completion and acceptance certificates

7.8 Handover & Close-Out Deliverables

- Approved as-built drawings (all disciplines)
- Final Operation & Maintenance (O&M) manuals
- Asset and equipment registers
- Warranty certificates
- Training materials and training attendance records
- All operational spares and consumables supplied in accordance with Section 3.8 shall be included within the O&M manuals, asset register, and final handover documentation.
- Final handover dossier
- Defects Liability Period (DLP) documentation

7.9 Document Numbering & Document Control

All Contractor deliverables, submissions, and correspondence produced under this Contract shall comply with GYSBI's Project Document Control Procedure, **PM-PR-002**.

The Contractor shall adopt the GYSBI document numbering structure for all formal project deliverables, including but not limited to:

- Drawings
- Calculations
- Method Statements
- Inspection & Test Plans (ITPs)
- Reports
- Registers
- Handover documentation

The Contractor may apply internal or proprietary document numbers for their own tracking purposes; however, all documents submitted to GYSBI shall ultimately be issued in accordance with the GYSBI document numbering system.

Failure to comply with the Client's document control requirements may result in rejection of submissions and delays to approval.

8 SCOPE GOVERNANCE & CHANGE CONTROL

This Scope of Work, together with the referenced Tender Package documents, forms the approved scope baseline for the project. The Contractor shall plan, execute, and deliver the Works strictly in accordance with this baseline.

8.1 Scope Governance

GYSBI shall exercise governance and oversight of the Works through the GYSBI PMO. Governance activities shall include, but not be limited to:

- Review and approval of Contractor deliverables and submittals
- Monitoring of progress, quality, HSSE performance, and compliance
- Interface coordination with Operations and other stakeholders
- Verification of compliance with the SOW, Technical Requirements, and Client Quality Expectations

The Contractor shall provide full cooperation, access, and information to support all governance activities.

8.2 Change Control

No change to the scope, design, materials, specifications, or execution methodology shall be implemented without prior written approval from GYSBI.

All proposed changes shall be managed through a formal Change Control process, which shall include:

- Submission of a documented Change Request
- Description and justification of the proposed change
- Assessment of cost, schedule, quality, and HSSE impacts
- Review and approval by GYSBI

No verbal instruction, informal agreement, or clarification response shall constitute approval of a scope change unless formally documented and approved.

Any work undertaken by the Contractor outside the approved scope baseline, or without an approved change, shall be performed entirely at the Contractor's risk and cost.

9 ACCEPTANCE & HANDOVER

The Works shall be subject to formal inspection, testing, verification, and acceptance by GYSBI.

Final acceptance and handover shall only be granted when all the following conditions have been satisfied:

- All Works have been completed in accordance with the approved scope, drawings, specifications, and Client Requirements
- All inspections and tests have been successfully completed and documented
- All defects, non-conformances, and punch list items have been closed to the satisfaction of GYSBI
- All statutory approvals and certifications have been obtained
- All operational and general maintenance spares, including the 12-month operational spares, have been supplied in accordance with the approved Spares List, clearly labelled, itemised, and handed over to GYSBI
- All testing and commissioning activities have been completed and accepted
- All required handover documentation has been submitted, reviewed, and approved

Partial or staged acceptance may be granted at GYSBI's discretion; however, such acceptance shall not relieve the Contractor of responsibility for completing the full scope of Works.

10 INTERFACES & DEPENDENCIES

The Contractor shall actively identify, manage, and coordinate all interfaces and dependencies necessary for the successful execution of the Works.

Key interfaces shall include, but not be limited to:

- GYSBI Operations (access, SIMOPS, PTW compliance)
- GYSBI PMO (governance, approvals, reporting)
- Utility providers and statutory authorities
- The ongoing RED FOX sewage handling project
- Adjacent contractors or site activities

The Contractor shall plan the Works to minimise disruption to ongoing operations and shall coordinate all interface activities through GYSBI.

11 ROLES & RESPONSIBILITIES

Contractor:

The Contractor shall have full responsibility for the planning, execution, control, and completion of the Works, including:

- Provision of competent personnel and supervision
- Compliance with all scope, quality, HSSE, and schedule requirements
- Coordination of subcontractors and suppliers
- Timely submission of deliverables and reports

GYSBI PMO:

GYSBI PMO shall provide project governance and oversight, including:

- Review and approval of deliverables
- Monitoring of progress, quality, and HSSE performance
- Management of scope changes and variations
- Coordination with internal stakeholders and Operations

12 RISKS

The Contractor shall identify, assess, and manage all risks associated with the Works.

A live Project Risk Register shall be maintained and updated throughout the project, identifying:

- Key risks and potential impacts
- Mitigation measures
- Risk ownership
- Status and residual risk

Risks shall include, but not be limited to: ground conditions, permits and approvals, interface management, SIMOPS constraints, material supply, and resource availability.

13 REPORTING

The Contractor shall provide regular reporting to allow GYSBI to monitor progress, performance, and compliance.

As a minimum, reporting shall include:

- Weekly progress reports summarising work completed, planned activities, issues, and risks
- Monthly progress reports including schedule updates, progress curves, QA/QC and HSSE performance, and risk status
- Procurement and material delivery status reports
- Updated schedules and forecasts

All reports shall be submitted in accordance with the ITT requirements and agreed reporting formats.

14 APPENDICES

The following appendices form part of this Scope of Work. Documents listed in Section 1A – Referenced Documents are controlled separately and are not appended to this SOW.

APPENDIX	TITLE	PURPOSE
A	APPLICABLE LAWS, CODES & STANDARDS	DEFINES THE MANDATORY REGULATORY, STATUTORY, AND TECHNICAL STANDARDS APPLICABLE TO THE WORKS.
B	DELIVERABLES REGISTER	IDENTIFIES ALL CONTRACTOR DELIVERABLES, SUBMISSION STAGES, AND APPROVAL REQUIREMENTS.

APPENDIX A – Applicable Laws, Codes & Standards

The Contractor shall comply with all applicable laws, regulations, codes, standards, and Client requirements in force in Guyana at the time of execution. Where multiple standards apply, the more stringent requirement shall govern unless otherwise approved by GYSBI.

REF.	LAW / CODE / STANDARD	ISSUING AUTHORITY	APPLICATION TO THE WORKS	MANDATORY (Y/N)
A-01	NATIONAL BUILDING CODES AND REGULATIONS (GUYANA)	GOVERNMENT OF GUYANA	BUILDING DESIGN, CONSTRUCTION, AND COMPLIANCE	Y
A-02	ENVIRONMENTAL PROTECTION REGULATIONS	ENVIRONMENTAL PROTECTION AGENCY (GUYANA)	WASTE, EMISSIONS, NOISE, SEWAGE, ENVIRONMENTAL COMPLIANCE	Y
A-03	OCCUPATIONAL SAFETY AND HEALTH REGULATIONS	GOVERNMENT OF GUYANA	WORKER SAFETY, WELFARE FACILITIES, SITE HSSE	Y
A-04	FIRE SAFETY REGULATIONS AND CODES	GOVERNMENT OF GUYANA / FIRE AUTHORITY	FIRE DETECTION, ALARM, SUPPRESSION, AND EGRESS	Y
A-05	ISO 9001 – QUALITY MANAGEMENT SYSTEMS	ISO	QUALITY ASSURANCE AND CONTROL	Y
A-06	ISO 14001 – ENVIRONMENTAL MANAGEMENT SYSTEMS	ISO	ENVIRONMENTAL MANAGEMENT AND CONTROLS	Y
A-07	ISO 45001 – OCCUPATIONAL HEALTH & SAFETY	ISO	HSSE MANAGEMENT SYSTEMS	Y
A-08	BS / EN / EUROCODES (LATEST EDITIONS)	BSI / CEN	STRUCTURAL AND ARCHITECTURAL DESIGN	Y
A-09	IEC STANDARDS (LATEST EDITIONS)	IEC	ELECTRICAL INSTALLATIONS AND SYSTEMS	Y
A-10	NFPA STANDARDS (E.G. NFPA 13, 72)	NFPA	FIRE DETECTION AND SUPPRESSION SYSTEMS	Y
A-11	ASME / ASTM STANDARDS (AS APPLICABLE)	ASME / ASTM	MECHANICAL SYSTEMS, MATERIALS, AND TESTING	AS APPLICABLE
A-12	GYSBI HSSE REQUIREMENTS AND PROCEDURES	GYSBI	SITE SAFETY, SIMOPS, PTW, AND WELFARE STANDARDS	Y

The Contractor shall identify any additional standards required for specialist equipment or systems and submit these to GYSBI for review and approval prior to implementation.

APPENDIX B – Deliverables Register

This Deliverables Register defines the minimum deliverables required from the Contractor for the successful design, execution, testing, commissioning, and handover of the Works. All deliverables shall be submitted in accordance with the ITT requirements, the agreed project schedule, and GYSBI document control procedures.

REF.	DELIVERABLE	CATEGORY	RESPONSIBLE PARTY	SUBMISSION STAGE	APPROVAL AUTHORITY
B-01	CONCEPT DESIGN PACKAGE	DESIGN	CONTRACTOR	TENDER / EARLY DESIGN	GYSBI
B-02	DETAILED DESIGN PACKAGES	DESIGN	CONTRACTOR	DESIGN PHASE	GYSBI
B-03	DESIGN CALCs & TECHNICAL SUBSTANTIATION	DESIGN	CONTRACTOR	DESIGN PHASE	GYSBI
B-04	FF&E SCHEDULES & SPECIFICATIONS	DESIGN	CONTRACTOR	DESIGN PHASE	GYSBI
B-05	STATUTORY PERMIT APPLICATIONS	REGULATORY	CONTRACTOR	PRE-CONST'	AUTHORITIES / GYSBI
B-06	APPROVED STATUTORY PERMITS & CERTIFICATES	REGULATORY	CONTRACTOR	PRE-CONST'	AUTHORITIES
B-07	CONSTRUCTION EXECUTION PLAN	PLANNING	CONTRACTOR	PRE-CONST'	GYSBI
B-08	PROJECT SCHEDULE & LOOK-AHEAD PLANS	PLANNING	CONTRACTOR	PRE-CONST' / ONGOING	GYSBI
B-09	METHOD STATEMENTS	CONSTR.	CONTRACTOR	PRIOR TO ACTIVITY	GYSBI
B-10	INSPECTION & TEST PLANS (ITPS)	QA/QC	CONTRACTOR	PRIOR TO ACTIVITY	GYSBI
B-11	TEMPORARY WORKS DESIGNS	CONSTR.	CONTRACTOR	AS REQUIRED	GYSBI
B-12	LIFTING PLANS & RIGGING STUDIES	CONSTR.	CONTRACTOR	PRIOR TO LIFTING	GYSBI
B-13	MATERIAL SUBMITTALS & DATA SHEETS	QA/QC	CONTRACTOR	PROCUREMENT	GYSBI
B-14	MATERIAL CERTIFICATES & TEST REPORTS	QA/QC	CONTRACTOR	PROC' / CONST'	GYSBI
B-15	OPERATIONAL & GENERAL MAINT. SPARES REGISTER (APPENDIX-C)	CONSTR.	CONTRACTOR	PRE-COM'	GYSBI
B-16	QA/QC INSPECTION RECORDS	QA/QC	CONTRACTOR	CONSTRUCTION	GYSBI
B-17	HSSE PLAN & RAMS	HSSE	CONTRACTOR	PRE-CONST'	GYSBI
B-18	HSSE INSPECTION & INCIDENT RECORDS	HSSE	CONTRACTOR	CONSTRUCTION	GYSBI
B-19	WEEKLY PROGRESS REPORTS	REPORTING	CONTRACTOR	WEEKLY	GYSBI
B-20	MONTHLY PROGRESS REPORTS	REPORTING	CONTRACTOR	MONTHLY	GYSBI
B-21	TESTING & COMMISSIONING PROCEDURES	COMM'G	CONTRACTOR	PRE-COM'	GYSBI
B-22	OPERATIONAL & GENERAL MAINTENANCE SPARES	CONSTR.	CONTRACTOR	PRE-COM'	GYSBI
B-23	TEST & COMMISSIONING REPORTS	COMM'G	CONTRACTOR	COMMISSIONING	GYSBI
B-24	AS-BUILT DRAWINGS (ALL DISCIPLINES)	HANDOVER	CONTRACTOR	HANDOVER	GYSBI
B-25	OPERATION & MAINTENANCE MANUALS	HANDOVER	CONTRACTOR	HANDOVER	GYSBI
B-26	WARRANTY CERTIFICATES	HANDOVER	CONTRACTOR	HANDOVER	GYSBI
B-27	TRAINING MATERIALS & RECORDS	HANDOVER	CONTRACTOR	HANDOVER	GYSBI
B-28	FINAL HANDOVER DOSSIER	HANDOVER	CONTRACTOR	COMPLETION	GYSBI

The Contractor shall maintain this Deliverables Register as a live document and update submission status throughout the project lifecycle.

APPENDIX C – Operational & Maint. Spares Register

C.1 Requirement:

The Contractor shall identify, supply, and hand over all Operational and General Maintenance Spares necessary for the Works, including a minimum of twelve (12) months operational spares from Final Acceptance.

The Contractor remains fully responsible for the completeness and adequacy of the spares, whether or not individually identified.

C.2 Scope:

The Spares Register shall cover all systems and equipment supplied under the Contract.

C.3 Register Format:

The Contractor shall submit a Spares Register in the following format.

ITEM	SYSTEM / EQUIPMENT	MANUFACTURER	MODEL / TAG	SPARE DESCRIPTION	OEM PART NO.	QTY	TYPE (OPERATIONAL / MAINTENANCE)	COVERAGE (MONTHS)	REMARKS

C.4 Standards:

All spares shall be OEM-approved, compatible with the installed equipment, and packaged and labelled in accordance with OEM requirements.

C.5 Delivery & Acceptance:

- All spares shall be delivered, clearly labelled, and cross-referenced to the approved Spares Register.
- Final Acceptance shall not be granted until all spares have been delivered, verified, and accepted by GYSBI.

C.6 Records:

The final approved Spares Register shall form part of the Handover Documentation and be submitted in Excel and PDF format.