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CLIENT LOGO IF APPLICABLE

**GYSBI PMO**

# SCOPE OF WORK

**CLIENT:** GYSBI

**BUSINESS UNIT:** AES

**SITE / ASSET:** GIE PLOT 1 OFFICE

**PROJECT TITLE:** SCREENS WAREHOUSE AUXILIARY OFFICE

**PROJECT NO:** GY02-0007

**DOCUMENT NO: GY02-0007-PM-SOW-001-01**
**REVISION: A1**

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## REVISION / ISSUE TABLE:

| REV | ISSUE DATE | DESCRIPTION | INITIATED | REVIEWED | APPROVED |
|---|---|---|---|---|---|
| A1 | 2026/11/12 | ISSUED FOR INTERNAL & COMMENT | GP | NN | SJL |
| | | | | | |
| | | | | | |

## REVISION HISTORY:

| REVISION | SUMMARY OF CHANGES MADE | SECTIONS AFFECTED |
|---|---|---|
| A1 | INITIAL PROJECT-SPECIFIC SOW; THREE DRAWINGS INCORPORATED | SECTIONS 2-14 / APPENDICES A-J |

## INTERNAL DISTRIBUTION LIST:

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## TABLE OF ACRONYMS & TERMS:

| ACRONYM | MEANING |
|---|---|
| API | American Petroleum Institute |
| ASME | American Society of Mechanical Engineers |
| ASTM | American Society for Testing and Materials |
| BoD | Basis of Design |
| BS / EN | British / European Standards |
| C of A | Certificate of Acceptance |
| CA | Contract Administrator |
| CAPEX | Capital Expenditure |
| CE | Conformité Européenne (CE Marking) |
| CFR | Code of Federal Regulations |
| CoC | Certificate of Conformance |
| CoW / PTW | Control of Work / Permit to Work |
| CWP | Construction Work Package |
| DPR | Daily Progress Report |
| E&I | Electrical & Instrumentation |
| EA | Environmental Agency |
| EMGL | Esso Exploration and Production Guyana Limited |
| EPC | Engineering, Procurement & Construction |
| ERP | Emergency Response Plan |
| FAT | Factory Acceptance Test |
| GA | General Arrangement |
| GYSBI | Guyana Shore Base Inc. |
| HAZID | Hazard Identification |
| HAZOP | Hazard and Operability Study |
| HIRA | Hazard Identification & Risk Assessment |
| HSE / HSSE | Health, Safety, Security & Environment |
| HV | High Voltage |
| IFC | Issued For Construction |
| IFR | Issued For Review |
| IFT | Issued For Tender |

# 1 PURPOSE

This Scope of Work (SOW) defines the technical, commercial, and execution requirements for the Project and sets out the scope boundaries, deliverables, responsibilities, and standards that the Contractor must comply with.

It also embeds key scope management and governance elements, ensuring scope is properly defined, controlled, and verified in line with GYSBI PMO requirements. This SOW forms a core contractual document and may be attached to Requests for Proposal (RFP), Invitations to Tender (ITT), Purchase Orders (POs), and Contracts.

**Referenced Documents:**

- PM-PO-001 PMO Governance Policy
- PM-PR-003 Project Lifecycle Procedure
- PM-PR-006 Change Management Procedure
- PM-FO-001 Project Charter Form
- PM-TM-014 Project Execution Plan

# 2 PROJECT OVERVIEW

This project will provide an auxiliary office for Screens Warehouse operations at GIE Plot 1. The installation combines three new contractor-supplied, pre-assembled flat-pack office modules with one existing modified 20-foot container office. All works shall be coordinated with GYSBI and EMGL operations and the approved drawings. Modified containers may be substituted for the flat pack office modules.

| FIELD | INFORMATION |
|---|---|
| Project Title | SCREENS WAREHOUSE AUXILIARY OFFICE |
| Project Code | GY02-0007 |
| Client / End User | GYSBI / EMGL |
| GYSBI Project Manager | TOSHAN JAMUNA |
| Contractor | *(to be completed upon award)* |
| Contract / PO Number | *(to be assigned)* |
| Location / Site | GIE PLOT 1 |
| Project Type | OFFICE BUILD |
| SOW Revision | A1 |

Contractor scope includes transport and setting of 16 GYSBI-supplied concrete foundation blocks from Plot 7, casting the access walkway and steps before setting the flat packs, off-site module pre-assembly, on-site installation and fit-out, a weather-tight secondary roof, electrical/HVAC work, supply of furnishings, and testing and handover. The existing container office is not to be modified before its authorised relocation.

# 3 DETAILED SCOPE OF WORK

The Contractor shall provide all labour, supervision, engineered details, equipment, lifting/rigging, transport, materials (except identified GYSBI free-issue items), testing and records required to complete the GIE Plot 1 auxiliary office to the three referenced drawings and this SOW. Dimensions shall be field-verified before fabrication or construction.

## 3.1 Project Description

The contractor is required to build and hand over one functional auxiliary office arrangement comprising one existing modified 20-foot shipping-container office and three new flat-pack modules. The modules shall arrive at site fully pre-assembled; on-site work is limited to placement, integration, connections and completion works, not routine module assembly. The contractor is also required to:

- Complete site survey, setting-out, level checks, utility/interface verification, approved work sequencing and contractor shop drawings. Final orientation and location shall be jointly field-fitted with EMGL, GYSBI and the Contractor before groundworks.
- Provide a safe, weather-tight and accessible office, including the indicated access paving, entry steps, partitions, lighting, power, air-conditioning, furniture and drainage. The contractor shall verify all dimensions, coordination clearances, electrical loads and roof structural adequacy.
- Ensure no works on the existing container office are permitted before relocation. Complete the flat-pack offices sufficiently for their intended use before giving the relocation notice; coordinate the move and any outages through GYSBI. GYSBI will relocate and position the existing container office.

## 3.2 Technical Requirements

The following requirements govern the scope, subject to approved site setting-out, applicable regulations, detailed contractor drawings and GYSBI acceptance:

- Survey / engineering: Verify the 474 in. by 248 in. overall foundation layout and dimensional chains on Drawing GY02-0007-P-1001; confirm ground conditions, finished levels, access, crane placement and interfaces. Submit pad-setting,

module positioning, secondary-roof and electrical/HVAC details for review before execution.

- Foundation blocks: Collect and transport 16 GYSBI free-issued 24 in. x 24 in. x 12 in. concrete blocks from GIE Plot 7 to Plot 1. Excavate, prepare and compact seating areas; locate, set, align and level all blocks to the approved plan, with 6 in. block embedment below finished grade. Protect installed supports against settlement or displacement.
- Concrete walkway / steps: Form, reinforce, place, finish and cure the access concrete pad/walkway BEFORE the flat-pack modules are set. Provide 4 in. nominal thickness with additional 3 in. thickened edge (to prevent undermining), 3,000 psi concrete, #3 bars or wire mesh reinforcement and 1.5% fall per GY02-0007-P-1001. Set perimeter concrete 2 inches below finished grade at edge, infill with sand is acceptable. Field-fit steps at minimum 54 in. wide x 48 in. deep, with risers not exceeding 7.25 inches as shown.
- Flat packs and container: Supply and deliver three NEW flat-pack offices, fully pre-assembled before arrival on site. Lift and secure them onto prepared, verified supports; align and weather-seal module joints. Protect the existing modified 20-foot office, make no changes before relocation and coordinate its subsequent setting, interface closure and connection only after GYSBI authorisation.
- Secondary roof: Design, detail, supply and install the roof shown on Drawing GY02-0007-P-1003. Submit structural/anchorage details and calculations for review, including wind uplift. Roof must be watertight, have eaves extending 24 in. beyond the outside limits on all sides, slope no steeper than 1:12, and provide at least 8 sq. ft. ventilation in EACH gable. Install 4 in. gutters discharging to the adjacent trench drain.
- Architectural fit-out: Provide no fewer than nine windows to the overall structure, all with vinyl blinds. Install both indicated permanently fixed half-height partitions between flat-pack work areas; fit doorways, flashings, junction trim, finishes and weather seals necessary to deliver a secure usable office consistent with Drawing GY02-0007-P-1002.
- Electrical: Provide each desk with two duplex receptacles separated by 12 in. above desk height; provide two duplex receptacles at the counter separated by 24 in. and two at the printer area separated by 24 in. Supply a dedicated

refrigerator outlet and breaker. Install at least two 48 in. LED light fixtures in EACH flat pack (minimum six total), circuits, distribution/protection, earthing, switching and tested terminations. Unit to have a 100 amp distribution panel.

- HVAC / utility interfaces: Supply, install and commission adequate air-conditioning, allowing not fewer than three 18,000 Btu/h non-inverter units as the tender basis; verify cooling load, power demand, drainage and locations before final selection. Coordinate electrical supply/tie-ins and condensate discharge with GYSBI; identify any existing utility limitations before procurement.
- Furniture / appliances: Supply eight sitting/standing-type desks, each 48 in. x 24 in.; ten office task chairs; two 72 in. tables plus six accompanying chairs; one refrigerator; eight 3-drawer rolling desk cabinets; two water dispensers; a counter with upper and lower cabinets; and a printer table/desk with storage below. Position all items as shown on the floor plan and secure furniture where appropriate.
- Connection to existing power supply: Provide necessary calculations, cable, breaker, and other accessories to connect office to existing power supply. Assume existing feed panel requires a 3 pole 100 amp breaker. Cable to be exterior rated, SWA, AWG #2 by 100 feet. Span between units will require cable tray, assume 10 feet of cable tray required.
- Quality / completion: Submit inspections, concrete pour/strength records, foundation survey and level verification, roof water-tightness check, electrical test records, HVAC functional results, manufacturers' documents and marked-up/as-built drawings. Rectify defects, clean site and obtain GYSBI/Client acceptance.

## 3.3 Applicable Laws, Codes & Standards

Execute to the approved project drawings, applicable Guyana legislation, approved site requirements and engineering standards selected by the responsible designer. International references apply only where appropriate to the relevant discipline and accepted by GYSBI Engineering. The laws, codes and standards to consider are:

- Guyana occupational health, construction safety and environmental requirements applicable to the work.
- Applicable local building, development, electrical and drainage approvals (to be verified with the relevant authority).
- EMGL operating-site requirements, access controls and client specifications where formally flowed down.
- GYSBI HSSE, QA/QC, engineering approval and Permit-to-Work requirements.
- Approved structural, electrical, HVAC, materials and testing standards adopted for the project; do not assume irrelevant process-piping or pressure-vessel codes apply.

A project-specific Codes & Standards Register shall identify the exact adopted editions and approval status before work; the preliminary applicability listing is in Appendix A.

**Referenced Documents:**

- PM-TM-019 Quality Management Plan
- PM-TM-020 HSE Management Plan

## 3.4 Permits, Licences & Approvals

The Contractor shall verify and obtain all site-level execution permits required for its activities. GYSBI/Client shall confirm any statutory construction authorisation and permanent service-connection permissions before mobilisation or tie-in.

- Before excavation, lifting, hot work, electrical connection or concrete placement, the contractor is to obtain the applicable approved site PTW, utility clearances, lift approvals and inspection release.
- GYSBI shall coordinate operational access and supply the 16 free-issued concrete blocks at Plot 7; the Contractor shall arrange loading, transport, preparation and installation. GYSBI will relocate the existing container office once the new modules are ready for occupancy.

- No foundation works are to be done until the location/orientation is accepted; no flat packs are to be set until the access walkway is cast and appropriately cured; no existing-container works will be done before authorised relocation.

Maintain the permit/approval register in Appendix B, recording permits, approvals and hold points required for this project. This register will include:

- Permit or inspection / release type and issuing or accepting authority.
- Designated issuer, GYSBI/Client or Contractor responsibility and prerequisite.
- Specific work activity covered (excavation, concrete, lift, electrical, roof and handover).
- Required submission, release or inspection date relative to the work sequence.
- Status and record/reference confirming acceptance or authorisation.

## 3.5 Construction & Execution Requirements

Works are to be planned around a live logistics facility. Proposed sequence: joint layout verification; transfer and set GYSBI pads; form/cast/cure walkway and steps; deliver pre-assembled flat packs; lift/set and fit out modules; notify GYSBI for existing-container move; complete integration, secondary roof and services; test and hand over. The contractor is required to:

- Coordinate access routes, deliveries, work windows and exclusion zones with GYSBI/EMGL; do not obstruct operating warehouse traffic or emergency access.
- Ensure personnel, vehicles, crane operators and riggers meet GIE Plot 1 security and competency requirements before mobilisation.
- Prepare a SIMOPS and traffic plan covering excavation, concrete operations, lifting, module positioning and office-container relocation.
- Obtain PTW and approved method statements for excavations, lifting, hot work, work at height and electrical isolation/tie-ins as required.
- Barricade excavations, protect adjacent drains and facilities, control dust/noise and leave all work zones clean and safe daily.
- Supply approved lift plans, certified lifting gear and suitably rated cranes/rigging for 16 concrete blocks, three fully assembled modules and roof materials.
- Contractor is responsible for temporary works, lifting foundations, module bracing, unloading protection, safe access and temporary electrical supply.

- Existing container may move only on Contractor readiness notification and GYSBI authorisation. GYSBI to relocate container upon confirmation from the Contractor.

**Referenced Documents:**

PM-TM-020 HSE Management Plan

PM-PF-006 Construction Execution Flow

# 4 IN-SCOPE WORK

The Contractor shall include the following packages in its fixed tender scope and price as detailed in Appendix K (except specifically identified GYSBI free-issue materials):

Measured work packages and specified free-issue interface:

- Survey, verified setting-out, transport from Plot 7 and setting/levelling of 16 owner-supplied concrete foundation blocks.
- Excavation, compacted bearing, 4 in. reinforced concrete walkway with 3 in. thickened edge, 1.5% grade, and site-fitted access steps. Pour walkway before setting flat packs.
- Supply, off-site pre-assembly, delivery, crane lifting, positioning and secure installation of three new flat-pack office modules; integration with existing 20-foot modified office after authorised relocation, including partitions, seals, windows/blinds, access doors and fit-out. Contractor is responsible for securing the office for relocation, including removal of existing power supply back to the breaker, removing the breaker, and installing breaker blanks.
- Secondary roof engineering, materials and installation; roof eaves, ridge/gable ventilation, gutters and trench-drain outlets; electrical circuits and receptacles, lighting, air-conditioning, finishes, complete furniture and appliances specified on floor plan.
- Connection to existing power.
- Install all required furnishings and appliances.
- All labour, equipment, lifting plans, shop drawings, QA/QC testing, required site permits, protection of operations, cleaning, commissioning, as-built information, warranties and handover records. Contractor to correct deficiencies before final acceptance.

Contractors shall price using the drawings identified in Appendix D, verify dimensions on site, and raise discrepancies in writing before ordering or construction. No substitutions or exclusions by implication.

# 5 OUT-OF-SCOPE WORK

The following items are excluded from Contractor supply or post-handover obligations unless expressly added through an approved written change:

Scope boundaries:

- Manufacture or supply of the sixteen 24 in. x 24 in. x 12 in. foundation blocks; these are supplied by GYSBI at Plot 7. Loading, transport, excavation, setting and levelling ARE Contractor work.
- Provision of a new 20-foot office container; the existing modified container is a reused asset. Any pre-relocation alterations are prohibited.
- Permanent modification of adjacent warehouses, construction of a new trench drain, or any infrastructure beyond the indicated office and trench-drain discharge interface.
- New upstream utility capacity, a utility service upgrade or operating costs after handover, unless explicitly included by subsequent written instruction; contractor must complete the specified internal electrical/HVAC scope.
- IT infrastructure is not part of this scope.
- Future extensions, routine operation and maintenance after the agreed defects period. Responsibility for physically relocating the existing office container shall be clarified in writing before contract award; no assumption is made in this issue.

# 6 WORK BREAKDOWN STRUCTURE (WBS)

The WBS links procurement, work packaging, milestones, progress measurement and handover to the defined project deliverables. Any cost estimate and programme shall follow the same work packages.

### 6.1 WBS Overview (Level 2)

1.0 Survey / detailed engineering and approvals; 2.0 Off-site procurement and pre-assembly; 3.0 Civil works, module setting, secondary roof, MEP and fit-out; 4.0 Inspection, testing, defects correction and handover. Hold point: walkway cast before modules set; existing office relocation only after flat-pack readiness.

### 6.2 Detailed WBS

Appendix E sets out the Level 3 work packages. The Contractor shall produce a package-aligned priced schedule and progress breakdown showing:

- Civil works: off-site pad retrieval, ground preparation, pad setting and levelling, walkway and steps.
- Modules and fit-out: off-site three-module completion, transport, lift/set, partitions, furniture and windows.
- MEP / weathering: secondary-roof engineering, roof/gutters, power/lighting and air-conditioning.
- Tests and milestones: lift releases, container relocation interface, commissioning, punch list and handover.

**Referenced Documents:**

PM-TM-008 WBS Template

PM-TM-009 Schedule Template

PM-TM-010 Project Cost Estimate Template

# 7 DELIVERABLES

The Contractor shall submit project-specific engineered details, method statements, inspections, test records and handover documents; see Appendices D and F. Submission does not relieve Contractor of responsibility for compliance.

Required deliverables include:

- Approved HSE plan, work plans, lifting plans, inspection/test plans, concrete mix and reinforcement inspections.
- Verified setting-out / levelling record and foundation/step/roof shop details, including roof structural/anchorage calculations.
- Three-module OEM data, procurement records, furniture/appliance schedule and electrical/HVAC equipment submittals.
- Concrete and pad level survey results, electrical safety tests, lighting check, HVAC functional test and roof/gutter drainage check.
- Marked-up and final as-built location, foundation, electrical, HVAC and roof arrangements.
- OEM operation/maintenance information and warranties for flat packs, AC units, electrical systems, appliances and roof.
- Demonstration to GYSBI/Client of electrical isolation, HVAC operation and relevant installed equipment.
- Final QA/QC and HSSE close-out package, signed punch-list closure and acceptance record.

# 8 SCOPE GOVERNANCE & CONTROL

The approved baseline comprises this SOW, drawing index, programme, WBS, free-issue register, contractor submittals and accepted revisions. Conflicts are to be raised through GYSBI before work proceeds.

## 8.1 Scope Baseline

The combination of this SOW, the WBS, Appendix F deliverables and drawings GY02-0007-P-1001/1002/1003 constitutes the scope baseline. Contractor proposals changing modules, free-issue boundaries, slab sequence, roof or equipment quantities are formal deviations requiring approval.

## 8.2 Scope Monitoring

GYSBI PM/PMO shall monitor the following project milestones and work content:

- Correct setting/levelling of all 16 free-issued blocks and completion/cure of walkway before module setting.
- Delivery of THREE fully pre-assembled flat packs and readiness before existing-container relocation.
- Completeness of secondary roof, electrical/HVAC, furnishings, quality records and final client acceptance.

Any suspected scope creep shall trigger review and, where relevant, a formal change process.

## 8.3 Scope Change Control

No change to the scope described in this SOW shall be implemented without formal approval in accordance with GYSBI's Change Management Procedure.

All changes shall be:

- Identified and described in writing
- Assessed for cost, schedule, HSSE, and quality impact
- Reviewed by PMO / Commercial / Engineering as required
- Approved by the designated authority (GYSBI / client)
- Logged in the Change Log and Variation Register
- Reflected in updated versions of the SOW and related documents

**Referenced Documents:**

- PM-PR-006 Change Management Procedure
- PM-TM-029 Change Management Plan
- PM-PF-003 Change Control Workflow
- PM-FO-002 Change Request Form
- PM-FO-003 Variation Request Form (Contractor)
- PM-FO-004 Variation Assessment Form (PMO)
- PM-TM-040 Variation Register Template

# 9 ACCEPTANCE & VERIFICATION

GYSBI/Client will verify completed works against this SOW, the three referenced drawings, accepted shop drawings and inspection results. Contractor self-certification alone does not constitute acceptance.

Acceptance requires all of the following:

- Survey confirms 16 pads correctly positioned, aligned and level, with 6 in. embedment; concrete walkway, fall, edge and step dimensions accepted.
- Three flat packs supplied pre-assembled, properly installed and sealed; existing 20-foot container relocated only when authorised, with agreed interfaces complete.
- Secondary roof matches approved details, is watertight, has minimum 24 in. eaves, <=1:12 slope, minimum 8 sq. ft. vents at each gable and 4 in. gutters connected to adjacent drain.
- Specified furniture, blinds, two half-height partitions, desk/counter/printer outlets, dedicated refrigerator circuit and minimum six 48 in. flat-pack LED fixtures installed.
- Air conditioning functional and cooling provision demonstrated; electrical protection and tests accepted; all required site permits and inspections closed.
- Complete as-builts, test certificates, OEM manuals, warranties, punch-list close-out and signed handover dossier.

GYSBI reserves final acceptance until all above requirements and the Appendix J checklist are closed or formally accepted with an agreed rectification plan.

**Referenced Documents:**

- PM-TM-019 Quality Management Plan
- PM-TM-020 HSE Management Plan

# 10 INTERFACES & DEPENDENCIES

Interfaces include free-issue materials, live operating-site access, existing container relocation, adjacent drain and available electrical services. Responsibilities shall be closed out before mobilisation and before the relevant hold point.

Key project-specific interfaces:

- GYSBI to hand over the 16 blocks at Plot 7; Contractor to load, transport and set all blocks at Plot 1.
- EMGL / GYSBI to accept final location, site access and timing of any temporary disruption.
- Contractor to confirm new modules are ready; GYSBI to authorise container relocation. Performing party and lift/transport costs must be agreed pre-award.
- GYSBI facilities / utility representatives to identify power feed, isolation/tie-in point and available capacity for HVAC and other loads.
- GYSBI to confirm access and discharge point at adjacent trench drain; Contractor to detail roof-gutter connection and keep existing drainage functional.

The Appendix H Interface Register is a required tracking tool; unresolved interfaces must not be treated as contractor variation entitlement without prior notice.

**Referenced Document:**

- PM-TM-025 Interface / Communication Management Plan

# 11 ROLES & RESPONSIBILITIES

Accountabilities and specific free-issue, approval and execution duties are set out below. Personnel assignments do not shift construction responsibility away from the Contractor.

Core responsibilities:

- **GYSBI Project Manager** – Accountable for overall scope delivery and compliance
- **GYSBI Engineering Lead** – Ensures design and technical deliverables meet the SOW and applicable standards
- **GYSBI Construction Manager** – Ensures field execution is in accordance with SOW and HSSE standards
- **Contractor Project Manager** – Responsible for delivering all SOW obligations, including subcontractor performance
- **Commercial Lead** – Ensures commercial implications of scope and changes are understood and controlled
- **PMO** – Provides governance and assurance that scope control processes are followed

**Referenced Document:**

- PM-MN-001 PMO Handbook

# 12 SCOPE-RELATED RISKS

The most material risks concern live-site constraints, free-issued block condition, interface clarity, pre-assembly quality and potential roof/walkway performance. These shall be tracked with accountable owners.

**Principal controls and potential issues:**

- Dimensions or final orientation vary from schematic drawing - Joint field survey and written approval required before excavation or fabrication.
- Concrete bearing, levels, drainage or curing inadequate - Verify ground preparation, inspect pour and protect walkway before module lifts.
- Roof leaks or uplift risk, local winds and wind-driven rain - Obtain designed details and prove effective drainage/weather-tightness.

The Contractor shall maintain the risk register, apply mitigation actions and promptly issue RFIs where drawings or responsibilities remain unresolved.

**Referenced Documents:**

PM-TM-018 Risk Management Plan

PM-TM-011 Risk & Issue Register Template

# 13 REPORTING REQUIREMENTS

Contractor to submit concise WBS-linked progress and quality updates to GYSBI, with advance notice of all inspections and lifts. No site report substitutes for formal scope approval.

Minimum reporting:

- Weekly report on foundations, concrete, off-site assembly, deliveries, roof, MEP, punch list and key milestones.
- Schedule/look-ahead report identifying pad handover, walkway pour/cure, flat-pack delivery, existing-office move, tie-ins and final handover.
- Quantity-based progress for 16 blocks, 3 modules, walkway/steps, roofing, electrical/HVAC and furnishings.
- Submittal and inspection log showing drawings, permits, ITP hold points, site tests and outstanding defects.
- Written RFIs, interface decisions, change requests and any critical-path delays with proposed recovery actions.

**Referenced Documents:**

- PM-PR-007 Reporting & Communication Procedure
- PM-TM-035 Monthly Report Template
- PM-TM-036 Weekly Report Template
- PM-TM-038 Meeting Minutes Template


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# 14 APPENDICES

Appendices A-J are part of this SOW when issued to Contractors. All register entries shall be updated to reflect approved project requirements, actual submissions and close-out evidence.

Project-specific registers and issue records are reproduced below using the existing PM-TM-015 layout.

| APPENDIX | DESCRIPTION |
|---|---|
| A | Applicable Laws, Codes & Standards Register |
| B | Permits, Licences & Approvals Register |
| C | Engineering & Design Basis / Design Standards Register |
| D | Drawings & Specifications Index |
| E | Detailed WBS (Level 3+) |
| F | Deliverables Register |
| G | Change Log & Variation Register (Extract) |
| H | Interface Register |
| I | Risk & Issue Register |
| J | Handover & Acceptance Checklist |

# Appendix A – Applicable Laws, Codes & Standards Register

Preliminary applicable legislation and technical references; adopted editions and legal permit requirements must be verified by GYSBI Engineering/HSSE before release for construction.

| REF. NO. | LAW / REGULATION / CODE / STANDARD | ISSUING AUTHORITY | APPLICATION TO PROJECT | MANDATORY (Y/N) | NOTES |
|---|---|---|---|---|---|
| A01 | Guyana occupational safety law | Guyana authorities | Worksite safety / lifting / construction | Y | |
| A02 | Guyana environmental requirements | Guyana authorities | Waste, drainage and nuisance controls | Y | |
| A03 | Local building / planning rules | Competent authority | Office location / approvals | If req. | |
| A04 | GYSBI HSSE / PTW rules | GYSBI | Excavation, lifting and electrical work | Y | |
| A05 | EMGL site standards | EMGL | Live-site coordination / HSE | Y | |
| A06 | GY02-0007-P-1001/1002/1003 | GYSBI | Foundation, floor plan and roof | Y | |
| A07 | Approved structural design code | Design engineer | Roof frame / supports / wind uplift | Y | |
| A08 | Approved electrical installation code | Electrical engineer | Wiring, circuits and safety tests | Y | |
| A09 | ASTM C94 or approved equivalent | ASTM / project | Ready-mixed concrete specification | If used | |
| A10 | ASTM C39 or approved equivalent | ASTM / project | Concrete compressive strength tests | If req. | |
| A11 | Approved manufacturer instructions | Relevant OEMs | Flat packs, HVAC, fixtures | Y | |
| A12 | GYSBI / EMGL QC acceptance rules | GYSBI / Client | Inspections, testing and handover | Y | |

# Appendix B – Permits, Licences & Approvals Register

Site execution permissions and any statutory consents to be validated before mobilisation. A blank status does not authorise work.

| REF. NO. | PERMIT / APPROVAL NAME | ISSUING AUTHORITY | RESPONSIBLE PARTY (GYSBI/CONTRACTOR) | REQUIRED DATE | STATUS | NOTES |
|---|---|---|---|---|---|---|
| B01 | Site access / PTW | GYSBI / EMGL | Contractor | Pre-work | Open | |
| B02 | Excavation / ground disturbance | GYSBI site permit | Contractor | Pre-dig | Open | |
| B03 | Walkway pour release | GYSBI QC / Engineer | Contractor | Pre-pour | Open | |
| B04 | Crane / lifting approval | GYSBI HSSE | Contractor | Pre-lift | Open | |
| B05 | Electrical isolation / tie-in | GYSBI Facilities | Contractor | Pre-tie-in | Open | |
| B06 | Hot work / work at height | GYSBI HSSE | Contractor | Pre-work | Open | |
| B07 | Statutory building consent | Relevant authority | GYSBI / Client to confirm | Pre-work | Open | |
| B08 | Final operational acceptance | GYSBI / Client | GYSBI / Client | Handover | Planned | |

# Appendix C – Engineering & Design Basis / Design Standards Register

The drawing notes form the tender design basis. Contractor shall verify site conditions and submit detailed roof, electrical, HVAC, lifting and installation designs for approval.

| REF. NO. | STANDARD / SPECIFICATION | DISCIPLINE | ORIGIN (ISO/IEC/API/ ETC.) | REVISION | APPLICATION TO PROJECT | NOTES |
|---|---|---|---|---|---|---|
| C-01 | GY02-0007-P-1001 | Civil | GYSBI drawing | 29-Oct-26 | 16 blocks; walkway; steps | |
| C-02 | GY02-0007-P-1002 | Architectural / MEP | GYSBI drawing | 29-Oct-26 | Modules; furniture; services | |
| C-03 | GY02-0007-P-1003 | Structural / roof | GYSBI drawing | 29-Oct-26 | Eaves; pitch; vents; gutters | |
| C-04 | Wind / roof structural basis | Structural | Designer / GYSBI | To approve | Loads / anchors / uplift | |
| C-05 | Concrete pad criteria | Civil | P-1001 | 29-Oct-26 | 3,000 psi; 4 in.; 1.5% fall | |
| C-06 | Flat pack installation manuals | Architectural | Approved OEM | Current | Three modules, pre-assembled | |
| C-07 | Electrical design basis | Electrical | Approved engineer | To approve | Circuits / lighting / earth | |
| C-08 | Air-conditioning design basis | Mechanical | Approved engineer | To approve | Three x 18,000 Btu/h basis | |
| C-09 | GYSBI HSE / QC procedures | All | GYSBI | Current | PTW / QA / handover | |

# Appendix D – Drawings & Specifications Index

These three supplied drawings govern scope intent; contractor-generated shop and as-built documents supplement but do not replace them.

| REF. NO. | DWG / DOC TITLE | DOC NO | DISCIPLINE | REV | STATUS (IFC/IFR) | NOTES |
|---|---|---|---|---|---|---|
| D01 | Foundation plan | GY02-0007-P-1001 | Civil / Structural | 29-Oct-26 | Tender | |
| D02 | Floor plan | GY02-0007-P-1002 | Architectural / MEP | 29-Oct-26 | Tender | |
| D03 | Secondary roof plan | GY02-0007-P-1003 | Roof / Structural | 29-Oct-26 | Tender | |
| D04 | Survey & pad-setting plan | Contractor submittal | Civil | TBD | Review | |
| D05 | Roof shop drawing / calculations | Contractor submittal | Structural | TBD | Review | |
| D06 | Electrical / lighting layout | Contractor submittal | Electrical | TBD | Review | |
| D07 | HVAC equipment & layout | Contractor submittal | Mechanical | TBD | Review | |
| D08 | As-built record package | Contractor submittal | All | TBD | Final | |

# Appendix E – Detailed WBS (Level 3+)

Work packages below shall be expanded in the Contractor cost estimate and baseline schedule without altering the stated responsibility split.

| WBS CODE | DESCRIPTION | DISCIPLINE | DELIVERABLE LINK | NOTES |
|---|---|---|---|---|
| 1.1.1 | Survey and design | Engineering | D04-D07 / F-01/02 | |
| 2.1.1 | Module, MEP, furnishings & appliances procurement | Procurement | F-02 / F-04 | |
| 3.1.1 | Civil and office installation | Construction | F-03/04/05 | |
| 4.1.1 | Tests and handover | Commissioning | F-05/06/07/08 | |

# Appendix F – Deliverables Register

Stage-gated contractor submissions, inspections and final delivery records; refer to Section 7.

| REF. NO. | DELIVERABLE | TYPE (ENG/CONST/QC ETC.) | RESPONSIBLE PARTY | DUE STAGE | ACCEPTANCE CRITERIA | NOTES |
|---|---|---|---|---|---|---|
| F-01 | Survey & levels | ENG / QC | Contractor | Pre-work | Levels approved | |
| F-02 | Roof shop design | ENG | Contractor | Pre-fab | Design approved | |
| F-03 | Concrete QA | QC | Contractor | Pre-pour | Tests accepted | |
| F-04 | Module lift plan | ENG / CONST | Contractor | Pre-lift | Lift approved | |
| F-05 | MEP tests | QC | Contractor | Pre-handover | Tests passed | |
| F-06 | Furniture schedule | CONST | Contractor | Pre-handover | Items verified | |
| F-07 | As-built + OEM | Handover | Contractor | Handover | Records approved | |
| F-08 | Handover dossier | Handover | Contractor | Final | Signed acceptance | |

# Appendix G – Change Log & Variation Register (Extract)

No approved variations are recorded at initial issue A1. Contractor must raise changes for written approval before implementation.

| REF. NO. | CHANGE / VARIATION DESCRIPTION | ORIGINATOR | DATE RAISED | IMPACT (COST/SCHEDULE/HSSE) | STATUS | APPROVAL REFERENCE | NOTES |
|---|---|---|---|---|---|---|---|
| G-01 | | | | | | | |
| G-02 | | | | | | | |

# Appendix H – Interface Register

Open items are contractual coordination prerequisites. In particular, the moving party for the existing container shall be agreed before award.

| REF. NO. | INTERFACE DESCRIPTION | INTERFACING PARTIES | REQUIRED INPUTS | REQUIRED OUTPUTS | TARGET DATE | STATUS | NOTES |
|---|---|---|---|---|---|---|---|
| H-01 | GYSBI foundation blocks at Plot 7 | GYSBI / Contractor | 16 free-issued blocks | Installed/levelled on Plot 1 | Before civil works | Open | |
| H-02 | Existing container relocation | GYSBI / EMGL / Contractor | Ready flat packs + authorisation | Moved existing container | After flat-pack readiness | Open | |
| H-03 | Office electrical power / HVAC | GYSBI Facilities / Contractor | Supply data / capacity | Approved electrical connection | Before MEP tie-in | Open | |
| H-04 | Roof runoff into trench drain | GYSBI / Contractor | Trench drain location | Discharging 4 in. gutters | Roof completion | Open | |

# Appendix I – Risk & Issue Register (Scope-related Extract)

The following initial risks shall be supplemented by the Contractor risk register and site-specific HIRA.

| REF. NO. | RISK / ISSUE | CATEGORY | IMPACT | MITIGATION / ACTION | OWNER | STATUS |
|---|---|---|---|---|---|---|
| I-01 | Roof water ingress or uplift | Technical / HSSE | Damage, leaks, delay | Approved design, drainage & testing | Contractor | Open |

# Appendix J – Handover & Acceptance Checklist

Tick-off on this register is subject to inspection and acceptance by authorised GYSBI/Client representatives.

| REF. NO. | HANDOVER REQUIREMENT | REQUIRED EVIDENCE | RESPONSIBLE PARTY | ACCEPTANCE AUTHORITY | STATUS | NOTES |
|---|---|---|---|---|---|---|
| J-01 | Pads, walkway & steps accepted | Survey; concrete checks | Contractor | GYSBI Civil / Client | Open | |
| J-02 | 3 preassembled flat packs installed | Lift / installation inspection | Contractor | GYSBI / Client | Open | |
| J-03 | Weather-tight secondary roof | Approved details / field check | Contractor | GYSBI Engineering | Open | |
| J-04 | Electrical & HVAC operational | Test sheets and functional check | Contractor | GYSBI Facilities | Open | |
| J-05 | Furniture and amenities present | Signed quantity checklist | Contractor | GYSBI / Client | Open | |
| J-06 | HSSE and permit close-out | Closed permits / HIRA / site clean | Contractor | GYSBI HSSE | Open | |
| J-07 | Punch list corrected | Signed completion record | Contractor | GYSBI / Client | Open | |
| J-08 | As-builts, OEM and warranty records | Final approved document set | Contractor | GYSBI Engineering | Open | |
| J-09 | Final client acceptance | Signed handover certificate | GYSBI / Client | GYSBI / Client | Open | |

# Appendix K – Pricing Tabulation

All amounts are lump sums. Tender currency: _____

| ITEM | WORK PACKAGE (LUMP SUM) | AMOUNT |
|---|---|---|
| 1 | Survey, engineering, HSE, mobilization and site permits | |
| 2 | Transport and set 16 GYSBI-supplied foundation blocks; concrete walkway and steps | |
| 3 | Supply, deliver and install three pre-assembled flat-pack office modules (or approved equivalent), including integration | |
| 4 | Secondary roof, gutters and drainage connection | |
| 5a | Electrical installation, lighting and air-conditioning | |
| 5b | Power connection to existing | |
| 6 | Partitions, interior fit-out, furniture and appliances | |
| 7 | Quality control, inspection, testing, commissioning and handover | |
| | **SUBTOTAL** | |
| | **VAT (if applicable)** | |
| | **TOTAL TENDER PRICE** | |