 Eskom	<p style="text-align: center;">Guide</p>	<p style="text-align: center;">Matimba Power Station</p>
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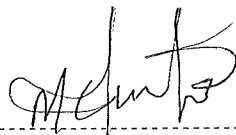
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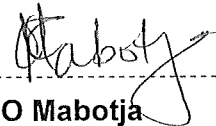
Functional Responsibility



**MC Mamabolo
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Date: **2020/03/10**

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Date: **2020/03/11**

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1. Introduction

The EMS requirement for contractors outlines the minimum requirements to be met by Contractors prior and during an work at Matimba Power Station. The Contractor shall develop an Environmental Management Plan and prepare an EMS file which meets these requirements as well as all the relevant applicable legislation as per the ISO14001:2015 Standard.

2. Supporting Clauses

2.1 Purpose

To describe the procedure for the environmental management system requirements for all contractors.

2.2 Scope

This Procedure is applicable to all contractors working for or on behalf of Matimba Power Station

2.3 Applicability

NOTE: Mark appropriate block/s with a "X" (Select at least one)	All	Head of department	Head of function	Head of section	Administration	Auxiliary	Civil	Control & Instrument	Electrical	Mechanical	Projects	Support	Training	Shifts	Other (Specify):
	Matimba Staff														
Operating															
Maintenance															
Engineering															
Risk Management															
Human Resources															
Finance															
Production															
Contractors	x														

2.4 Effective date

The procedure will be effective after the authorisation date.

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2.5 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.5.1 Normative

- [1] ISO 9001:2015 Quality Management Systems.
- [2] ISO 14001 :2015 Environmental Management System
- [3] 32-727 Eskom SHEQ Policy
- [4] PS/270/083 Matimba Environmental policy.

2.5.2 Informative

- [5] PG/240/006 Matimba Environmental Management system implementation Guideline

2.6 Definitions

Definition	Explanation
Environmental aspect	Elements of organisation's activities, products and services that can interact with the environment
Environmental Impact	Changes to the environment, either adverse or beneficial, those result wholly or partially from environmental aspects

2.7 Abbreviations

Abbreviation	Explanation
EO	Environment Officer
ISO	International Organization for Standardization
SEAC	Station Environmental Action Committee
HOD	Head of Department
HOF	Head of Function
SHEQ	Safety Health Environmental Quality
P&T	Performance and Testing
EMS	Environmental Management System
N/A	Not Applicable

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2.8 Roles and Responsibilities

2.8.1 The Environmental Manager

- Assist in developing, implementing and continuously improving the management systems.
- Ensure that the procedure is implemented and adhered to.
- Advise on the areas for improvement regarding the implementation of this document
- Review the management systems during a defined interval periods

2.8.2 Environmental Officers

- Assess compliance of all contractors to this procedure through audits
- Report contractors' performance on regular basis

2.8.3 Contract Managers

- Ensure the appointment contract comply with the requirements of this procedure and submit all required documents before commencing with the work.

2.8.4 Contactors

- Ensure overall compliance of this procedure
- Appoint the responsible person within the organisation to be responsible for environmental Management system
- Shall ensure that the appointed responsible person for environmental Management system is available for all environmental audits
- Shall take part in all Matimba environmental management activities when requested
- Shall attend all the Matimba environmental management meetings when invited
- Shall ensure that all environmental incidents are reported within 24 hours of discovery
- Shall keep and update their Environmental Management Systems file regularly

2.9 Process for Monitoring

- *Monitoring for compliance will be done on yearly internal audits.*

2.10 Related/Supporting Documents

N/A

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3. Document Contents

3.1 Contractors EMS requirements during tendering process

- *The environmental officer shall issue the EMS requirements during the contract strategy development meeting which will be issued during the tendering process.*
- *All required documentation will be evaluated during the tender evaluation process by the environmental officers.*
- *Evaluation report will be issued to the responsible buyer*

3.2 Contractors EMS requirements prior to site access

- *The contractors shall be required to establish a site SHEQ file prior to access to site.*
- *The SHEQ file shall be evaluated and approved by the SHEQ officer prior to contractor access to site.*
- *Contractors will only be allowed to start with work once the EMS requirements are complied with.*
- *Environmental requirements for the SHEQ file includes:*
 - Company Environmental policy*
 - Environmental management plan*
 - Environmental aspects and impacts register*

3.3 Contractors Environmental management plan requirements

The company environmental management plan must outline the following aspects:

- *Company profile*
- *Scope of the contract*
- *Site EMS responsibilities*
- *Environmental aspects and impacts(including the control measures)*
- *Waste management procedures*
- *Incident management procedures*
- *Spillage management procedures*
- *Emergency preparedness procedures*

3.4 Contractors EMS requirements during work commencement.

3.4.1 EMS file

In order to ensure success of EMS implementation and maintenance, every contractor working for or on behalf of Matimba Power Station shall ensure that they develop an EMS file.

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The file shall contain the following information:

I. Contractor identity

- Contractor/Company profile
- Contractor scope of work
- List of employees
- Interested and affected parties list
- Environmental issues list

II. Policies (include the proof of sharing with all employees)

- Company policy
- Eskom SHEQ policy
- Matimba environmental policy

III. Environmental aspects and impacts procedure and the register.

IV. Environmental objectives and targets for the significant aspects

V. Training records

- Training matrix
- Training records

VI. Communication and awareness (evidence of all awareness's communicated to employees)

VII. Emergency preparedness procedure

3.4.2 Environmental file auditing

Contractors' environmental file shall be audited by the Eskom environmental officers yearly against EMS contractors auditing checklist so as to confirm compliance to the requirements with the Matimba EMS file requirements

The internal contractors audit will be done using the contractors audit check sheet which composed of a set of questions derived from the environmental management system requirements.

The scoring of the audit will be done by writing a **1** against the condition where the function conforms to and a **0** against the condition where the function does not conform to.

The total number of conformance will be used to calculate the function conformance percentage to the EMS system.

The contractors shall ensure that their environmental file is readily available for auditing by the Eskom environmental officers.

After auditing the contractors EMS representative will sign the auditing check sheet to accept the audit outcomes.

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After auditing the contractor manager will sign the auditing check sheet to accept the audit outcomes. The copy of the auditing check sheet will be given to the contractor manager for corrective actions implementations.

The copy of the auditing check sheet will be given to the contractors EMS representative for corrective actions implementations and record keeping.

The corrective actions taken to address the non-conformances will be monitored and checked by the environmental officers during the file inspections.

Auditing Reports

The environmental officer will compile a combined contractors auditing report that will be shared with Matimba management and contractors

3.4.3 Policy

In order to ensure success of EMS implementation and maintenance, every contractor working for or on behalf of Matimba Power Station shall ensure establish a policy that outlines the commitment to improve EMS, comply with all procedures, standards, legislative and other requirements applicable to its scope, commitment to prevent pollution and environmental degradation, principles of managing the environmental aspects and impacts, continual improvement, review and sharing with all employees.

The policy shall be signed by the top management of the organisation and shall be shared with all employees annually together with the Eskom SHEQ and Matimba environmental policy. The evidence of policy sharing should be retained in the EMS file.

The contractors shall ensure that the Eskom SHEQ policy, Matimba environmental policy and their company policies are displayed at the notice boards at the yards.

The contractors shall ensure that their environmental policy is revised and updated as per their document management procedure.

3.4.4 Environmental aspects

The contractor shall identify all the environmental aspects and evaluate their associated environmental impacts to determine their significance.

Prior to any activity taking place, all aspects and impacts must be identified and a register compiled thereof.

An Environmental Management Plan shall be developed to address significant aspects identified. In addition, objectives and targets shall be developed to ensure the monitoring and measurement of the significant aspects.

3.4.5 Objectives and Targets

In order to comply with the set Environmental policy and requirements of ISO 14001:2015, the Contractor shall established objectives and targets of the significant aspects under the specific areas of responsibilities as per the scope of work.

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The objectives and targets shall be measurable, within a specified time frame and periodically reviewed on regular basis.

3.4.6 Compliance obligations

The station has identified all legal and other requirements applicable to the business unit including the contractor's activities, products and services.

It is the duty of the Contractor and sub-contractor to ensure that they comply with all the site legal requirements and all applicable Environmental Laws.

The environmental officer will share the updates of all compliance obligations applicable to contractors as and when they are available via e-mail.

The contractor shall ensure that all the compliance obligations updates sent to them are shared with all employees and retain the evidence of communication in the EMS file.

The contractor performing permitted/authorised/licenced work shall ensure that the copy of the applicable authorisation/license/permit is available at respective sites/yard.

3.4.7 Resources

In order to ensure effective implementation of the EMS requirements, the Contractor shall develop capabilities and support mechanisms necessary to achieve its Environment policy, objectives and targets and Environmental Plants.

The Contractor shall ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment, and to advise and assist these appointees in the execution of their duties.

3.4.8 Environmental Training

It is the responsibility of the Contractor to ensure that all the people working for or on its behalf are competent on the basis of appropriate education, training, skills and experience for the tasks assigned to them.

The Contractor shall identify environmental training requirements, which includes training of critical aspects of which the contract scope covers onsite of employees whose work may have a significant impact on the environment and has ensured that those employees will receive appropriate training.

A Training matrix shall be used as a mechanism to manage and control the training of the individuals within the organisation. The training matrix and the evidence of the training records shall be retained in the EMS file for the duration of the contract.

3.4.9 Communication and awareness

It is the responsibility of the Contractor to ensure that all the people working for or on its behalf are aware of the relevance and importance of their activities and how they contribute to the achievement of the environmental objectives.

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The contractor shall ensure that the site manager/supervisors has an e-mail address where the environmental communication and awareness from the station environmental department to the contractor will be send to.

The contract shall share all the environmental communication and awareness's with all the employees and retain the evidence of sharing in the EMS file.

3.5 Operational Control

The Contractor and his sub-contractor shall maintain a high standard of housekeeping within the site.

Disposal of waste materials, scrap and rubbish shall be done according to the Matimba Waste Management procedure.

Work shall be conducted in such a manner as to ensure that:

- No substance, which can harm or is likely to harm the environment, is to be allowed to leak, spill or escape from any container or storage area.
- No oil or other effluent is permitted to escape into the drainage system and/or local storm water system.
- No oil or other effluent is permitted to escape into the ground and cause soil contamination.
- All powdered pollutants generated during execution of the Work are contained to prevent air pollution.
- No sediment generated is permitted to escape into the drainage system and/or local storm water
- No harmful solids or liquids are permitted to spill from containers whilst in transit on the premises.
- All oil-based waste material shall be kept segregated and placed in sealed 200 litre drums. This material shall be disposed of through a recognised oil recycling company.
- All water-based waste material shall be kept apart. Small amounts shall be collected and stored in 200 litre containers. Large amounts shall be pumped into a bulk tanker for disposal. Prior to disposal, all water-based material shall be sampled to allow analyses to be carried out

3.6 Environmental incidents Management

The Contractor shall provide a incident management strategy outlining how they intend to manage environmental issues and incident.

The strategy must set out the procedures to be followed when reporting, recording and investigating incidents that occur on site.

The environmental incident management procedure shall outline the step to follow on reporting the environmental incidents, who to contact, what to do to prevent further pollution and responsibility for reporting to Matimba environmental officers.

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The Contractor shall report all incidents/accidents as required in terms of legislation which include chemical spillage and other environmental incidents before the end of the work shift within 24hours

3.7 Emergency Preparedness and Response

Contractors, together with his sub-contractors shall develop their own emergency response plan including environmental emergencies (as a guideline) for both site and offices and submit this plan for approval.

The Emergency Response Plan shall include the relevant standards and procedures based on Eskom, National and International requirements.

The Contractor shall ensure that all employees and its sub-contractor employees are trained on this plan.

Periodic emergency drills shall be undertaken on a regular basis records shall be kept in the EMS file.

4. Record(s)

Type of record	Retention time	Responsibility
Audit Reports	5 years	Contractor
EMS File	Duration of the Contract	Contractor

5. Addenda / Appendix

N/A

6. Acceptance

This document has been seen and accepted by:

Name	Designation
Dist List MTP MP&S	MP&S Band
Dist List MTP Top Management	Top Management
B Moeng	Senior Advisor Environmental Management
E Mocke	Environmental Officer
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Name	Designation
Mavis Moloantwa	Senior Technician

7. Revisions

Date	Rev.	Compiler	Remarks
March 2012	0	F Nong	New Document
March 2016	1	M Sinthumule	Due for review
April 2019	2	M Sinthumule	Due for review
February 2020	3	H Ramahlare	Added 3.1,3.2,3.3,3.4,3.5 & 3.6

8. Development Team

The following people were involved in the development of this document:

- H Ramahlare

9. Acknowledgements

N/A

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