	Procedure	Medupi Power Station Project
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Title: **Medupi Environmental Objectives, Targets and Management Programs Work Instruction**

Document Identifier: **348-686923**

Alternative Reference Number: **200-79128**

Area of Applicability: **Medupi Power Station Project**

Functional Area: **Environmental Management**



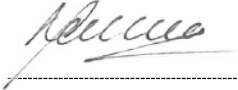
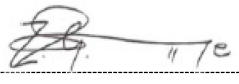
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Compiled by	QA, Interface & Governance Review	Functional Responsibility	Authorized by
 M Boshomane Senior Advisor Environmental	 B Mgidlana Project Quality Manager	 E Marell Environmental Manager	 Z Shange General Manager Acting: Medupi GCD
Date: 15/09/2021	Date: 08/09/2021	Date: 13/09/2021	Date: 2021/09/15

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1. Introduction

The TM establishes environmental objectives and targets in order to implement the Eskom SHEQ Policy and Environmental Policy Statement. Objectives and targets also provide a means for the TM to measure the effectiveness of its environmental efforts and improve the performance of the environmental management system. In establishing environmental objectives, the TM considers:

- Applicable legislation, regulations and other requirements;
- Environmental aspects of activities and products on the Medupi construction site;
- Technological, financial, operational, and other organizational requirements; and
- The views of employees and other interested parties.

2. Scope

This procedure applies to the environmental objectives and targets set at all relevant levels of the Team Medupi. The Management Programme for attaining the set Objectives and Targets coincides with the Financial Year of the project.

2.1.1 Purpose

The purpose of this procedure is to:

- Define the Environmental Objectives and Targets for the Medupi Power Station Construction Projects, as well as to define the actions, responsibilities and target dates for the achievement of these Objectives and Targets, i.e. the related Programmes;
- Act as means to record achievement of relevant Objectives and Targets; and
- To ensure that the Team Medupi establishes and maintain documented environmental objectives and targets in relation to the Environmental Management System.

2.1.2 Applicability

This document shall apply throughout Medupi Power Station Construction activities, excluding activities handed over to the client, Generation.

2.1.3 Effective date

Date of last signature.

2.2 Normative/Informative References

2.2.1 Normative

Document Title	Document Number
Project Execution Plan	200-5919

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Document Title	Document Number
Project Quality Plan	200-1679
Development and Change of Medupi QMS Documents	200-5665
Document and Record Management Procedure	200-1680
Unit Construction Procedure Manual	200 - 163680
ISO 14001, Environmental Management Systems, Requirements with guidance for use	ISO 14001
Medupi Environmental Policy	200-73979
Record of Decision for the Medupi Project	12/12/20/695
Medupi Power Station (Construction Phase) Environmental Aspect and Impacts Register	200-74195
EMS Manual and scope	200-73791
The Environmental Management Plan for the Medupi Coal-fired Power Station in the Lephalale Area, Limpopo Province – The Construction Phase, Rev 02	200-35208
Medupi Power Station, s.4 Employer Policy and Procedures – Part 9; Safety Health and Environmental Requirements Schedule	200-10609

2.2.2 Informative

- ISO 9001:2015 Quality Management Systems
- ISO 14001:2014 Environmental Management Systems

2.3 Definitions

Term	Definition
Environmental Management Programme	A set of actions, with specific responsibilities and achievement dates, which should be implemented to achieve relevant Objectives and Targets.
Environmental Policy Statement	Overall intention and direction of the TM related to its environmental performance as formally expressed by top management.
Objective (environmental)	Overall environmental goal, consistent with the HSE Policy and Environmental Statement, that the TM sets itself to achieve.
Target (environmental)	Detailed performance requirement, applicable to the TM, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
Team Medupi Management	All employees as per N1/N2 structure

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2.4 Abbreviations

Abbreviation or Acronym	Description
UAM	Unit Area Manager
EMC	Environmental Monitoring Committee
EMPr	Environmental Management Programmes
EMS	Environmental Management System
ISO	International Organisation for Standardisation
TM	Team Medupi
RoD	Records of Decision

2.5 Roles and Responsibilities

a) Responsible

Those who do the work to achieve the task. There is at least one role with a participation type of responsible, although others can be delegated to assist in the work required.

b) Accountable (also approver or final approving authority)

The one ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible. In other words, an accountable must sign off (approve) work that responsible provides. There **must** be only one accountable specified for each task or deliverable.

c) Consulted (sometimes counsel)

Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication.

d) Informed

Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.

Table 1: RACI Matrix

Process Step/Activity	Project Director/	Construction Manager	Unit Area Manager, and Support Management	TM Environmental Manager	TM Environmental Practitioners	Contractors
Setting Environmental Objectives and Targets	A	R,C, I	R,C, I	R,C,I	C, I	I,C

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Implementation of Management Programme	C, I	C, I	C, I	R,A,C,I	R,C, I	R, I
Monitoring and Measurement of Management Programme	C, I	C, I	I	A, C, I	R	I

2.6 Related/Supporting Documents

Supporting Documents

- [1] 200-74168 Register of EMS Procedures, Operational Controls and Records Master List
- [2] 200-206879 Environmental External Communication Register

Records

- [3] Management Review Minutes;
- [4] Program Monitoring Records; and
- [5] Revision of Program.

The retention and storage of records generated as a result of this document shall follow the process defined in the Procedure PPZ 200-1680" Document and Record Management".

3. Procedure

3.1.1 General Procedure for establishing Objectives and Targets

- TM's top management is responsible for establishing environmental objectives and targets on an annual basis. To initiate the process, the EMS Management representative and Project Director will hold a meeting with senior staff members to discuss the development of environmental objectives, which will then be put into the EMS. This discussion can be done during the management review of the EMS.
- Each Unit area, through the UAM, will provide input from its own area and/or function.
- The TM Environmental Manager will provide input on applicable laws and regulations, significant site environmental impacts, and the views of interested parties.
- The TM Management will evaluate its performance against environmental objectives for that coincided year. As part of this effort, management will examine the results of its environmental performance evaluations.
- Preliminary environmental objectives are then developed for further discussion and evaluation. Each UAM is responsible for evaluating the potential impacts within their own functional area of the proposed environmental objectives. The TM Environmental Manager will review the proposed objectives to ensure consistency with the Medupi Environmental Policy Statement.
- Environmental Objectives are then finalized based on the review comments of the TM environmental department, who will then develop the associated targets.
- The TM environmental practitioners will then communicate the environmental objectives and targets to the principle contractors and Eskom employees through Medupi Environment email and Inductions.

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- Progress towards the objectives and targets will be reviewed at relevant environmental committee meetings or monthly management meeting, at least, on a six monthly basis. The progress will be communicated to TM employees through bulletins or other appropriate media when necessary.
- At the end of each calendar year, TM Management will review its performance with regard to achieving the objectives and targets. This information is then used as input to setting objectives and targets for the succeeding year. It must be noted that some objectives and targets will not be fully achieved as these may span over a number of years. However, progress of such objectives and targets must be presented.
- Objectives, Targets and Management Program shall be documented on template 200- 209166 included as Attachment 1 to this procedure.

3.2 Monitoring and Measurement of the Management Programs

- The TM Environmental Manager shall report on the status of Objective and Target implementations required to the Medupi Site Management.
- Records indicating the achievement and progress of the Management Programme shall be kept in the EMS system folders on Hyperwave.
- Achievement of Management Programmes, and by implication Objectives and Targets, shall be reviewed at an annual EMS Management Reviews, and this document will be updated accordingly.
- The monitoring of Objectives & Targets will be monitored and documented as per Document 200-209166 (Objectives, Targets & Management Programmes).

4. Process for Monitoring

4.1 Key Performance Areas and Indicators

The following Key Performance Areas / Indicators (KPA's / KPI's) shall be measured, analysed and reported. The Process Owner shall be accountable, and assign the responsibility at the frequency as indicated below, documented as part of the QMS measurement, analysis and improvement initiative.

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Table 2: KPAs/KPIs

Key Performance Area	Key Performance Indicator	Measure Frequency	Responsible	Record
As indicated on Objectives and Targets 200-209166 (Objectives and Targets column)	As indicated on Objectives and Targets table (Actions column) 200- 209166	As indicated on Objectives and Targets table (Target Date column) 200-209166	As indicated on Objectives and Targets table (Responsible column) 200-209166	Update Management Programme Table
Document control	Retain and store records generated as a result of this document as defined in the Procedure 200-1680 "Document and Record Management Procedure".	Annually or as required	Environmental Practitioner (EMS)	As generated by the procedure
Revision of Document	Revision requirements in line with Medupi Procedures PPZ 200 5665 "Development and Change of Medupi QMS Documents" and PPZ 200 1680 "Document and Record Management Procedure"	Annually or as required	Environmental Manager	New revised document

4.2 Document Review and Self-Assessment

4.2.1 Document Self-Assessment

The "Process Owner" identified on the front page of this document along with departmental personnel and the project QMS Engineer shall undertake a "self-check" review of the process defined in this document at six monthly intervals, commencing from the effective date of this document, to check:

- the process / procedure operational integrity
- process efficiency
- the level of stakeholder knowledge and implementation.

Participants and results of the "self-check" review shall be documented by the Process Owner in the "Self-Assessment Checklist" (***QMS Template No. QMS PTZ 200 - 75592***) included as an Appendix to this procedure which shall be issued to medupiga@eskom.co.za by the Process Owner once completed.

Process Owner shall proceed with any revision requirements in line with Medupi Procedures PPZ 200 5665 "Development and Change of Medupi QMS Documents" and PPZ 200 1680 "Document and Record Management"

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4.2.2 Revision Period

All EMS documents shall undergo a three yearly revision.

4.3 Training Requirements

No project specific training required to implement the process documented in this procedure document.

5. Acceptance

This document has been seen and accepted by:

Name	Designation
E.Marell	Environmental Manager
B Mgidlana	Quality Manager
T Biyela	Senior Construction Manager
Z Shange	General Manager: Medupi GCD

6. Revisions

Date	Rev.	Compiler	Remarks
2021/07/15	08	M Boshomane	Three Yearly Review, with minor changes e.g. Change in management
2018/07/05	07	M Boshomane	Annual Review including new ISO 104001:2015 changes and Assurance audit findings
2015/10/25	06	S Mamabolo	Annual Review

7. Development Team

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


- M Boshomane
- M. Sebonego

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Appendix A– Process Self-Assessment Checklist

	MEDUPI POWER STATION PROJECT		Template Identifier	348-655890	Rev	1
			Document Identifier	348-9990413	Rev	0
			Effective Date	25 June 2019		
			Next Review Date	25 June 2022		
TITLE: Document Self-Assessment Checklist						

Discipline: Quality		Applicable Document No.: 348-686923 Medupi Environmental Objectives, Targets and Management Programs Procedure				Self-Assessment Date:
Item No	Ref Section	Self-Assessment Question	Compliant			Comment
			Yes	Part	No	
1	5.2	Has TM's top management established environmental objectives and targets (on an annual basis)?				
2	5.2	Did each unit area, through the UAM, provide input from its own area and/or function?				
3	5.2	Did the TM Environmental Manager provide input on applicable laws and regulations, significant site environmental impacts, and the views of interested parties?				
4	5.2	Did the TM Management evaluate its performance against environmental objectives for that coincided year?				
5	5.2	Has the proposed objectives been ensured for consistency with the Eskom SHEQ Policy and the Medupi Environmental Statement?				
6	5.2	Has the environmental objectives and targets been communicated to the principle contractor?				
7	5.2	Has the progress towards the objectives and targets been reviewed at relevant environmental committee meetings, or, at least, on a six monthly basis?				
8	5.2	Has the progress been communicated to TM employees through bulletins or other appropriate media?				

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File Name: 348-655890 Document Self-Assessment Checklist Rev 1

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	MEDUPI POWER STATION PROJECT				Template Identifier	348-655890	Rev	1
					Document Identifier	348-9990413	Rev	0
					Effective Date	25 June 2019		
					Next Review Date	25 June 2022		
TITLE: Document Self-Assessment Checklist								
9	5.2	At the end of each calendar year, has the TM Management reviewed its performance with regard to achieving the objectives and targets?						
10	5.2	Has this information been used as input to setting objectives and targets for the succeeding year?						
11	5.3	Does the TM Environmental Manager report on the status of Objective and Target implementation on a monthly basis to the Medupi Site Management?						
12	5.3	Are records indicating the achievement and progress of the Management Programme kept in the EMS system folders on the M-Drive?						
13	6	Are the following Quality Records archived:						
		• Management Review Minutes						
		• Programme Monitoring Records						
		• Revisions of Programme						
Comments:								

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File Name: 348-655890 Document Self-Assessment Checklist Rev 1

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	MEDUPI POWER STATION PROJECT	Template Identifier	348-655890	Rev	1
		Document Identifier	348-9990413	Rev	0
		Effective Date	25 June 2019		
		Next Review Date	25 June 2022		
TITLE: Document Self-Assessment Checklist					
Self-Assessment by:	Name:	Position:	Revision Required. (Yes / No)	Planned Revision Date:	

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Appendix B - Objectives, Targets and Management Programs Template (200- 209166)

200-209166 Environmental Objectives, Targets and Management Programmes Template Rev 0							
Ref No	Objectives	Area	Targets	Action	Responsible	Target Date	Status and Comments
1	e.g. Comply with applicable environmental legislation and other requirements, such as policies, standards, directives and procedures.	e.g. Audit Findings	e.g. Full compliance with legal requirements.	e.g. Ensure environmental practices are conducted within requirements.	e.g. All	e.g. 31 st March 2015	1. e.g. One legal contravention was reported – The disposal of hazardous waste skip containing mixed waste (hazardous and general waste) from raw water was disposed of at the general waste disposal site. The incident (Env 002092) is closed.
			e.g. Compliance to other requirements within planned timeframes.				2. e.g. Tenth Environmental Compliance Audit for the Medupi Coal Fired Power Station Construction was conducted during the Month of May 2013 and audit scores are as follows: - RoD Power Station 99.48% - RoD Telecommunications Mast 100% - RoD Water Reservoir and Pipeline 100% - RoD Afguns Road 100% - Waste Licence Ash storage 100% - EMP Power Station 96.97%
2							

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