Eskom	Work Instruction	Majuba Power Station

Title	**Majuba Power Station Environmental Management Requirements for Contractors and Suppliers**	Document Identifier	**ENV/GEN/SPEC/01**
		Alternative Reference Number	**N/A**
		Area of Applicability.	**Majuba Power Station**
		Functional Area	**Environmental Management**
		Revision	**3**
		Total Pages	**16**
		Next Review Date	**February 2028**
		Disclosure Classification	Controlled Disclosure

Compiled by	**Functional Responsibility**	**Authorized by**
Xolisile Yende	**Faith Kagoda**	**Yangaphe Ngcashi**
Environmental Officer	**Environmental Manager**	**General Manager**
Date 03/03/2025	Date 03/03/2025	Date 2025.03.03

CONTENTS

1. Introduction

This document specifies the environmental requirements for all Majuba Power Station contractors and suppliers These requirements are in addition to the requirements stipulated in Environmental legislations

2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

The objective of this specification is to ensure that all contractors and suppliers working for and on behalf of Majuba Power Station comply with environmental requirements during procurement and the operation stages of the works

2.1.2 Applicability

This document is applicable to all contractors and suppliers doing work at all areas under direct control of Eskom Majuba Power Station

2.1.3 Effective date

This document shall become effective upon signature

2.2 Normative/Informative References

2.2.1 Normative

[1] ISO 9001 Quality Management Systems

[2] ISO14001 2015 Environmental Management System requirements with guidance for use

[3] National Environmental Management Act 107 of 1998

2.2.2 Informative

[4] Eskom Waste Management Procedure 32-245

[5] Environmental Incident Management Procedure 240-133087117

[6] Eskom Safety, Health, Environment and Quality Policy 32-727

[7] Majuba PS Waste Management Procedure ENV/GEN/WI/12

[8] Majuba PS Hazardous Substances Spill Management ENV/GEN/SPEC/13

2.3 Definitions

Definition	Explanation
Contractor	For the purpose of this document any employer formally contracted (directly or indirectly) by Eskom and who performs work, supplies a service, product, equipment or material for the purposes of advancing business or other interests This includes personal contractors (i e , consultants) and third-party contractors i e vendors, suppliers, agents, joint ventures, principal contractors and subcontractors
Environment	The surroundings within, which humans exist and that are made up of - (i) the land, water and atmosphere of the earth (ii) micro-organisms, plant and animal life (iii) any part or combination of (i) and (ii) and the inter relationships among and between them,
Environmental Aspects	Elements of an organisation's activities or products or services that interacts or can interact with the environment
Environmental Impact	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects
Environmental file	A permanent record containing information about the environmental management system during construction and all information relating to the post-construction phase after the handover to the client, so that the client can maintain the works in a healthy and safe way
Environmental Management Plan	A programme for achieving organisational objectives and targets relating to the mitigation of environmental impacts of its activities, products and services
Environmental Management System	A part of the overall management system for developing, implementing, achieving, reviewing and maintaining environmental policy
Method statement	A written document detailing the key environmental activities to reduce the hazards identified in any risk assessment In the case of internal work, it includes procedures, safe work procedures, and work standards
Pollution	Any change in the environment caused by— (i) substances (ii) radioactive or other waves, or (iii) noise, odours, dust or heat, emitted from any activity, including the storage or treatment of waste or substances, construction and the provision of services, whether engaged in by any person or an organ of state, where that change has an adverse effect on human health or wellbeing or on the composition, resilience and productivity of natural or managed ecosystems, or on materials useful to people, or will have such an effect in the future

2.4 Abbreviations

Abbreviation	Explanation
EMS	Environmental Management System
SDS	Safety Data Sheet

Abbreviation	Explanation
NCR	Non-Conformance Report
SHEQ	Safety, Health, Environment and Quality

2.5 Roles and Responsibilities

The contractor and/or supplier

- Shall be responsible for implementation of the requirements of this specification
- Shall be responsible for ensuring that its environmental file is updated with the latest documentation whilst established onsite

The Environmental Officer

- The Environmental Officer shall be responsible for evaluating compliance to this specification during the various phases of the contract works and ensuring that this specification is issued during the tender enquiry stage

Contractors Manager

- Shall ensure that this specification is included in the documents given to new contractors
- Shall ensure that all new contractors submit their environmental file to the Environmental department for approval prior to commencement of work on site

2.6 Process for Monitoring

Compliance to this specification will be monitored during tender evaluation and internal audits for contractors

2.7 Related/Supporting Documents

Not Applicable

3. Environmental Requirements for Contractors and Suppliers

3.1 Tender Submission Documentation

The following documentation shall be submitted with all tender submissions

- A certified copy of relevant certification (If the contractor/supplier is certified under national or international listing scheme) OR the company's environmental management system manual and procedures (except for Supply & Deliveries)
- An Aspect/Impact register or an Environmental Management Plan relating to the activities tendered for This should be based on the scope of works as per tender documentation
- All documentation required in the Environmental Evaluation Checklist (Appendix B)
- A signed Environmental Requirements Proforma (Appendix A)
- For Supply & Delivery, the supplier shall submit the following documents as a minimum
    - Aspects & Impacts Register

- Emergency preparedness plans
- Proof of training and skills of persons performing significant activities, in the case of delivering hazardous substances
- Register of all hazardous substances (where applicable)
- Safety Data Sheets (SDS) (where applicable)

3.2 Instruction

- The contractor and/or supplier shall have a documented and implemented environmental management system e g , environmental policy, operational procedures relating to their activities, aspects/impacts register etc
- The contractor and/or supplier shall prepare an environmental management plan or programme relating to their activities that will be carried out The environmental management plan shall be based on applicable environmental legislation The environmental management plan/programme must include all aspects and impacts
- The contractor and/or supplier employees shall be inducted on environmental requirements as per these documents
- The contractor/supplier shall comply with Eskom Majuba Power Station environmental requirements such as policies, standards and procedures
- The contractor shall appoint trained and competent personnel in writing, who will have the responsibilities of implementing all environmental requirements on a specific contract
- An environmental file shall be submitted for approval to the Eskom Majuba Power Station Environmental Officer, prior to commencement of an activity No work shall commence without an approved environmental file
- Non-conformance and incident reporting and investigations shall be done by the contractor Such reports must include but not limited to the following information
    - The root cause of the non-conformance/incident
    - The proposed actions to correct and prevent reoccurrence
- Majuba Power Station shall issue Non-conformance Report (NCR) where there are deviations from the Majuba Power Station environmental procedures and other environmental requirements
- The contractor/supplier shall allocate funds for the implementation of environmental requirements

3.3 Contract Award Documentation

The following documents (if applicable) should be submitted upon awarding of the contract and prior to commencement of any work

- The Aspects/Impacts register or an environmental management plan /programme
- All method statements, as a minimum addressing the items as per scope of work, aspects/impacts register or environmental management plan/programme

- Appointment letter of the contractors Environmental Officer who will be responsible for the implementation of the environmental requirements for the contract
- Proof of training (certificates) of persons performing activities that could have significant impact on the environment
- Environmental management System certificate (if certified) if not, an environmental management manual and/or procedure
- List of all Hazardous Substances to be used and their SDS's
- A signed Environmental Requirements Proforma (Appendix A)

The above documents should form part of the environmental file which also includes Eskom Majuba procedures as outlined in Appendix C

3.4 Contractor Environmental File Evaluation

- The Environmental Department shall conduct an annual audit on the contractors' environmental files to evaluate the validity of the documents
- A contractor assessment report shall be issued to the contractor, and the contractor must address the deviations noted on the report
- If there are documents required from Eskom Majuba, the Environmental Department will issue the contractor with the documents and both parties shall sign the transmittal form
- The onus is on the contractor to ensure that the updated documents are kept on the file and communicated with the employees

3.5 Records

The following minimum records shall be kept on all sites

- Environmental file
- Aspect/Impacts register
- Incident register and investigation reports
- Complaints register
- Waste disposal register (if applicable)
- Hazardous Substances register and SDS
- Records of inspections conducted
- Records of non-conformances and close-out
- Applicable licences and/or permits

4. Acceptance

This document has been seen and accepted by

Full Name and Surname	Designation
Yangaphe Ngcashi	General Manager
Lucas Motloung	Middle Manager Operating (A)
Johan Swanepoel	Middle Manager Engineering
Bongane Mtubane	Middle Manager Human Resources (A)
Nomusa Nkosi	Middle Manager Finance
Violet Masango	Middle Manager Outages (A)
Ntombifuthi Loni	Middle Manager Risk and Assurance
Hennie van Eeden	Middle Manager Projects
Marcus Ratlhallanne	Middle Manager Maintenance
Londi Mthembu	Middle Manager Maintenance
Rajindranath Singh	Middle Manager Compliance
Zandile Tshabalala	Officer Documentation

5. Revisions

Date	Rev.	Compiler	Remarks
February 2025	3	X Yende	Transferred into the new template Updated the changes in management
February 2022	2	S Ndlovu	Updated roles and responsibilities
January 2020	1	S Ndlovu	Alignment with new 240-133087117 Environmental Management Incident Procedure, removal of reference to obsolete documents,
October 2017	0	T Mahlangu	New document

6. Development Team

The following people were involved in the development of this document

- Faith Kagoda — Environmental Manager
- Thando Zungu — Senior Advisor Environmental Management
- Xolisile Yende — Environmental Officer
- Bathabile Mthembu — Environmental Officer
- Khetho Sithole — Environmental Officer

7. Acknowledgements

Not applicable

Appendix A – Environmental Management Requirements Proforma

Eskom	FORM	Unique Identifier	MAJ/236
		Revision	2
		Authorisation Date	Jan 2020
		Next Review Date	Feb 2028
		Page	1 of 1

MAJUBA POWER STATION CONTRACTOR ENVIRONMENTAL MANAGEMENT REQUIREMENTS PROFORMA	
NAME OF ORGANISATION	
CONTRACT NO.	
SCOPE OF WORK	
DECLARATION BY CONTRACTOR/SUPPLIER	

1. I undertake to adhere to the requirements a set out in the Environmental Requirements for contractors/Suppliers working at Majuba Power Station.
2. I undertake to comply with applicable environmental legal and other requirements.
3. I undertake to comply with Eskom's standards, policies and procedures where applicable.
4. I pledge to inform all staff of their role in managing environmental impacts on site.
5. I am fully aware that incidents must be reported within 24 hours of occurrence.
6. I pledge to implement best practice on site at all times during the contract.
7. I pledge that all non-conformances issued to us will be addressed promptly

I .....(FULL NAME) ACKNOWLEDGE AND ACCEPT THE RESPONSIBILITY TO COMPLY AND CONFORM TO ALL THE ABOVE MENTIONED REQUIREMENTS.

DESIGNATION:	SIGNATURE	DATE
ESKOM: CONTRACT MANAGER	SIGNATURE	DATE

Appendix B: Environmental Evaluation Checklist

Eskom	**Majuba Power Station** **Environmental Evaluation Checklist**	Unique Identifier	MAJ/235
		Document Type	Checklist
		Revision	2
		Authorisation Date	Jan 2020
		Review Date	Feb 2028
		Environmental Management	

1. Contractor Name:	
Site/Project Name:	
Scope of Work:	
Date of Assessment:	

PURPOSE

To assess whether the above-mentioned supplier/s have submitted the required **environmental documentation** prior to being awarded the contract/commencements of project activities

REFERENCE DOCUMENTATION

Majuba Power Station Environmetal Management Requirements for contractors and suppliers ENV/GEN/SPEC/01
SHEQ policy(32-727)

NO	ITEM		Max Points	Actual points	COMMENTS

		YES	NO	N/A			
1	Environmental Management System File • Environmental Policy • Objectives and Targets • Roles and Responsibilities • Communication • Internal Audits • Emergency Preparedness (Environmental related emergencies) • Monitoring, measurement and evaluation of compliance • Non-Conformance, Corrective action and preventive action • Management Review				1		
2	Environmental Aspects and Impacts Register				1		
3	ISO 14001 EMS Certificate (If company is certified)				1		
4.	A detailed signed Contractor's Environmental Management Plan (EMP) pertaining to site specific activities or a copy of the approved Environmental Management Programme				1		
5	Copy of the Environmental authorization, Water Use License, Water Use – If applicable				1		

6	A detailed signed Site Environmental Representative Appointment Letter				1		
7	Method statements for specific activities as per contract				1		
8	Copies of procedures and work instructions				1		
9	PR number				1		
10	Emergency Preparedness Plans (e g. oil / chemical spill, disasters, etc.)				1		
11	Register of all hazardous substances				1		
12	Safety Data Sheets (SDS)				1		
13	Register of waste that will be generated Waste Management Plan (Method statement)				1		
14	Proof of training and skills of persons performing significant activities (e g oil spills, application of herbicides and asbestos AIA)				1		
The following procedures will be given to the contractor that is awarded the contract:							

	Waste Management Procedure (ENV/GEN/WI/12						
	Majuba Hazardous Subtances Spill Management procedure (ENV/GEN/WI/13)						
	Majuba Environmental Statement of Intent (ENV/STMT/01						
	Eskom SHEQ Policy (32-727)						
	240-133087117 Environmental Incident Management Procedure						
Final Score Total					**Maximum Total** **14**	**Actual Total**	
FINAL SCORE PERCENTAGE (%)							
%							
THRESHOLD **The score that each tender receives will provide a numeric basis for tender comparison. The minimum weighted average score required for a tender to be considered must be 80% or above**							
Motivation for failing to attain maximum score in the evaluation above							

No.	Requirement	Issue

Appendix C: Environmental File Index

Eskom	**Majuba Power Station** **Contractor Environmental File Index**	Unique Identifier	240-163998190
		Document Type	Checklist
		Revision	2
		Authorisation Date	Dec 2020
		Review Date	Feb 2028

Environmental File Index

1 Environmental Management Plan or SHE Plan

2 Method statement as per scope of work

3 Other operational controls

4 Majuba Statement of Intent

5. Aspect and Impact Register

6 Procedures (Majuba ISO procedures)

- Environmental Incident Management procedure (240-133087117)
- Waste Management plan
- Emergency response
- Environmental Incident Management Procedure

- Environmental Requirements for Contractors and Suppliers