

	<b>SPECIFICATION</b>	<b>Majuba Power Station</b>
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Title: **Majuba Power Station Environmental 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**

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**Compiled by**



**S Ndlovu**

**Environmental Officer**

Date: **09/03/2022**

**Functional Responsibility**



**F Kagoda**

**Environmental Manager**

Date: **11/03/2022**

**Authorized by**



**T Lekalakala**

**Power Station General Manager**

Date: **11/03/2022**

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### **CONTROLLED DISCLOSURE**

## **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**

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

#### **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 operational stages of the works.

#### **2.1.2 Applicability**

This document shall apply throughout Majuba Power Station.

#### **2.1.3 Effective date**

This document shall be effective upon signature

### **2.2 Normative/Informative References**

#### **2.2.1 Normative**

- [1] ISO 9001 Quality Management Systems
- [2] ISO 14001:2015 Environmental Management Systems requirements with guidance for usage
- [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 Waste Management Procedure ENV/GEN/WI/12
- [8] Majuba Power Station Hazardous Substances Spill Management ENV/GEN/WI/13

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## 2.3 Definitions

**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 can interact with the environment

**Environmental file:** means 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 Impact:** Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects

**Environmental Management Plan:** is a programme for achieving organisational objectives and targets relating to the mitigation of environmental impacts of its activities, products and services.

**Environmental Management System:** is part of the overall management system for developing, implementing, achieving, reviewing and maintaining environmental policy

**Method statement:** means 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
NCR	Non-Conformance Report

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Abbreviation	Explanation
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

### 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

### Contracts 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

N/A

## 3. Environmental Requirements

### 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.
- A signed Environmental Requirements Proforma (Appendix A)
- Environmental bill of quantities as per scope of work

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### **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 relating to their activities that will be carried out. The environmental management plan shall be based on applicable environmental legislation. The environmental management plan 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.
- Method statements 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 method statement.
- Non-conformance, 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
- All method statements, as a minimum addressing the items as per scope of work, aspects/impacts register or environmental management plan
- 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.

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- Environmental management System certificate (if certified) if not, an environmental management manual and/or procedures
- List of all Hazardous Substances to be used and their SDS's
- A signed Environmental Requirements Proforma (Appendix A)

### **3.4 Records**

The following minimum records shall be kept on all sites:

- 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 or permits

## **4. Acceptance**

This document has been seen and accepted by:

<b>Name</b>	<b>Designation</b>
N Loni	Middle Manager Risk and Assurance
S Buthelezi	Middle Manager Engineering (A)
F Mhlanga	Middle Manager Services (A)
H Van Eeden	Middle Manager Project Management
P Kekana	Manager Human Resources
K Lesufi	Middle Manager Operating
S Ramapulane	Middle Manager Maintenance (A)
B Mtubane	Manager Training
M Thwala	Manager Outages
T Bezuidenhout	Manager Procurement
S Moshoeshe	Middle Manager Finance (A)
R Singh	Middle Manager Compliance

## **5. Revisions**

### **CONTROLLED DISCLOSURE**

Date	Rev.	Compiler	Remarks
February 2022	2	S Ndlovu	Updated roles and responsibilities
February 2022	1	S Ndlovu	Alignment with Environmental Incident Management Procedure and removal of references to obsolete documentation.
October 2017	0	T Mahlangu	New document

## **6. Development Team**

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

- T Khoza
- C Claassen
- F Kagoda


## **7. Acknowledgements**

N/A

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**Appendix A: Contractor Environmental Requirements Proforma**

	<b>FORM</b>	<b>Unique Identifier</b>	MAJ/236
		<b>Revision</b>	1
		<b>Effective Date</b>	Jan 2020
		<b>Next Review Date</b>	Jan 2024
		<b>Page</b>	1 of 1
<b>MAJUBA POWER STATION CONTRACTOR ENVIRONMENTAL MANAGEMENT REQUIREMENTS PROFORMA</b>			
<b>NAME OF ORGANISATION</b>			
<b>CONTRACT NO.</b>			
<b>SCOPE OF WORK</b>			
<b>DECLARATION BY CONTRACTOR/SUPPLIER</b>			

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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.**

<b>DESIGNATION:</b>	SIGNATURE	DATE:
<b>ESKOM: CONTRACT MANAGER</b>	SIGNATURE	DATE:

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Appendix B: Majuba Environmental Evaluation Checklist

	<b>Majuba Power Station Environmental Evaluation Checklist</b>	Unique Identifier	MAJ/235
		Document Type	Checklist
		Revision	1
		Authorisation Date	Jan 2020
		Review Date	Jan 2020
		Environmental Management	

1. Contractor Name:	
Site/Project Name:	
Scope of Work:	
Site Supervisor (Projects):	
Site Supervisor (Contractor):	
Date of Assessment:	

CONTRACTOR/SUPPLIER	
Name of the contractor	

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<b>PURPOSE</b>							
To assess whether the above-mentioned supplier/s have submitted the required <b>environmental documentation</b> prior to commencements of project activities							
<b>REFERENCE DOCUMENTATION</b>							
Majuba Power Station Environmental Management Requirements for contractors and suppliers (not yet finalised) SHEQ policy(32-727)							
NO	ITEM				Max Points	Actual points	COMMENTS
		YES	NO	N/A			
1.	Environmental Management System File <ul style="list-style-type: none"> <li>• Environmental Policy</li> <li>• Objectives and Targets</li> <li>• Roles and Responsibilities</li> <li>• Communication</li> <li>• Internal Audits</li> <li>• Emergency Preparedness (Environmental related emergencies)</li> <li>• Monitoring, measurement and evaluation of compliance</li> <li>• Non-Conformance, Corrective action and preventive action</li> <li>• Management Review</li> </ul>				1		
	Environmental Aspects and Impacts Register				1		

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2.	ISO 14001 EMS Certificate (If company is certified)				<b>1</b>		
3.	A detailed signed Contractor's Environmental Management Plan (EMP) pertaining to site specific activities				<b>1</b>		
4.	Copy of the Environmental authorization, Water Use License, Water Use – If applicable				<b>1</b>		
5.	A detailed signed Site Environmental Representative Appointment Letter				<b>1</b>		
6.	Method statements for specific activities as per contract				<b>1</b>		
7.	Copies of procedures and work instructions.				<b>1</b>		
8.	Copies of approved NEC/ PR/order Contract				<b>1</b>		
9.	Emergency Preparedness Plans (e.g. oil / chemical spill, disasters, etc.)				<b>1</b>		
10.	Register of all hazardous substances				<b>1</b>		

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11.	Material Safety Data Sheets (MSDS)				<b>1</b>		
12.	Copy of the approved Environmental Management Programme						
13.	Register of waste that will be generated Waste Management Plan (Method statement)				<b>1</b>		
14.	Proof of training and skills of persons performing significant activities ( e.g. oil spills, application of herbicides and asbestos AIA)				<b>1</b>		

**The following procedures will be given to the contractor that is awarded the contract:**

	Waste Management Procedure (ENV/GEN/WI/12)						
	Oil-Spill cleanup and rehabilitation procedure (RA/ENV/110 & Oil Spill assessment form)						
	Majuba Environmental Statement of Intent (ENV/STMT/01)						
	Eskom SHEQ Policy (32-727)						
	Environmental Incident Management Procedure 240-133087117						

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<b>Final Score Total</b>		<b>Maximum Total</b>	<b>Actual Total</b>	
		14		
<b>FINAL SCORE PERCENTAGE (%)</b>				
%				
<b>THRESHOLD</b> 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				
<b>Motivation for failing to attain maximum score in the evaluation above</b>				
<b>No.</b>	<b>Requirement</b>	<b>Issue</b>		

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## Appendix C: Environmental File Index

	MAJUBA CONTRACTOR ENVIRONMENTAL FILE INDEX	Unique Identifier	240-163998190
		Revision	1
		Effective Date	Dec 2020
		Next Review Date	Dec 2022
		Page	1 of 2

### 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

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- Hazardous spill work instruction
  - Identification of environmental aspects
  - Environmental communication procedure
  - Operational planning and control procedure
  - Monitoring, measurement, analysis and evaluation procedure
  - Non-conformance and corrective action
7. Hazardous Substances Register
  8. SDS's
  9. Environmental Objectives and Targets
  10. SHE officer appointment letters and qualifications
  11. Training matrix
  12. Licenses and permits
  13. Previous audits
  14. Toolbox talks
  15. Risk Assessments
  16. Awareness
  17. Environmental Themes
  18. Environmental Trainings
  19. Compliance obligations

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