

**CONTRACT/ SERVICE NAME:**
**CONTRACTOR/ SUPPLIER NAME:**

REQUIREMENTS		DETAILS AND EVIDENCE TO BE PROVIDED	SUBMITTED? Y/N
1	COMPANY ENVIRONMENTAL POLICY	<ul style="list-style-type: none"> <li>A DOCUMENT WHERE THE ORGANISATIONS TOP MANAGEMENT STIPULATES ITS RELATED ENVIRONMENTAL PERFORMANCE</li> </ul>	
		<ul style="list-style-type: none"> <li>EXPRESSED ENVIRONMENTAL COMMITMENTS (PROTECTION OF THE ENVIRONMENT ,COMPLIANCE TO LEGAL REQUIREMENTS,ENVIRONMENTAL OBJECTIVES, CONTINUAL IMPROVEMENT ETC..)</li> </ul>	
		<ul style="list-style-type: none"> <li>SIGNED BY THE CEO/ DIRECTOR, DATED AND VERSION CONTROLLED.</li> </ul>	
2	COMPANY ORGANOGRAM: DETAILING ENVIRONMENTAL RESOURCES	<ul style="list-style-type: none"> <li>CONTRACTOR ENVIRONMENTAL OFFICER/ENVIRONMENTAL RESPRESENTATIVE/COMPANY DIRECTOR/CONSULTANTS. PROVIDE A DETAILED RESOURCE LIST OR ORGANOGRAM FOR THE CONTRACT/PROJECT BASED ON CURRENT HUMAN RESOURCES</li> </ul>	
3	ENVIRONMENTAL APPOINTMENT LETTERS/TEMPLATE	<ul style="list-style-type: none"> <li>PROVIDE AN ENVIRONMENTAL APPOINTMENT LETTER/TEMPLATE WITH CLEAR ROLES/RESPONSIBILITIES &amp; AUTHORITIES</li> </ul>	
4	THE APPOINTMENT OF A SPECIFIC ENVIRONMENTAL MANAGEMENT REPRESENTATIVE/S FOR THIS CONTRACT.	<ul style="list-style-type: none"> <li>THE ORGANISATION'S TOP MANAGEMENT SHALL FORMALLY APPOINT A SPECIFIC MANAGEMENT REPRESENTATIVE/S WITH DEFINED ROLES, RESPONSIBILITIES AND AUTHORITY FOR THE ENVIRONMENTAL MANAGEMENT SYSTEM AND LEGAL COMPLIANCE SPECIFICALLY FOR THIS CONTRACT. E.G. CONTRACTS MANAGER, CONSTRUCTION MANAGER.</li> </ul>	
5	COMPANY ENVIRONMENTAL ASPECTS AND IMPACTS	<ul style="list-style-type: none"> <li>A DOCUMENT OR REGISTER THAT OUTLINES THE COMPANY ACTIVITIES, PRODUCTS AND SERVICES E.G. CABLE MANUFACTURING, GALVANISED STEEL, WASTE MANAGEMENT, CREATION OF ACCESS ROADS, BUSH CLEARING, LAYDOWN AREAS/STOCKPILLING, OIL STORAGE, CEMENT MIXING, EXCAVATIONS, TRENCHING, DRIVING, SANITATION PROVISION.</li> </ul>	
		<ul style="list-style-type: none"> <li>THE ASPECT OF THAT ACTIVITY/PRODUCT/SERVICE THAT INTERACTS WITH THE ENVIRONMENT E.G. WASTE DISPOSAL TO LAND, CUTTING/ REMOVING VEGETATION, OIL SPILLS/ LEAKS, CEMENT SPILLAGES, SEWERAGE SPILLS, SITE SELECTION, REMOVAL OF TOPSOIL.</li> </ul>	
		<ul style="list-style-type: none"> <li>ALL IMPACTS NEED TO HAVE A SIGNIFICANCE RATING.</li> </ul>	
		<ul style="list-style-type: none"> <li>PROVIDE THE METHODOLOGY FOR CALCULATING AND DETERMINING THE SIGNIFICANCE RATING.</li> </ul>	
6	COMPANY ENVIRONMENTAL MANAGEMENT PROGRAMME	<ul style="list-style-type: none"> <li>AS A MINIMUM EACH SIGNIFICANT ASPECT AND IMPACT NEED TO HAVE AN ENVIRONMENTAL MANAGEMENT PROGRAMME DETAILING: <ul style="list-style-type: none"> <li>- OBJECTIVE/S</li> <li>- ACTIONS / CONTROLS/ MITIGATION MEASURES</li> <li>- MEASURABLE TARGET/S</li> <li>- TIMEFRAMES</li> <li>- DESIGNATION OF RESPONSIBILITY</li> </ul> </li> </ul>	
7	LEGAL REQUIREMENTS	<ul style="list-style-type: none"> <li>A DOCUMENT (E.G. LEGAL REGISTER) NEEDS TO BE DEVELOPED FOR THE IDENTIFICATION OF ALL THE APPLICABLE SOUTH AFRICAN LEGISLATION REQUIREMENTS RELATED TO EACH ASPECT AND IMPACT E.G. WATER POLLUTION IS COVERED IN THE NATIONAL ENVIRONMENTAL MANAGEMENT ACT, NATIONAL WATER ACT, NATIONAL ENVIRONMENTAL MANAGEMENT INTEGRATED COASTAL MANAGEMENT ACT, NATIONAL ENVIRONMENTAL MANAGEMENT WASTE ACT, WATER BY-LAWS, ETC.</li> </ul> <p>CONSULT THE FOLLOWING RESOURCES FOR INFORMATION ON LEGISLATION: UNIVERSITY OF PRETORIA LAWS OF SA (<a href="http://www.lawsofsouthafrica.up.ac.za/index.php/current-legislation">http://www.lawsofsouthafrica.up.ac.za/index.php/current-legislation</a>), SABINET LEGAL, SA DEPARTMENT OF ENVIRONMENTAL AFFAIRS.</p>	
8	REGISTER WITH OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>A DOCUMENT (E.G. REGISTER) NEEDS TO BE DEVELOPED LISTING AND DETAILING ALL OTHER REQUIREMENTS APPLICABLE TO EACH ASPECT AND IMPACT.</li> </ul> <p>OTHER REQUIREMENTS ARE NOT LEGISLATED, BUT ARE TO BE USED AS GUIDELINES, STANDARDS, ETC. FOR EXAMPLE COMPANY SPECIFIC PROCEDURES, INDUSTRY STANDARDS, CODES OF PRACTICE, INTERNATIONAL GUIDELINES, ESKOM POLICIES.</p>	

		<ul style="list-style-type: none"> <li>EXAMPLE OF WHAT IS EXPECTED:  THE COMPANY INCIDENT PROCEDURE WOULD LINK UP WITH INCIDENT MANAGEMENT, EMERGENCY PREPAREDNESS AND/ OR ENVIRONMENTAL POLLUTION/ INCIDENTS; THE COMPANY WASTE MANAGEMENT PLAN WOULD LINK UP WITH WASTE DISPOSAL, WASTE MANAGEMENT IN GENERAL; THE NON-CONFORMANCE PROCEDURE WOULD LINK UP WITH ENVIRONMENTAL INCIDENTS OR AUDIT FINDINGS. THE COMPANY EMERGENCY PREPAREDNESS PLAN WOULD LINK UP WITH OIL SPILL INCIDENTS AND HAZARDOUS SUBSTANCE SPILLS.  AS PER POINT 4 ABOVE, NOW YOU NEED TO LINK COMPANY OR EXTERNAL PROCEDURES/ DOCUMENTS TO THE RELEVANT ASPECTS AND IMPACTS.</li> </ul>	
9	APPOINTMENT OF SITE ENVIRONMENTAL REPRESENTATIVES	<ul style="list-style-type: none"> <li>IDENTIFY CANDIDATES THAT WILL BE APPOINTED AS ENVIRONMENTAL SITE REPRESENTATIVES WHILST PERFORMING WORK ON SITE E.G SITE SUPERVISOR, TEAM LEADER.</li> <li>APPOINTMENT/S IS IRRESPECTIVE OF OTHER RESPONSIBILITIES.</li> <li>THE MINIMUM ENVIRONMENTAL TRAINING REQUIREMENTS FOR THE SITE ENVIRONMENTAL REPRESENTATIVE/S ARE:  &gt; BASIC ENVIRONMENTAL AWARENESS &gt; EA-EMP TRAINING  PROVIDE PROOF OF ATTENDANCE OR CERTIFICATES PER CANDIDATE. IN THE CASE WHERE EMPLOYEES HAVE NOT BEEN TRAINED - PROVIDE BOOKING CONFIRMATION FROM THE SETA TRAINING INSTITUTION OR ESKOM ACADEMY OF LEARNING ((Pumeza Diko (+27 21 980 3467 and DikoP@eskom.co.za) OR wctraining@eskom.co.za).</li> </ul>	
10	HUMAN RESOURCES	<ul style="list-style-type: none"> <li>PROVIDE A DETAILED RESOURCE LIST OR ORGANOGRAM FOR THE CONTRACT / PROJECT BASED ON CURRENT HUMAN RESOURCES.PROVIDE AN ORGANOGRAM FOR ENVIRONMENTAL RESOURCES</li> </ul>	
11	TRAINING NEEDS ANALYSIS AND PLAN	<ul style="list-style-type: none"> <li>A DOCUMENT NEEDS TO BE DEVELOPED WHICH INDICATES ALL JOB PROFILES / DESCRIPTIONS AND THEIR ENVIRONMENTAL TRAINING NEEDS BASED ON THAT JOB / TASK'S ENVIRONMENTAL ASPECTS AND IMPACTS. E.G. SITE SUPERVISOR TO ATTEND GENERAL ENVIRONMENTAL AWARENESS COURSE, OIL SPILL CLEAN-UP COURSE, WASTE MANAGEMENT COURSE, ENVIRONMENTAL LEGISLATION COURSE.</li> <li>A TRAINING PLAN SHOULD BE DEVELOPED TO ADDRESS THE NEEDS AND OUTSTANDING TRAINING GAPS / RE-TRAINING REQUIREMENTS.</li> </ul>	
12	TRAINING RECORDS	<ul style="list-style-type: none"> <li>PROVIDE TRAINING RECORDS FOR EACH EMPLOYEE AS PROOF OF ATTENDANCE FOR A GENERAL (BASIC) ENVIRONMENTAL MANAGEMENT AWARENESS COURSE.</li> </ul>	
12	EMERGENCY PREPAREDNESS AND RESPONSE	<ul style="list-style-type: none"> <li>A DOCUMENT DETAILING THE ORGANISATIONS ENVIRONMENTAL EMERGENCY PREPAREDNESS PROTOCOL AND RESPONSE. IT SHOULD INCLUDE:  - ORGANOGRAM / ROLES AND RESPONSIBILITIES - PROCEDURES TO BE FOLLOWED IN AN EMERGENCY - ANY CLEAN-UP ACTIONS REQUIRED - CONTACT NUMBERS OF INTERNAL EMERGENCY CONTACTS</li> <li>AS A MINIMUM THE FOLLOWING ENVIRONMENTAL EMERGENCIES SHALL BE DOCUMENTED:  - FIRE RELATED INCIDENTS - OIL SPILLS - HAZARDOUS SUBSTANCE SPILLAGES - PROTECTED VEGETATION DISTRUCTION WITHOUT A PERMIT (IF APPLICABLE).</li> </ul>	
13	ACKNOWLEDGEMENT AND DECLARATION OF UNDERSTANDING OF ESKOM ENVIRONMENTAL DOCUMENTS AND SPECIFICATIONS.	<ul style="list-style-type: none"> <li>SIGNED AND DATED THE DECLARATION FORM</li> </ul>	

NOTE: IT IS IMPORTANT THAT ALL TENDERERS READ THE ISO14001 INTERNATIONAL STANDARD FOR DETAILED INFORMATION ON THE ENVIRONMENTAL SYSTEM REQUIREMENTS AND DEFINITIONS.

NOTE: THE PASS MARK FOR THIS CONTRACT IS 100% OF ALL THE REQUIREMENTS.