

 Eskom	Specification	Medupi Power Station
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Title: **Medupi Power Station Environmental Requirements for Contractors and Suppliers**

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## **1. Introduction**

This document specifies the environmental requirements applicable to all contractors and suppliers performing any work on behalf of Generation Medupi Power Station. The requirements are also applicable for all supply and delivery activities. These requirements are in addition to the requirements stipulated in the Medupi Power Station Operational Environmental Management Plan and applicable South African Environmental Legislation.

## **2. Supporting Clauses**

### **2.1 Scope**

This document is applicable to all contractors and suppliers doing work at all areas under direct control of Medupi Power Station Generation division.

#### **2.1.1 Purpose**

To ensure that all contractors and suppliers working for and on behalf of Medupi Power Station comply with environmental requirements during procurement and operation stages of the works.

#### **2.1.2 Applicability**

This document shall apply throughout Medupi Power Station procurement processes.

#### **2.1.3 Effective date**

Upon signature by the General Manager.

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

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

#### **2.2.1 Normative**

- [1] Environmental management Systems (ISO 14001:2015) requirements
- [2] National Environmental Management Act No 107 of 1998
- [3] Medupi Power Station Operational Environmental Management Plan (240-82071896-1)

#### **2.2.2 Informative**

- [4] 32-136: Construction Safety, Health, and Environmental Management
- [5] 32-727: Safety Health Environmental Quality Policy.
- [6] 32-726: SHE Requirements for the Eskom Commercial Process.
- [7] 32-95: Environmental, Occupational Health and Safety Incident Management Procedure.

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## **2.3 Definitions**

- 2.3.1 Contractor:** any employer formally contracted (directly or indirectly) by Eskom Medupi Power Station and who performs work, supplies a service, product, equipment, or material for the purposes of advancing Eskom Medupi Power Station's 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.
- 2.3.2 Environmental Management Plan:** it is a program/plan of action for achieving organisational objectives relating to the mitigation of environmental impacts of its activities, products, and services.
- 2.3.3 Environmental Management System:** part of the overall management systems that includes organisational structure planning activities, responsibilities, practices procedures and resources of developing, reviewing, and managing the environmental policy (ISO 14001: 2015).
- 2.3.4 Tender:** It is written or electronic offer, bid, quotation or proposal made by a supplier, in a prescribed form according to the issued enquiry, for the provision of assets, goods, works or services , and/or disposals (Investment Recoveries)

## **2.4 Abbreviations**

<b>Abbreviation</b>	<b>Description</b>
OEMP	Operation Environmental Management Plan
SDS	Safety Data Sheet
SOW	Scope of work
NCR	Non-conformance Report

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## **2.5 Roles and Responsibilities**

### **2.5.1 The Contractor and/or Supplier**

- Responsible for submitting the required documentation to the environmental department during tender stages.
- Implementing the requirements of this specification

### **2.5.2 The Senior Environmental Advisor and Environmental Officer**

- Responsible for evaluating compliance to this specification during the various phases of the procurement and works.
- Ensure that these requirements are issued during tender enquiry stage.

### **2.5.3 Procurement Practitioner**

- Ensure that the sufficient notification and preparation times are provide to Environmental officer or Advisor to input environmental requirements for the enquiry.
- Ensure Environmental officer or Advisor is invited in all relevant /applicable meetings such as kick off, strategy, clarification, and negotiations.

### **2.5.4 Contract Manager**

- Ensure that every supplier or contractor appointed under their department conforms to the requirements of this specification.
- Ensure that the forms part of the cross-functional team and take part in all relevant meetings.
- Ensure that specific environmental documents are provided by the Environmental practitioner.

## **2.6 Process for Monitoring**

Compliance to this specification will be monitored during tender evaluation and as and when required.

## **2.7 Related/Supporting Documents**

Not applicable.

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### **3. Environmental Requirements**

#### **3.1 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, amongst others, Eskom Medupi Power Station's OEMP and any other applicable environmental legislation.
- The environmental management plan must include all the aspects and impacts relating to the activity and address the principle of continual improvement.
- The contractor and or supplier employees shall be inducted on the environmental requirements as per these documents.
- The contractor and or supplier shall comply with all Eskom Medupi Power Station environmental requirements such as policies, standards, and procedures.
- 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 cause of the non-conformance/incident
  - ✓ The proposed actions to correct and prevent recurrence.
- Eskom Medupi Power Station shall issue non-conformances where there are deviations from Eskom Medupi Power Station Procedures and any other environmental requirements.
- The contractor and or supplier shall allocate funds for the implementation of environmental requirements.
- The contractor and or supplier shall provide waste receptacles for their Laydown area and ensure that once the waste receptacles are full are taken to the designated waste area.

#### **3.2 Records**

The following minimum records must be documented, and the Supplier must keep them in the Environmental Management file to fulfil ISO 14001: 2015 requirements.

- List of Interested and affected parties.
- Scope of EMS with physical boundaries (site layout)
- Internal and external issues/factors that would affect the organization.
- Environmental policy (proof of communication)
- Organizational roles, responsibility authority procedure
- Risk and Opportunities register.
- Aspects and impacts register.

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- Objectives and targets (plan to track performance, either monthly or weekly)
- Compliance obligations
- Training Matrix
- Training Certificates
- Proof of environmental awareness including monthly environmental themes from Eskom
- Emergency and preparedness response plan from Eskom
- Work Instructions/Procedure (environmental incident reporting procedure, Environmental Management plan, Waste management plan, Handling and Storage of hazardous and chemical substances)
- Internal audit action plans, audit report etc.
- Management review meeting minutes
- NCR Procedure
- NCR Register
- NCR Close-out reports/forms

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### **3.3 Tender submission documentation**

The following documentation shall be submitted with all tender submissions under the following categories:

#### **3.3.1 Supply Contract**

Signed environmental proforma.

#### **3.3.2 Professional Services Contract**

Signed environmental proforma.

SHEQ /Environmental Policy

Environmental Management Plan

#### **3.3.3 Terms Service Contract / Engineering and Construction contract**

- Signed environmental proforma.
- SHEQ /Environmental Policy
- Aspects and Impacts Register
- Objectives and Targets
- Emergency preparedness Procedure or work instruction
- Non-Conformance, Corrective action, and preventive action
- Roles and Responsibilities of the employees (also stating their roles in terms of environmental management)
- Waste Management plan with the following:
  - ✓ Register of possible waste to be generated by the project.
  - ✓ Waste segregation
  - ✓ Waste minimization
  - ✓ Records of waste quantities disposed (Template)
  - ✓ Legislation requirements
- Environmental management plan
- All method statements, as a minimum addressing the items as per scope of work, Aspects/Impacts register

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- CV and Proof of Qualifications of the contractor's environmental officer or SHE 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 Costs (e.g. Environmental file, Waste receptacles, and Monkey Proof stands)

**Notes:**

- For all tenders the Contractors/suppliers shall obtain the minimum threshold of 70% during the evaluation stage.
- The Contractors/suppliers who do not meet the minimum threshold will not be evaluated further.
- The awarded contractor /supplier must obtain 100%, all the required documents should be submitted prior to commencement of any work.

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4. Acceptance

This document has been seen and accepted by:

Name	Designation
Mbongeni Mqadi	Maintenance Manager
Jabulani Mkhatshwa	Engineering Manager
Lala Sako	Coal Management Manager
Lesley Baloyi	Risk Manager
Fikile Choshi	Operating Manager
Khomotso Mashamaite	Production Manager
Rabelani Makananise	Production Manager
Thabang Thango	Production Manager
Phillemon Mononyane	Human Resource Manager
Letshabisa Miya	Compliance Manager
Nothando Nkosi	Finance Manager

5. Revisions

Date	Rev.	Compiler	Remarks
September 2013	01	Rosetta Rammutla	New Document
February 2015	02	Rosetta Rammutla	Change document template
November 2017	03	Mokgadi Dikgale	Document due for review. Changes to Annexure A and B
January 2020	04	Mokgadi Dikgale	Alignment with ISO 14001:2015 requirements.
January 2024	05	Lutendo Murovhi	Alignment with station operations and ISO14001:2015 requirements.

6. Development Team

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

- Mokgadi Dikgale
- Lutendo Murovhi
- Ramokone Makgoka
- Thabo Khoza

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7. Acknowledgements

N/A

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**Appendix A: Environmental Requirements Proforma**

	Medupi Power Station Environmental Proforma Form	Unique Identifier	<b>240-90507517</b>
		Alter. Doc. No.	<b>237-555-1-ENV-FM</b>
		Revision	<b>1</b>
		Page	<b>1 of 1</b>
<b>MEDUPI POWER STATION CONTRACTOR ENVIRONMENTAL REQUIREMENTS PROFORMA</b>			
<b>Name of organisation</b>			
<b>contract no.</b>			
<b>scope of work</b>			
<b>DECLARATION BY CONTRACTOR/SUPPLIER</b>			
1. I undertake to adhere to the requirements as set out in: <ul style="list-style-type: none"> <li>✓ Environmental Requirements for contractors/suppliers working at Eskom Medupi Power Station</li> <li>✓ Eskom Medupi Power Station Operation Environmental Management Plan</li> </ul> 2. I undertake to comply with applicable environmental legal and other requirements. 3. I undertake to comply with Eskom's environmental 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 always implement best practice on site during the contract. 7. I pledge that all non-conformances issued to us will be addressed promptly. 8. I commit to comply to the waste management hierarchy and Medupi waste management practices			
I..... (Full Name) acknowledges and accepts the responsibility to comply and conform to all the above-mentioned requirements.			
<b>Designation:</b>	<b>signature of contractor:</b>	<b>date:</b>	
<b>Eskom: contract manager</b>	<b>signature:</b>	<b>date:</b>	

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## Appendix B: Environmental Tender Evaluation

	<b>Medupi Power Station Environmental Tender Evaluation Report</b>	Doc. No.	240-90507785
		Alt.Doc No.	237-555-2-ENV-FM
		Rev.	2
		Pages 3	
ENQUIRY NO			
NAME OF PROJECT MANAGER			
NAME OF BUYER			
PROJECT			
SCOPE			
REVISION REPORT			
<b>CONTRACTOR/SUPPLIER</b>			
Name and Details			
PURPOSE		To assess whether the above-mentioned supplier/s submitted the required <b>environmental documentation</b> as specified in the Enquiry referenced below, and that such documentation complies with the specified requirements.	
REFERENCE DOCUMENTATION		SHE Requirements for contractors Environmental Management Plan Record of Decision (Environmental Authorization) – <i>where applicable</i>	
<b>2.3 EVALUATION CRITERIA</b>			
The tender submission score sheet indicating the criteria to be used, the weighting of each criterion and the weighting per discipline in multidisciplinary packages shall be authorised by the relevant senior manager. The approved tender submission score sheet shall be issued with the enquiry document to be used for technical evaluation.			
<b>ENVIRONMENTAL EVALUATION CRITERIA</b>			
DOCUMENT REQUIREMENTS: EMS, ENVIRONMENTAL MANAGEMENT PLAN, ENVIRONMENTAL AUTHORISATION AND ENVIRONMENTAL REQUIREMENTS FOR CONTRACTORS		<b>SCORE</b>	
		<b>Maximum</b>	<b>Actual</b>
<b>1. ENVIRONMENTAL MANAGEMENT SYSTEM (e.g. ISO 14001)</b>			
1.1 Environmental Policy		1	
1.2 Objectives and Targets		1	
1.3 Aspects and Impacts Register		1	
1.4 Emergency Preparedness		1	
1.6 Non-Conformance, Corrective action, and preventive action		1	
1.8 Roles and Responsibilities		1	
<b>2. ENVIRONMENTAL MANAGEMENT PLAN</b>			

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2.1 Handling of Hazardous Chemical Substances	1	
2.2 Site Establishment	1	
2.3 Water Management	1	
2.4 Access Control	1	
2.5 Environmental Human Resources	1	
2.6 Environmental Training	1	
2.7 Environmental Incident Reporting	1	
2.8 Compliance to Other Legal Requirements	1	
2.9 Method Statement related to scope of work	1	
<b>3. WASTE MANAGEMENT PLAN</b>		
3.1 Procedure/method statement submitted	1	
3.2 Register of possible waste to be generated by the project	1	
3.3 Waste segregation	1	
3.4 Waste minimization	1	
3.5 Records of waste quantities disposed (Template)	1	
3.6 Legislation requirements	1	
<b>4. ENVIRONMENTAL BILL OF QUANTITIES</b>		
4.1 Environmental costs	1	
<b>5 ENVIROMENTAL PROFORMA</b>		
5.1 Signed Environmental Proforma	1	
<b>Final Score Total</b>	<b>Maximum Total</b>	<b>Actual Total</b>
<b>FINAL SCORE PERCENTAGE (%)</b>		
<b>%</b>		
<b>THRESHOLD</b>		
The score that each tenderer receives will provide a numeric basis for tender comparison. The minimum weighted average score required for a tender to be considered must be <b>70%</b> or above.		
<b>Motivation for failing to attain maximum score in the evaluation above</b>		
<b>No.</b>	<b>Requirement</b>	<b>Issue</b>
<b>8. ENVIRONMENTAL EVALUATOR</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

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