



**THE PROVISION OF ENVIRONMENTAL ASSESSMENT PRACTITIONER (EAP)
FOR THE ROLE OF ENVIRONMENTAL CONTROL OFFICER DURING THE
CONSTRUCTION OF THE 3RD MPT WAREHOUSE AND ALL ASSOCIATED
INFRASTRUCTURE AT THE PORT OF SALDANHA FOR A PERIOD OF 24
MONTHS**

Document Reference Number:

Site:

Transnet Port Terminals, Saldanha

TABLE OF CONTENT

1. DEFINITIONS	3
2. ABBREVIATIONS	4
3. BACKGROUND.....	5
4. SCOPE OF REQUIREMENTS.....	6
5. QUALITY ASSURANCE REQUIREMENTS.....	9
6. TECHNICAL REQUIREMENTS	9
7. CONTRACT TIMEFRAME.....	10
8. GENERAL SAFETY AND COMPLAINE SPECIFICATIONS.....	<u>11</u>
9. CLOSE OUT PHASE.....	12

1. DEFINITIONS

Contract

An agreement with specific terms between two or more parties or entities based on mutual consent, which has legal effects and involves transfer of consideration – usually financial or some other type of benefit.

Contract Manager

Transnet employee who is authorized to represent Transnet in terms of the contract and appointed to supervise and/or liaise with the contractor to ensure that the specifications of the contract met (with special emphasis on technical specifications, inspection of quality, on health and safety, environment and quantity of work). A contract manager has the role of executing the plan to achieve the deliverables. This person receives all his authorizations from the project initiator and the stakeholders.

Contract

An agreement with specific terms between two or more parties or entities based on mutual consent, which has legal effects and involves transfer of consideration – usually financial or some other type of benefit.

Employer's Agent

Transnet employee who is authorized to represent Transnet in terms of the contract and appointed to supervise and/or liaise with the ECO to ensure that the specifications of the contract met.

Contract Owner

The person who requires a specific product, goods or services and who is responsible to provide the budget and approval.

2. ABBREVIATIONS

DFFE:	Department of Forestry, Fisheries and Environment
EA:	Environmental Authorization
EAP:	Environmental Assessment Practitioner
ECO:	Environmental Control Officer
EMPr:	Environmental Management Programme
EAPASA:	Environmental Practitioners Association of South Africa
SACNASP:	South African Council for Natural Scientific Professions
TPT:	Transnet Port Terminals

3. BACKGROUND

The Saldanha Multi-Purpose Terminal (MPT) is a 24/7 operational terminal which handles various commodities through the four quayside berths 201 to 204, the bulk of which is manganese and iron ore.

Currently, the terminal has two warehouses that are used to store manganese. Each warehouse can store 45,000 t, based on the height and angle of repose of the stockpile and loading on the floor, which has a specific weight rating. Restriction of the volumes of manganese stored in the two warehouses and the varied grades currently handled creates logistical challenges.

The capacity confirmation for the Saldanha Multi-Purpose Terminal was initially based on a few customers with two grades of manganese allocated to the terminal's warehouses. However, due to Transnet's commitment to accommodate new entrants, the terminal must accommodate additional trains, which necessitates an additional Warehouse.

The Scope of work of this project is the design, supply, fabrication, construction and commissioning of a warehouse and supporting buildings and infrastructure to meet the client's operational, storage, and logistical needs as stipulated in this Work's Information.

At a minimum, the works include the design and construction of the warehouse to house the manganese, a 'clip-on' mess and ablution facility for operational staff and all ancillary civil, mechanical and electrical works.

This includes but is not limited to:

- All bulk earthworks necessary, including geotechnical works (excavation support, handling of sub-surface water, etc.)
- A clear-span Warehouse
- Mess and Ablutions facility
- Surrounding surface areas and stormwater management
- Internal and External wet services
- Electrical and instrumentation work
- HVAC
- Fire Services
- Dust Suppression System

4. SCOPE OF REQUIREMENTS

Transnet Port Terminals seeks to appoint an Environmental Assessment Practitioner (EAP) to perform the function of an Environmental Control Officer (ECO) during the Construction of the 3rd MPT Warehouse and all associated infrastructure at the Port of Saldanha for a period of 24 months.

The following key roles and responsibilities, amongst others, will be fulfilled by the independent ECO. The independent ECO shall provide services outlined below in accordance with requirements set out by the relevant EA and EMPr.

The ECO shall:

- a.) The ECO shall provide all services required to execute the conditions of the Environmental Authorization for the proposed project including ensuring compliance and implementing the mitigation measures of the EMPr, preparation of required reports and monitoring compliance. The key roles and responsibilities shall include but not necessarily be limited to the following:
- i. Preparation of Audit Checklist, Audit Plan,
 - ii. Develop Audit Schedule, Audit protocol, Audit Report Templates as per Section 34 of the GNR 326 EIA Regulations,
 - iii. Prepare training material for formal presentation to induct Transnet Port Terminal employees and contractor's employees,
 - iv. Prepare and submit all required reports to DFFE, Transnet Port Terminals and the Landowner
 - v. Undertake compliance audits against the EMPr and conditions of the EA,
 - vi. Ensure that monitoring programs, which assess the performance of the EMPr are implemented,
 - vii. Assist in the investigation of the incidents and non-conformances and confirm in conjunction with the Environmental Officer that corrective and preventive action is taken and is effective,
 - viii. Assess the efficacy of the EMPr and identify possible areas of improvement or amendment required within the EMPr,
 - ix. Facilitate the amendment of the EMPr in conjunction with the Environmental Officer (when required),
 - x. Prepare audit reports in accordance with Appendix 7 of the 2014 EIA regulations as amended and submit the reports to the relevant authority as required,

- xi. Update the EMPr where the findings of the environmental audit reports as submitted to the authorities indicate insufficient mitigation of environmental impacts or insufficient level of compliance associated with the undertaking of the activity,
- xii. Provide support and advice to the project team, contractor and all subcontractors in the implementation of environmental management procedures and corrective actions,
- xiii. Submission of a monthly compliance report and compilation and the submission of 6-monthly Audit Report to DFFE addressed to The Director: Environmental Compliance and copied to the Transnet Port Terminals.
- xiv. Monitor and ensure that mitigation measures, recommendations referred to in the Environmental Authorization are implemented; ensure compliance with the provisions of the approved EMPr throughout the construction phase of the development.
- xv. Keep records of all activities on site, report back to the competent authority as and when required.

b.) The ECO is required to provide a detailed activity schedule and cost breakdown of the activities for the proposed project. The Project activities to be undertaken by the ECO shall include but not be limited to:

- i. An audit plan with audit schedule and audit protocol
- ii. Chairing of monthly meetings post site inspections,
- iii. Prepare training material for formal presentation to induct Transnet Port Terminal employees and Contractor's Employees,
- iv. The ECO shall inform the Landowner timeously of the construction programme, duration and all interference with their daily activities.
- v. Monitor and verify compliance with the conditions of EA, EMPr and BAR,
- vi. Conduct monthly inspections on construction sites, report progress on a monthly basis to the Contractors Project manager, Transnet Port Terminals Project manager and Compile and Submit 6 monthly Environmental Audit Report to DFFE,
- vii. Monitor and verify compliance with the rehabilitation measures post construction,
- viii. Proof of submission of audit reports to Department of Forestry Fisheries and the Environment
- ix. Post construction inspection; and
- x. Site Close-out audit report

c.) Key Deliverables include but not limited to the following:

Deliverable(s)	Post Contract Award	Construction	Post-Construction
Documents Review	X		
Attend Kick off meeting	X		
Audit Schedule, Audit Checklist, Audit protocol, Audit report template, induction material	X		
Fulfill the role of a chairperson during monthly environmental management review meetings and minute taking		X	
Monthly auditing and reporting on the implementation of the construction EMPr, and compliance to EA conditions.		X	
Compilation of monthly and 6 Monthly Audit Report post site visit and submit to The Director: Environmental Impact Evaluation in DFFE and copied to the <i>Employer</i> .		X	
Updating of the EMPr where applicable		X	
Post construction and rehabilitation environmental Close-out audit			X

All deliverables to be submitted to the Transnet Port Terminals for review and comment prior to finalization.

The Draft Monthly and 6-onthly Audit Reports is to be submitted to the relevant construction contractor(s) and Transnet Port Terminals by no later than the end of every audit month, preferably last Friday of every month.

The final 6-Monthly audit reports are submitted to the relevant representative of the DFFE within 10 days from month end of every second month

d.) Use of ECO's documentation

The EAP will grant Transnet Port Terminal a license to use the copyright in all data presented to Transnet Port Terminal in relation to the services for any purpose of transfer, to any third party without the consent of the Service Provider.

Any data developed by the EAP shall immediately upon submission to Transnet Port Terminal, become the property of Transnet Port Terminal. Such data must be submitted to Transnet Port Terminal in its original and editable format.

5. QUALITY ASSURANCE REQUIREMENTS

The EAP shall have the have the following key competencies:

- i. must have as a minimum have a Bachelor's degree/B-tech/National Diploma in Environmental management/Science or Environmental Studies and at least six (6) year's work experience as an independent ECO.
- ii. The EAP must be EAPASA registered and have at least 5 previous ECO services rendered.
- iii. The onus rests on the ECO to produce work, which will conform in quality and accuracy of detail to the requirements of the activities to be undertaken. Quality control will be managed as per EAP's internal quality control procedures and any additional quality control requirements that may be stipulated in this documentation.

6. TECHNICAL REQUIREMENTS

- 6.1. The Service Provider shall provide a company profile demonstrating the services required by TPT as part of the company's product and service offering.

The profile may include any of the following:

- Undertaking environmental impact assessments,
 - Environmental Authorizations,
 - Environmental compliance monitoring and auditing,
- 6.2. The Service Provider shall provide a portfolio of previous ECO services rendered, at 6 different companies aside from TPT. Company contacts details provided as references must be included.
 - 6.3. The EAP is required to demonstrate their experience in fulfilling the independent ECO role as outlined in number 5 above. The EAP is also required to submit the following:
 - EPASA registration certificate.
 - A detailed CV with at least 5 previous ECO services rendered. The EAP is required to demonstrate their experience in an appointed ECO role. The experience that will be considered for evaluation purposes is that acquired during the last 6 years of the

relevant personnel proposed for the ECO service and not that of the company/organization. The EAP must supply a sufficiently detailed traceable reference letters on a company letterhead with contact details of previous and existing customers/ clients/ employers/ of at least 5 projects for which the independent ECO service was rendered.

- A certified copy of proof of competency: a Bachelor's degree/B-tech/National Diploma in Environmental management/Science or Environmental Studies and at least six (6) year's work experience as an independent ECO.

7. CONTRACT TIMEFRAME:

The contract timeframe is for 24 months.

8. GENERAL SAFETY AND COMPLIANCE SPECIFICATIONS

- The Contractor must submit a detailed Contractor Execution Plan (CEP) to the Contractor Manager for approval as per **TRN-IMS-GRP-GDL 014.5 Contractor Execution Plan minimum requirements.**
- Contractor must submit **TRN-IMS-GRP-TMP 014.3 Employee Personal Profile Dossier** to contractor Manager for approval before induction training confirmed. Approved Employee Profile Dossiers includes certified copies of medicals, identity documents, competencies etc. submitted via email correspondence to **TPTSLD-Induction-booking@transnet.net.**
- Contractor Compliance SHE File within accordance with File Contractor Compliance File **Approval COVID 19 Checklist TPT-IMS-SLDT-CL-014-001.1 & TRN-IMS-GRP-TMP-014.11** and in line with relevant applicable specifications as per respective **TRN-IMS-GRP-GDL 014.2 Contractor Specification Guidelines, TRN-IMS-GRP-GDL 014.4 Contractor Environmental and Sustainable Specification Guideline, TRN-IMS-GRP-GDL 014.6 Contractor Quality Specification Guideline** and **TRN-IMS-GRP-GDL 014.5 Contractor Security Specification Guidelines**
- Principle contractor approve **Mandatory Agreement** in terms of **section 37(2) TRN-IMS-GRP-TMP-014.1** of the Occupational Health and Safety Act (OHS Act) and submit to Contractor Manager to agree.
- The Principle Contractor must **submit written request** to the Contractor Manager for permission for sub-contract to provide any work or services to TPT and ensure that all **37.2 Agreement between Principle contractor and Sub Contractor** submitted to Contractor Manager.
- Contractor must **submit** completed **SHE File Electronic** to Contractor Manager for approval.
- Contractor undergoes induction training prior to handing over the site to the Contractor as **TRN-IMS-GRP-GDL 014.6 Contractor Induction Minimum Requirements.**
- SITE ESTABLISHMENT:
All relevant permits and authorisations is as per **TRN-IMS-GRP-TMP 014.7 List of Legal Permits and Authorisations** shared and completed prior to site access. **Contractor appointed** within accordance with **TRN-IMS-GRP-TMP-001.1** prior to site access by TPT.
- Contractor Manager will conduct **TRN-IMS GRP TMP 014.8 Pre-site handover inspection** prior to Site Access grated with Service Provider.
- **No work will commence with approved TRN-IMS-GRP-TMP-014.10 Operational Safe Work Permit** issue to the contractor by Contractor Manager.

12. CLOSE OUT PHASE

- Contractor Manager and the Contractor must co-sign the **TRN-IMS-GRP-TMP-014.13 Final Handover and Closeout Inspection Checklist.**
- Service provider shall implement and maintain applicable Health, Safety, Quality and Environmental regulations and other relevant standards and regulation, example: applicable SANS codes; OHS Act of 1993, other legislation, ISO 9001, ISO 14001 and ISO 45001, etc.
- Service provider to ensure that all employees involved in activity is informed of the Hazards and risk they exposed to and all other relevant applicable Safety Work Procedures, Environmental Plans, Emergency Plans and any other relevant procedures, etc. proof to be submitted as part of the SHE File.
- Principle Contractor will be responsible to ensure that Subcontractor SHE File compiled within conjunction with TPT Requirements and Approved prior to submission to Contractor Manager.