

# **Airports Company South Africa SOC Limited**

## **Environmental Management System**

### **Overview of EMS**

---

***UNCONTROLLED COPY WHEN PRINTED***

T000 000M  
Version:9  
Revised Date: 14<sup>th</sup> June 2018

EMS Overview Document  
Regulatory and Quality Assurance Department  
Corporate Office

Confidential  
Page 1

## EMS Overview Document

### Table of Content

Definitions And Abbreviations	3
1. Background	4
2. Purpose of this Overview Document	4
3. Scope of the Environmental Management System	5
4. Planning	5
5. Resources, Responsibility And Authority	6
6. Senior Manager: Operational Governance / Manager Aviation Safety Compliance/Manager Fire And Rescue/Manager OHS Compliance and AEMR	7
7. Airport Management	8
8. Airport Environmental Steering Working Group (All Sites)	9
9. EMS Documentation	9
Appendix 1	11
Organisational Structure of the Ems	11
Appendix 1 (Continued)	12
Organisational Structure of the EMS	12
Airport Ems Roles, Responsibilities & Authority – EMS 052	13

## **EMS Overview Document**

### **Definitions and Abbreviations**

**AEMR**

Airport Environmental Management Representative

**ARFFS**

Aerodrome Rescue and Fire Fighting Services

**Site**

Refers to any Airport, Regional and Corporate Office and can be used interchangeably

**CEMR**

Corporate Environmental Management Representative

**Company/Business/Organisation/Group**

Airports Company South Africa SOC Limited

**DOT**

Department of Transport

**EMP**

Environmental Management Programme

**EMR**

Environmental Management Representative

**EMS**

Environmental Management System

**EWI**

Environmental Work Instructions

**I&AP's**

Interested and Affected Parties

**ISO**

International Organisation for Standardisation

**KP**

Key Performance Indicators

---

***UNCONTROLLED COPY WHEN PRINTED***

## **EMS Overview Document**

### **OHS**

Occupational Health and Safety

### **SA CAA**

South African Civil Aviation Authority

### **Site**

Refers to any Airport, Regional and Corporate Office and can be used interchangeably

## **1. Background**

Airports Company South Africa SOC Limited has developed a generic Environmental Management System (EMS) for all Business Units. The Company operates nine (9) South African airports of which six (6) are international airports, namely:

- OR Tambo (JNB)
- Cape Town (CPT)
- King Shaka (DUR)
- Bram Fischer (BFN)
- Port Elizabeth (PLZ)
- Upington (UTN)

and three (3) are regional airports, namely:

- George (GRJ)
- Kimberley (KIM)
- East London (ELS)

Each site comprise of tenants, operators, concessionaires and contractors rendering diverse services. A large number of infrastructures are provided by the Company to accommodate different business sectors to operate together in delivering world class services. Such infrastructure includes: terminal buildings, runways, taxiways, aprons, parking stands, car parking facilities, office accommodation, fire station, retail facilities, warehouses, technical facilities, as well as property development areas.

The EMS described in this overview document has been developed in accordance with the requirements of the ISO 14001:2015 Environmental Management System standard.

## **2. Purpose of this Overview Document**

This overview document is intended to meet the requirements of Section 4 “Context of the Organisation” of ISO 14001:2015 Standard – Environmental Management Systems, providing an overview of the Environmental Management System for all airports.

---

### **UNCONTROLLED COPY WHEN PRINTED**

T000 000M

Version:9

Revised Date: 14<sup>th</sup> June 2018

EMS Overview Document

Regulatory and Quality Assurance Department

Corporate Office

Confidential

Page 4

## **EMS Overview Document**

The overview document shall be used as a reference by those responsible for the implementation, maintenance or external verification of the EMS. It can be used as an information or training tool to persons unfamiliar with the environmental management system.

This document further defines the scope of the system, and the limits of the applicability of the EMS and any audits which shall be conducted on the EMS. It is also intended to reflect the extent of the Company's influence and control over the activities of its staff, stakeholders and contractors. This document also describes the main elements of the EMS and their interaction and provides reference to related documents.

### **3. Scope of the Environmental Management System**

The scope of the Environmental Management Systems extends to all Airports Company South Africa SOC Limited buildings, infrastructure and geographical areas within which the Airports Company South Africa SOC Limited operates its aeronautical business. Airports Company South Africa SOC Limited managers and staff acknowledge that the implementation of the environmental policy is their responsibility and are committed to it. A more detailed description of the scope of each airport's EMS will be documented at each airport (Context & Scope Document).

### **4. Planning**

At the starting point of EMS, the organisation shall conduct an Initial Review. This provides a picture of the current state of environmental affairs at each airport and identifies areas of environmental concern which require actioning. This is conducted by visiting each department and representative tenant, operator and contractor and identifying all activities, operations and services that have or potentially have the ability to impact on the environment. Any environmental specialist studies and previous relevant reports are also accounted for during this process.

Activities, operations and services within the scope of the management system are identified. The environmental aspects and impacts associated with the activities, operations and services of the airport [EMS ISO14001 Aspects Register - EMS 004](#), are recorded on which consequent environmental management control measures are based. Those issues determined to be priority (i.e. significant aspect) are brought forward and incorporated into the Objectives & Planned Actions or other forms of management control. Those issues of lower priority, while not currently part of EMS planning, can be retained for further consideration.

In assigning the management priorities, the following characteristics shall be considered in the evaluation:

- Compliance obligations
- Environmental impact
- Stakeholder perceptions
- Net financial benefit

---

**UNCONTROLLED COPY WHEN PRINTED**

## EMS Overview Document

- Extent of control or influence exercised by the Company

For further details on the process for determination of management priority (i.e. determination of significance), refer [EMS Department Determination of Significant Environmental Aspects Procedure – T010 001M](#). Records [EMS ISO14001 Aspects Register - EMS 004](#) of the:

- Identified activities, operation and services
- Associated environmental aspects and impacts
- Outcome of the rating process and resultant management priorities shall be listed in an EMS database maintained in the offices of CEMR and AEMR at each site.

Environmental [Objectives - EMS 007](#) shall be applicable for all airports, or specific to each airport (where significant aspects relate only to a specific airport). Where possible, airports shall collaborate with each other to ensure knowledge is shared when developing control measures for the developed Objectives. Objectives shall be developed on the basis of significant environmental aspects, as well as additional factors such as operational requirements and the views of interested parties. Each significant aspect is therefore associated with at least one (1) environmental management objective.

### 5. Resources, Responsibility and Authority

The structural organogram for the Company EMS is detailed in Appendix 1. The Company has appointed a Corporate Environmental Management Representative to act as its management representative responsible for the implementation, maintenance and management of the Company's EMS. The airports, namely;

- O R Tambo (JNB);
- Cape Town (CPT);
- King Shaka (DUR);
- Bram Fischer (BFN);
- Port Elizabeth (PLZ);
- Upton (UTN);
- George (GRJ);
- Kimberley (KIM) and
- East London (ELS).

shall identify, elect or appoint a person who shall be responsible for the fulfilment of the duties of developing, implementing and maintaining the Environmental Management System at each of the respective airports. This person shall be the designated Airport Environmental Management Representative (AEMR) for the respective airport.

Additional staff members shall be elected or appointed to help fulfil EMS duties and responsibilities.

The allocation of financial resources required for the development, implementation and management of

---

**UNCONTROLLED COPY WHEN PRINTED**

## EMS Overview Document

the system, including all identified objectives and targets and related environmental management programmes are approved at Capex or Executive or Board Level.

6. Senior Manager: Operational Governance / Manager Aviation Safety Compliance/Manager Fire and Rescue/Manager OHS Compliance and AEMR

6.1 The Senior Manager Operational Governance / Manager Aviation Safety Compliance/ Manager Fire and Rescue/Manager OHS Compliance/AEMR is the EMS Management Representative of a specific site, and is responsible for the day-to-day tasks involved in the implementation and maintenance of the EMS. For further duties, refer to [EMS Department Resources, Roles, Responsibilities & Authority Procedure - T020 001M](#). Responsibilities are listed below:

- Co-ordinate document control and record keeping  
Co-ordinating document control and record keeping functions of the Company with respect to the EMS. As part of these duties, she/he shall ensure that activities within the Company site that shall have a significant impact on the environment have a suitable degree of document control and record keeping in place;
- Conduct Internal Environmental Audits of Company's Activities  
Conduct internal audits of the Company's activities and services including contractors employed by the Company and tenants and operators. The results of these audits are communicated to the participants as well as to Company Management for review and follow-up;
- Identify and Communicate Compliance Obligations of the Company  
Keeping up to date with the compliance obligations pertaining to a specific site, and communicating these requirements to the relevant people. Through the AEMR, legal requirements shall be accessible to others who require information;
- Conduct monitoring, measuring, analysis and evaluation  
Coordinate the activities of sampling and analysis to a contractor or specialist. Be responsible for the interpretation and presentation of the monitoring results in a format, which is clearly understandable and communicates the results thereof;
- Co-ordinate Training  
Co-ordinate awareness training for all Company employees where applicable. Ensuring that all employees or contractors of the Company whose duties shall have a significant impact on the environment are competent to perform those duties. The AEMR shall either perform the training himself/herself or ensure that a competent person performs this training.  
Such training can be extended to stakeholders whose activities and services have a significant impact on the environment. If so deemed, an external competent service

---

**UNCONTROLLED COPY WHEN PRINTED**

## EMS Overview Document

provider can perform training for the stakeholders at a cost;

- Record and Investigate Incidents and Non-conformances  
Recording the occurrence of incidents, which can impact on the common or ambient environment, and documenting the recommended remedial actions and keeping progress of actions leading to the resolution of these incidents; and
- Handle communication and generate reports

6.2 The AEMR and CEMR shall be responsible for:

- Handling, recording and directing environmental complaints regarding activities related to the Company;
- Handling, recording and responding to queries of an environmental nature; and
- Making contributions to the Company environmental newsletters and annual reports

## 7. Airport Management

The Company Management at each site shall be responsible for the following: [EMS Department Resources Organisational Objectives and Planning to Achieve - T020 001M](#)

- Undertake EMS planning activities;
- Provide assistance in determining activities, operations and services having significant environmental aspects and impacts;
- Provide resources for the Company environmental management activities;
- Company Management is responsible for the maintenance of the EMS; and
- Set objectives, and determine environmental management actions and responsibilities

Airport Management is responsible for ensuring that planned activities required to meet group Objectives set at corporate level, are implemented and achieved at airport level.

- Disseminate Information  
Management and AEMR co-ordinates the compilation and distribution of newsletters and environmental reports;
- Review and Revise EMS Components Periodically  
Management is responsible for conducting periodic management reviews of the environmental performance as well as ensuring that the EMS is updated and maintained to remain effective; and
- Airport Management is the body responsible for the overall co-ordination of the EMS at each airport, setting overarching objectives and performance targets, as well as determining overall actions and responsibilities necessary to meet these objectives.



## EMS Overview Document

### 8. Airport Environmental Steering Working Group (All sites)

At least one (1) member from each business unit, including the AEMR and the CEMR shall be assigned to this committee, and is responsible for the implementation and maintenance of the EMS at the Organisation.

### 9. EMS Documentation

The EMS system shall incorporate a number of systems. Each system shall have a set of documentation (registers, forms, checklists), which shall be in electronic format or hard copy or both, and records completed electronically, hard copy, or both.

The following systems could be included in the Environmental Management System, to be used by business units:

System	Description	Location
<b>EMS Documentation</b>	<p>These documents include all airport specific documentation developed for the EMS, and includes, inter alia, the following:</p> <ul style="list-style-type: none"> <li>• Most of the register, records, checklists, programmes, etc. required for the system</li> <li>• Aspects Register</li> <li>• Legal Register and Legal Audits</li> <li>• Objectives and Planned Actions</li> <li>• Training needs</li> <li>• Surveys, reports etc. conducted by external parties</li> </ul>	<p>These documents are located in various folders on the server at each airport, in a drive or parent folder for all EMS documentation.</p> <p>Surveys and reports not available in electronic format are located in the office of the AEMR or relevant Manager: at the respective airports.</p>
<b>Environmental Reporting System</b>	The required monthly reporting of information for each business unit shall be contained (where possible) in one Excel based document.	The Environmental Reporting System shall be located within the EMS folders described above (Registers and Records), and online.
<b>Policy Documents</b>	All policy documents shall be standardised for all Airports and shall include System Procedures and	The procedures are available on the Company Intranet.

**UNCONTROLLED COPY WHEN PRINTED**

### EMS Overview Document

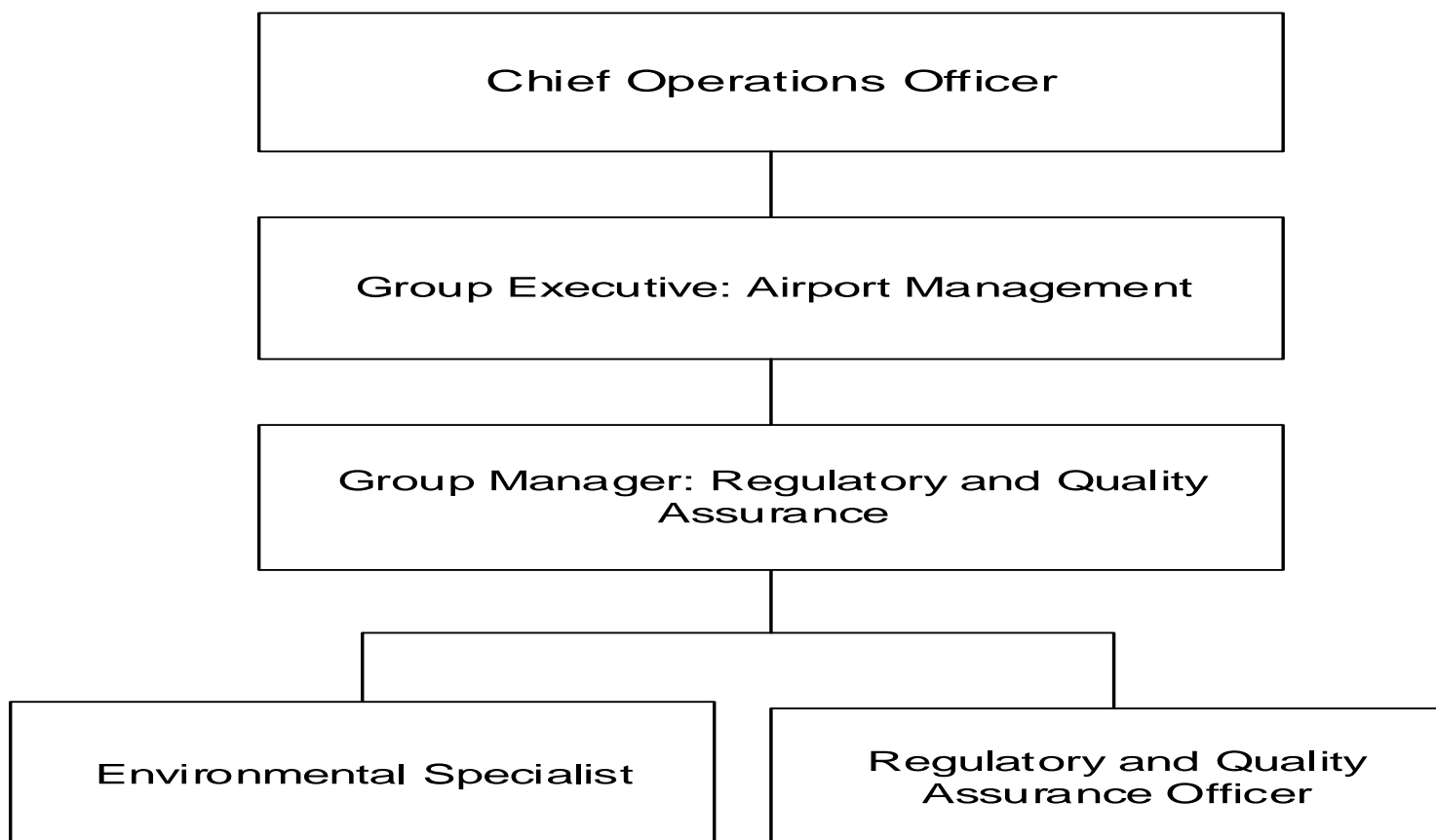
System	Description	Location
	Operational Procedures and working instructions that conform to the requirements of ISO14001. Additional airport-specific work instructions are developed by the respective airports.	Airport-specific work instructions are kept on the airport server in the EMS folders described above.
<b>CURA</b>	Cura system is a Risk assessment tool that includes various business risks, including environmental risks.	Located on the intranet.
<b>IMS System</b>	The IMS system is used to record any non-conformances to any of the Company's systems. The system is therefore used to record and report environmental non-conformances.	Located on the intranet.
<b>Help desk/Info Desk/Reception</b>	External communications (e.g. complaints) are called through on the twenty-four (24) hour help line (or other public communication systems). Any environmentally related communications shall be forwarded to the relevant Manager or AEMR of the relevant airport to be actioned and a reference number allocated.	Located on the intranet.



**EMS Overview Document**

**APPENDIX 1**

**Organisational Structure of the EMS**

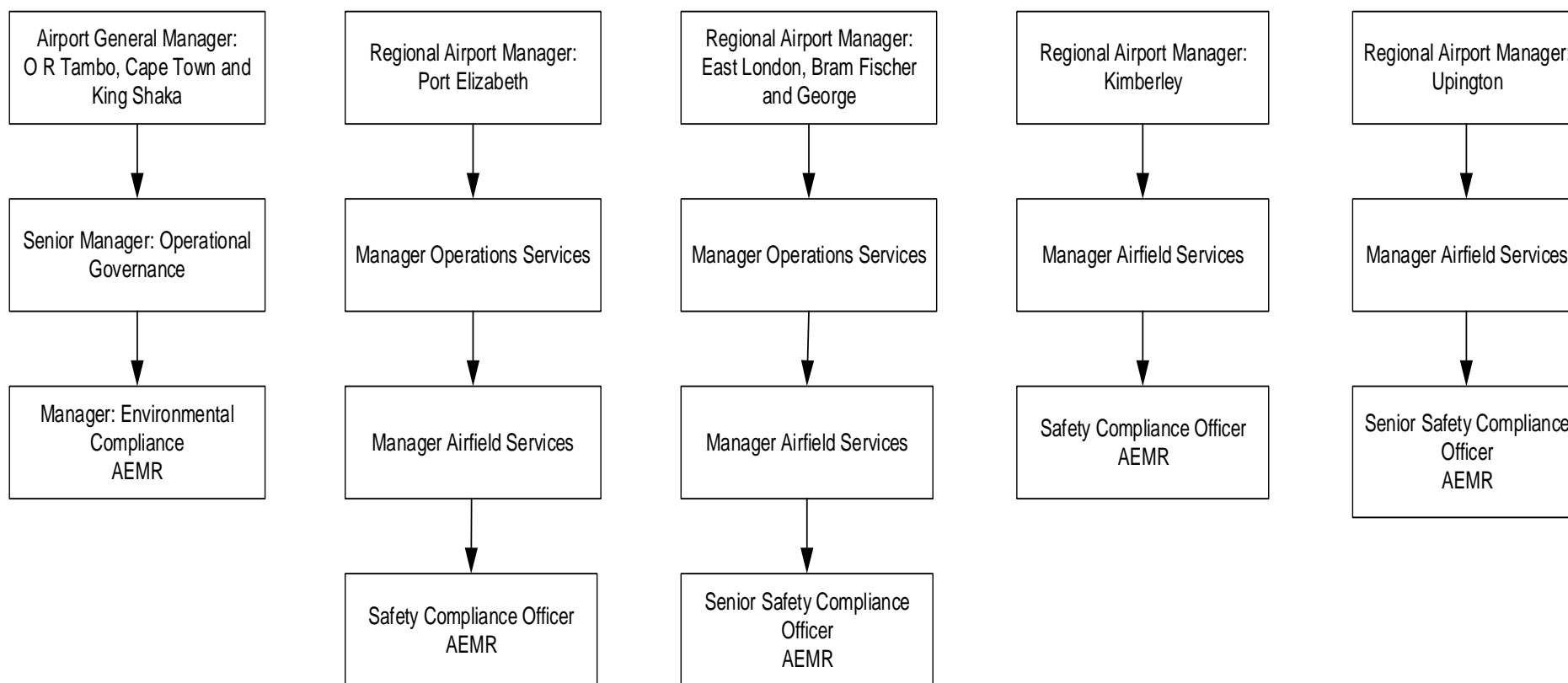




## EMS Overview Document

### APPENDIX 1 (continued)

#### Organisational Structure of the EMS





**EMS Overview Document**

**Airport EMS Roles, Responsibilities & Authority – EMS 052**

ROLES, RESPONSIBILITIES & AUTHORITIES Summary	Roles, Responsibilities and Authorities for the Environmental Management System									Brief description of Role, Responsibility and Authority. Procedure further defines responsibilities.
	CEO	Board	Group Manager Regulatory and Quality Assurance	CEMR	Airport Managers	AEMR	Stakeholders	Contractors	Passengers	
Overall Direction of the Management System	A	A	R	R	C	C	C	C	C	Strategy decided by board, responsibility of Group Manager: Regulatory and Quality Assurance, executed by CEMR.
Reviewing and Approving Policy	A	R	R	I	C	C	C	C	C	CEMR to develop policy (using input from airports), to be approved by Board.
Identify and determine significant Aspects	A	A	R	R	R	R	I	I	I	AEMR to keep aspects registers up to date. CEMR to assist and advise airports and ensure registers are maintained.
Establishing & Reviewing Objectives,	A	A	R	R	R	R	C	C	C	Objectives to be developed by each airport with assistance of CEMR.
Implementing Planned Actions	A	A	R	I	R	R	C	C	C	Objectives to be developed by each airport.
Resources, Roles, Responsibility and Authority	A	R	I	I	R	C	C	C	C	Budgets, staff to be approved and assigned by Board.
Training programmes	A	A	I	I	R	R	C	C	C	Training requirements for staff (and stakeholders) approved by Airport Managers and executed by AEMR's.

**UNCONTROLLED COPY WHEN PRINTED**



**EMS Overview Document**

ROLES, RESPONSIBILITIES & AUTHORITIES Summary	Roles, Responsibilities and Authorities for the Environmental Management System									Brief description of Role, Responsibility and Authority. Procedure further defines responsibilities.
	CEO	Board	Group Manager Regulatory and Quality Assurance	CEMR	Airport Managers	AEMR	Stakeholders	Contractors	Passengers	
Monitoring, Measuring, Analysis and of EMS Management Performance	A	A	R	R	R	R	C	C	C	Monitoring executed by AEMR's.
Reporting of Environmental Information	A	A	R	R	I	C	C	C	C	Information to be collated by AEMRs, sent to CEMR, who collates information from all airports.
Comply with EMS procedures	A	A	R	R	R	C	C	C	C	Standard procedures and Working Instructions for issued by corporate for all airports.
Compliance Obligations	A	A	A	R	R	C	C	C	C	Airports to comply to legislation and compliance obligations.
Document Control and Issuing	A	R	R	R	R	C	C	C	C	Standard documents issued by corporate. Environmental documents (e.g. registers) developed by CEMR and AEMRs.
Auditing of the management system	A	A	R	R	R	C	C	C	C	Auditing of system arranged by CEMR.
Management Review	A	A	R	R	R	R	I	I	I	AEMR to convene annual management review meetings and forward information to CEMR.
<b>A</b> Accountable	Obligated to answer to an authority for your actions									
<b>R</b> Responsible	Responsible for the implementation and monitoring, delivering on plans and commitments									
<b>I</b> Inform	Consult, advise, input to the process/activity									
<b>C</b> Comply	Must comply to the requirements									

**UNCONTROLLED COPY WHEN PRINTED**