

	Specification	Primary Energy Department
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**Title: Laboratory Service Provider
Environmental Management
System Requirements**

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Introduction

Primary Energy Department (PED) has entered into a contract with various laboratories for the provision of laboratory services for the preparation, analysis and reporting of results for contracted coal samples for PED. The Laboratories Service Providers are contractually required to comply with all applicable environmental and associated legislation related to analysis, reporting and waste disposal of contracted coal samples. The Laboratories Service Providers are also contractually required to comply with the PED Environmental Management System (EMS). This specification documents the EMS requirements that the Laboratories Service Providers are required to comply with.

Supporting Clauses

Scope

Purpose

The aim of this specification is to provide environmental requirement for the PED EMS. This specification document stipulates the requirements that the Laboratories Service Providers shall comply with in their role of providing preparation, analysis and reporting of result for contracted coal and limestone samples.

Applicability

This specification document is applicable to contracted Laboratories Service Providers and their subcontractors performing work on behalf of Eskom.

Effective date

This specification document shall be effective from the date of authorisation.

Normative/Informative References

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

Normative

NEC3 Term Service Contract between Eskom Holdings SOC and the Laboratory Service Provider
ISO 14001 Environmental Management System

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Informative

National Environmental Management Act, Act 107 of 1998.

National Environmental Conservation Act, Act 73 of 1989

National Water Act, Act 36 of 1998.

National Environmental Management Waste Act, Act 59 of 2008

National Environmental Management Biodiversity Act, Act 10 of 2004

Hazardous Substance Act, Act 15 of 1973

Definitions

Audit: systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled

Environment: surroundings in which an organisation operates, including air, water, land, natural resources, flora, humans and their interrelationships

Environmental aspect: element of an organisation's activities or product or services that interacts or can interact with the environment

Environmental impact: change to the environment whether adverse or beneficial, wholly or partially resulting from an organisation's environmental impact

Environmental Management System: part of the management system used to manage environmental aspects, fulfil compliance obligations and address risks and opportunities

Compliance obligations: legal requirement that an organisation has to comply with and other requirements that an organisation has to or chooses to comply with

Conformity: fulfilment of a requirement

Contractor: a group or individual that contracts with Eskom for delivery of services based scope of works, at the operations or elsewhere at a geographical location under control of Eskom

Corrective action: action to eliminate the cause of nonconformity

Environmental objective: objective set by an organisation consistent with its environmental policy

Environmental performance: performance: performance related to the management of environmental aspects

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Nonconformity: nonfulfillment of a requirement

Subcontractor: a person or company that has been contracted by a contractor

Abbreviations

Abbreviation	Explanation
EMS	Environmental Management System
ISO	International Standards Organisation
PED	Primary Energy Department

Roles and Responsibilities

Laboratory Service Providers are responsible to implement the environmental requirements documented on this specification document in order to ensure compliance with the requirements of PED's ISO 14001 EMS. The Laboratory Service Providers shall provide evidence to PED to demonstrate compliance with PED's ISO 14001 EMS requirements.

PED is responsible to ensure that this document is updated and to ensure that evidence of compliance is obtained from Laboratory Service Providers. PED is responsible to ensure that training is conducted for all Laboratory Service Providers.

Process for Monitoring

The implementation of the requirements of this document shall be monitored through inspections, internal and external audits.

Related/Supporting Documents

The following records may be generated from this document:

- PED Inspection Reports
- PED Internal Audit Reports
- PED External Audit Reports
- PED Legal Compliance Audit Reports

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Laboratory Service Provider Environmental Management System Requirements

The Laboratory Service Providers are required by the contract entered with Eskom PED to comply with all applicable environmental and associated legislation related to analysis, reporting and waste disposal of contract coal and/or limestone samples. The contract requires the Laboratory Service Provider to comply with PED EMS requirements. The PED EMS requirements are documented below.

Environmental Policy

The Laboratory Service Provider shall document an environmental policy which includes commitments to the protection of the environment, including prevention of pollution, fulfilment of its compliance obligation, continual improvement of the EMS to enhance environmental performance and other specific commitments relevant to the organisation.

The policy shall be maintained as documented information and communicated within the organisation.

Organisational roles, responsibilities, authorities and resources

The Laboratory Service Provider shall ensure that the responsibilities and authorities for the relevant environmental roles are assigned and communicate within the organisation. The assigned responsibilities and authority are for ensuring that EMS conforms to the requirements of this specification and reporting on the performance of the EMS.

The Laboratory Service Providers shall determine and provide resources needed for the establishment, implementation, maintenance and continual improvement of the EMS.

Environmental aspects

The laboratory Service Provide shall document a process to determine environmental aspects of its activities, products and services that it can control and influence. The Laboratory Service Provider shall determine those aspects that have or can have a significant environmental impact.

The significant environmental aspects shall be communicated amongst various levels and functions as appropriate.

The documented information shall be maintained for the following:

- Environmental aspects and associated environmental impacts
- Criteria used to determine the significant environmental aspects
- Significant environmental aspects

Compliance obligations

The Laboratory Service Provider shall document a process on how compliance obligations are determined and how to access compliance obligations related to their environmental aspects.

The laboratory Service Provider shall document a process on how evaluate the level of compliance.

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Environmental objectives

The Laboratory Service Provider shall document a process on how to set environmental objectives taking into account the significant aspects and associated compliance obligations. The environmental objectives shall be maintained as documented information, including how the results shall be evaluated, indicators for monitoring progress towards achievement of the environmental objectives. The environmental objectives shall be:

- Consistent with the environmental policy
- Measurable
- Monitored
- Communicated
- Updated as appropriate

Competency and awareness

The Laboratory Service Provider shall document a process on how to determine the necessary competence necessary for people doing work under their control that affects the environmental performance and the ability to fulfil the compliance obligations.

The Laboratory Service Provider shall ensure that person doing work under their control are aware of the following:

- Environmental policy
- The significant environmental aspects and related actual or potential environmental impacts associated with their work
- Their contribution to the effectiveness of the EMS, including the benefits of enhanced environmental performance
- The implication of not conforming with EMS requirements including not fulfilling compliance obligation.

Communication

The Laboratory Service Provider shall document a process to establish, implement and maintain internal and external communication relevant to the EMS. This document process shall include how complaints are managed and resolve.

Operational Control

The Laboratory Service Provider shall establish, implement, control and maintain the processes needed to meet the requirements of the EMS, including but not limited to waste management compliant to the requirements of the contract. The operational control processes shall be linked to environmental aspects, impact and compliance obligations.

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The outsourced processes shall be controlled or influenced. The relevant environmental requirements shall be communicated to external providers, including contractors.

Emergency preparedness and response

The Laboratory Service Provider shall establish, implement and maintain the process to prepare for and respond to potential emergency situations. The Laboratory Service Providers shall:

- Prepare to respond by planning actions to prevent or mitigate adverse environmental impacts from emergency situation
- Respond to actual emergency situations
- Take action to prevent or mitigate the consequence of emergency situation, appropriate to the magnitude of the emergency and the potential environmental impact
- Periodically test the planned response actions, where practicable
- Periodically review and revise the process and planned response actions, in particular after the occurrence of emergency situations or test
- Provide relevant information and training related to emergency preparedness and response, as appropriate to relevant parties, including persons working under its control

Monitoring, measurement and analysis

The Laboratory Service Provider shall monitor, measure and analyse environmental performance. The environmental performance shall be reported to PED monthly. The following are minimum monitoring requirements:

- Environmental objectives and progress towards achieving them
- Hazardous waste generated
- Hazardous waste disposed
- Environmental incidents and progress towards closure
- Complaints received and progress towards closure
- Environmental emergency drills conducted and the outcomes
- Results of Internal, External and Legal Compliance Audit
- Progress on addressing nonconformity

Internal Audit

The Laboratory Service Provider shall conduct internal audit at planned intervals to provide information on whether the EMS conforms to the requirements of this specification document. The results of the audit shall be communicated to PED through the audit report.

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Nonconformity and corrective action

The Laboratory Service Provider shall react to nonconformity, take action to control, correct it and deal with consequences including mitigation adverse environmental impacts. The nature of the nonconformities, any subsequent actions taken and the result of the corrective actions shall be documented.

Acceptance

This document has been seen and accepted by:

Name	Designation
Daniel	Senior Manager: Technical Services
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Revisions

Date	Rev.	Compiler	Remarks
January 2019	1	Z Mpina	New document to document PED EMS requirements for Laboratories Service Providers
January 2023	2	A Hussain	Updated PED name from Division to Department
February 2024	3	S Magubane	Updated names of the Senior Manager: Technical Services and new PED Senior Environmental Advisor: Water & Environment

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Acknowledgements

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