

ANNEXURE 1: EOC ROLES AND RESPONSIBILITIES IN DIFFERENT PHASES OF THE PROJECT

PRE-CONSTRUCTION PHASE		
ACTIVITIES	TIMEFRAME	COMMENTS
Reviewing and approving construction Method Statements	Recommend 2 Months	Please note this can also take a month depending on the amount of time the contractor will spend to address the EOC comments.
Take photographs of the site prior commencement of the activities	Once off	This need to happen before any activity as pictures will be used as a baseline of rehabilitation
Provide materials/manuals and assistance for the environmental awareness courses	Once off	Prior commencement of any activity
Approve the site establishment	Once off	Prior establishment of site
Approve all the contractors laydown areas	Once off	
Undertaking monthly audit/inspections to familiarize with site prior reviewing of method statements	Once off	Before reviewing of Method Statements and/or at the same time
CONSTRUCTION PHASE		
Undertaking monthly audit/inspections and compiling quarterly and annual audit reports to be submitted to both NRF SARAO and DFFE	Ongoing	Until the completion of the project
Reviewing and approving amended and new method statements during construction	As and when Required	When there is extra activity that triggers the compiling of method statement or when the first revision requires to be amended
Recommend solutions to environmental problems	Ongoing	
Maintain photographic evidence during the	Ongoing	

construction phase		
POST CONSTRUCTION (WHEN CONSTRUCTION ACTIVITIES ARE COMPLETED)		
Maintain photographic evidence of rehabilitation status	Until Rehabilitation is complete	
Submitting an environmental audit report to the department within 30 days of completion of the construction phase	Within 30 days of completion of the construction phase	
Submitting a final environmental audit report within 30 days of completion of rehabilitation activities	within 30 days of completion of rehabilitation activities	Recommend we give rehabilitation 2-3 months