

**ACSA SHE FILE REVIEW FORM**

Contractor/Stakeholder Name:		Contract Number	
Project Manager:		Airport:	
Area where work is to be performed:			
Scope of Work			

No.	Document requested	Status received (Yes/ No/N/A)	Compliance Status/ Comments
1.	Mandatory OHS appointments		
	Section 16(1), 16(2) & 8(2)		
	SHE Representative		
	First Aider(s) (Must have formal competency)		
	Fire Marshall		
	Supervisors		
	Lifting supervisor		
	Construction 5(k)		
	CR 8(1) Construction work Manager (Must have formal competency)		
	CR 8(2) Assistant Construction work Manager		
	CR 8(5) Construction H&S Officer (Must have formal competency)		
	CR 8(7) Construction work Supervisor		
	CR 8(8) Assistant Supervisor (Must have formal competency)		
	Fall protection planner (Must have formal competency)		
	CR 13(1)(a) Excavation Supervisor (Must have formal competency)		
	Risk Assessor (Must have formal competency)		
	Incident Investigator		
	CR 16(1) /SANS 085 Scaffolding Inspector (Must have formal competency)		
	CR 18(1) Rope Access Supervisor (Must have formal competency)		
	CR 24 & EMR 9 Electrical Tool Inspector		

	CR 29(H) Fire Fighting Equipment Supervisor (Must have formal competency)		
	CR 23 Construction Vehicles & Mobile Plant Operator		
	GSR 13 Ladder Inspect		
	Portable (Hand) Tool inspector		
	CR 28(a) Stacking and Storage Supervisor (Must have formal competency)		
	HCS Supervisor (HCS Regulations)		
	OHSA 19 SHE Committee Members (If more than 2 SHE Reps on site)		
	Covid-19 compliance officer		
2.	Scope of work		
3.	Covid-19 Policy		
4.	Risk assessments with covid-19 risks		
5.	Equipment and tools list		
6.	Safe working procedures including covid-19 response procedure		
7.	Procedure for employees refusing to work due to covid-19		
8.	Toolbox talks		
9.	Induction records of employees on covid-19		
10.	Reporting of OHS Surveillance Data to DoH		
11.	Vulnerable employees declaration process		
12.	Daily screening process for employees and visitors		
13.	MoU or contract for secondary screening of symptomatic persons at work		
14.	PPE issue records for employees (inclusive of cloth masks)		
15.	ACSA Safety, Health and Environmental Induction		
16.	Signed Section 37(2) Agreement (ACSA & Principal Contractor/Principal contractor & Sub contractor is sub-contracting)		
17.	Valid Letter of Good Standing		
18.	Method Statement		
19.	Project Specific SHE Plan		
20.	Fall protection and rescue plan where applicable		
21.	Lifting plan where applicable		
22.	Valid <a href="#">Medicals</a> fitness certificates as per Annexure 3 of the CR 2014 regulations		
23.	ID copies of the employees on-site		
24.	Pre-populated WCL2 form		
25.	Emergency Plan and Contact details for emergencies		
26.	Proof of competencies		
27.	<a href="#">Notification of construction work</a> or <a href="#">Construction Permit</a> if applicable.		
28.	Signed Environmental Terms and Conditions to Commence Work – <a href="#">EMS 048</a> attached		
29.	Approved Airside Safety Plan		

30.	Register of sub-contractors and activities to be undertaken		
31.	Select relevant high-risk activity to be performed <ul style="list-style-type: none"> <li>• Work at Heights</li> <li>• Hot Work</li> <li>• Work on Electricity</li> <li>• Work in Confined Space</li> <li>• Excavation</li> <li>• Work on machinery</li> <li>• Other</li> </ul>		

**MANDATORY REQUIREMENTS FOR STAKEHOLDER CONTRACTOR SHE FILE REVIEW(ONLY COMPLETE THISE SECTION IF IT IS A STAKEHOLDER'S CONTRACTOR SHE FILE FOR VETTING BY ACSA**

No.	Document requested	Status received (Yes/ No/N/A)	Compliance Status/ Comments
1.	Valid Letter of Good Standing		
2.	Signed Section 37(2) Agreement between Client & Principle Contractor		
3.	Signed Section 37(2) Agreement for Sub Contractor where one is used		
4.	Signed CR 5(k) Appointment letter from Client to Principle Contractor		
5.	Risk Assessment for the project		
6.	Signed ACSA EMS 048 Environmental Terms & Conditions (Please find attached)		
7.	OHS appointment letters (with proof of competencies where required) that is relevant to the work that will be performed in the project.		
8.	Client OHS Specification (Stakeholder to provide its own specification)		
9.	Method Statement		
10.	Medical fitness certificates of contractor employees as required by the Construction Regulations		
11.	Notification of construction work or Construction Permit (where required)		
12.	Emergency Response procedure & Contact details.		
13.	Valid Letter of Good Standing		
14.	Signed Section 37(2) Agreement between Client & Principle Contractor		
15.	Signed Section 37(2) Agreement for Sub Contractor where one is used		
16.	Signed CR 5(k) Appointment letter from Client to Principle Contractor		

17.	Risk Assessment for the project		
18.	Signed ACSA EMS 048 Environmental Terms & Conditions (Please find attached)		
19.	Daily screening process for employees and visitors		
20.	MoU or contract for secondary screening of symptomatic persons at work		

**EMERGENCY WORKS SHE FILE REVIEW( ONLY COMPLETE THIS SECTION IF IT EMERGENCY WORK)**

No.	Document requested	Status received (Yes/ No/N/A)	Compliance Status/ Comments
1.	Valid Letter of good standing		
2.	Section 37 (2) Mandatary Agreement (Attached-to be signed)		
3.	EMS 048 Environmental Terms & Conditions (Attached-to be signed)		
4.	ACSA OHS Specification (Attached-to be signed)		
5.	Activity based risk assessment		
6.	Emergency contact details		
7.	Valid Letter of good standing		
8.	Daily screening procedure for employees and visitors		
9.	MoU or contract for secondary screening of symptomatic persons at work		

**Verification Status**

<b>SHE File Verified</b>	Yes	No	Date	
<b>General comments</b>				
<b>Details of SHE File reviewer</b>				
<b>Full name and Surname:</b>			<b>Signature:</b>	
<b>Designation:</b>				
<b>Acknowledgement by the Contract Manager</b>				
<b>Full name and Surname:</b>			<b>Signature:</b>	
<b>Designation:</b>				

Acknowledgement by Contractor			
Full name and Surname:		Signature:	
Designation:			

***NB\*The contractor remains responsible and accountable for the contents and compliance of the safety file***

## Occupational Health and Safety Questionnaire

1.	SHE POLICY, ORGANISATION AND MANAGEMENT INVOLVEMENT	YES	NO
1.1	Do you have a SHE Policy?		
	Is this signed by the senior executive?		
	Please supply copy of this policy		
1.2	Does a She structure exist in your company?		
	Please provide details		
1.3	Are senior and middle management actively involved in the promotions of SHE?		
	Please provide details e.g.		
	<ul style="list-style-type: none"> <li>Periodical work area inspection</li> </ul>		
	<ul style="list-style-type: none"> <li>Regular Health and Safety meetings with personnel</li> </ul>		
1.4	Are the SHE responsibilities of managers clearly defined?		
	Please provide details		
1.5	Are annual SHE objectives included in your business plan?		
	Please provide example		
1.6	Is your company registered with the Compensation Commissioner? (COLD Act)?		
	If so, please provide registration number		
1.7	Do you have a copy of good standing certificate, confirming that your registration is paid up?		
	If so, please provide copy thereof		
2.	SHE TRAINING	YES	NO
2.1	Is training provided to employees at the following stages?		
	<ul style="list-style-type: none"> <li>When joining the company</li> </ul>		
	<ul style="list-style-type: none"> <li>When changing jobs within the company</li> </ul>		
	<ul style="list-style-type: none"> <li>When new plant or equipment needs to be operated</li> </ul>		
	As a result of experience of and feedback from an accident/ incident reports		
	Are you able to provide proof of specialist training provided?		
	Please state how this can be achieved		
2.2	What formal SHE training is provided specifically to		
	<ul style="list-style-type: none"> <li>First line supervisors</li> </ul>		
	Middle and top management		
	Please describe		
2.3	Are all employees (including sub-contractors) instructed as to the application of rules and regulations?		
	When is this done and how is it achieved?		
2.4	Does this training include the selection, use and care of personal protective equipment?		

2.5	What refresher training is provided and at what intervals?				
	Please list examples				
	Course Title	Target audience	Interval		
2.6	Has the person(s) allocated as your SHE advisor followed specific SHE training?				
	Please list most recent courses				
	Does this include refresher training?				
<b>3.</b>	<b>PURCHASE OF GOODS, MATERIALS AND SERVICES</b>			<b>YES</b>	<b>NO</b>
3.1	Do you have a system for establishing SHE specifications as part of the assessment of goods, materials and services?				
	Please describe				
3.2	Do you have a system which ensures that all statutory inspection of plant and equipment are carried out?				
	Please give examples of plant /equipment covered				
3.3	Is there record of inspection?				
	Where is it kept?				
	Are you able to supply copies of these inspection records if required?				
3.4	How is plant and equipment, which has been inspected identifies as being safe to use?				
3.5	Do you evaluate the SHE competence of all sub-contractors?				
	Please describe how this is achieved and how the results are monitored				
<b>4.</b>	<b>SHE INSPECTIONS</b>			<b>YES</b>	<b>NO</b>
4.1	Are periodic work inspections carried out by first line supervisors or your General Safety Regulation 11(1) appointee?				
4.2	Are records of these inspections kept and available?				
4.3	During the inspections are supervisors required to check that safety rules and regulations (including personal protective equipment) are adhered to?				
4.4	Are unsafe acts and conditions reported and remedial actions formally monitored?				
	Please provide examples of the above				
<b>5.</b>	<b>RULES AND REGULATIONS</b>			<b>YES</b>	<b>NO</b>
5.1	Do health and safety rules and regulations exist for personnel and sub-contractors?				
	Do these cover				
	• General rules				
	• Project rules				
	• Specific task rules				
5.2	Do these rules include permit to work system (as applicable)				

5.3	Do you have experience of project SHE plans?			
	Please give examples of where these have been used			
5.4	Do you have a formal company guideline for holding pre-contract health and safety meetings with the client?			
<b>6</b>	<b>RISK MANAGEMENT</b>		<b>YES</b>	<b>NO</b>
6.1	Have the following, involved in the execution of your work, been identified?			
	<ul style="list-style-type: none"> <li>Hazards affecting health and safety?</li> </ul>			
	<ul style="list-style-type: none"> <li>The groups of people who might be affected?</li> </ul>			
	<ul style="list-style-type: none"> <li>An evaluation of the risk from each significant hazard?</li> </ul>			
	<ul style="list-style-type: none"> <li>Whether the risks arising are adequately controlled?</li> </ul>			
6.2	Are these findings and assessments recorded?			
6.3	How often are they reviewed?			
	Please list the time frame e.g.    years			
6.4	For what processes/risk is personal protective equipment issued?			
	Process/Risk	Type of PPE		
	Do you have a copy of the issue lists for PPE available on request?			
<b>7</b>	<b>EMERGENCY ARRANGEMENTS</b>		<b>YES</b>	<b>NO</b>
7.1	How do you manage your arrangements for dealing with emergencies?			
	Are these communicated to your sub-contractors?			
7.2	What provision have you made for first aid?			
	E.g. Trained First Aiders			
7.3	What training do you provide to employees in Safety/Fire Fighting?			
	Please list institutions used for these training			
<b>8</b>	<b>RECRUITMENT OF PERSONNEL</b>		<b>YES</b>	<b>NO</b>
8.1	Are health and Safety factors considered when hiring personnel?			
8.2	Are medical examinations carried prior to employment?			
	In all cases			
	Where type of work requires medical examination			
8.3	Do you cover exit medical examination?			
8.4	How do you assess the competence of staff before an appointment is made?			
	E.g. Via trade testing, reference checks			
<b>9.</b>	<b>REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS AND DANGEROUS CONDITIONS</b>		<b>YES</b>	<b>NO</b>



9.1	Do you have a procedure for reporting, investigating and recording accidents and incidents?		
	Please supply a copy		
9.2	Is there a standard report/investigation form used?		
	Please supply a copy		
9.3	Do you have a formal system for reporting situations/near misses etc.?		
	Please provide a copy		
9.4	Please provide the following statistic for the last five years		
	<b>YEAR1</b>	<b>YEAR 2</b>	
	Lost time accidents per 100 employees		
	Major/ Reportable injuries per 100 employees		
	Number of dangerous occurrences		
	Lost man day due to accidents		
<b>10</b>	<b>HEALTH AND SAFETY COMMUNICATION AND CONSULTATION</b>	<b>YES</b>	<b>NO</b>
10.1	Are Health and Safety Committee meetings held between management and appointed Health and Safety representatives?		
10.2	Are the results of these meetings communicated to all employees?		
	If Yes please describe method		
10.3	Are Health and Safety meetings held?		
	At what frequency?		
	Chaired by whom?		
10.4	Do you carry out SHE promotions / campaigns?		
	If Yes please provide examples		

The following documentation should also be provided with the tender:

1. Letter of Good Standing from the Compensation Commissioner or licensed compensation insurer
2. COID Insurance

**Declaration**

I/we .....declare that the above information provided is correct.

<b>Signed</b>		<b>Date</b>	
<b>Name</b>		<b>Position</b>	
<b>Tenderer</b>			

# **Airports Company South Africa SOC Limited**

## **Environmental Management System**

### **Overview of EMS**

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T000 000M

Version:9

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

EMS Overview Document

Regulatory and Quality Assurance Department  
Corporate Office

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## EMS Overview Document

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## **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

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## **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.

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## **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

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- 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

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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

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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.

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### 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.

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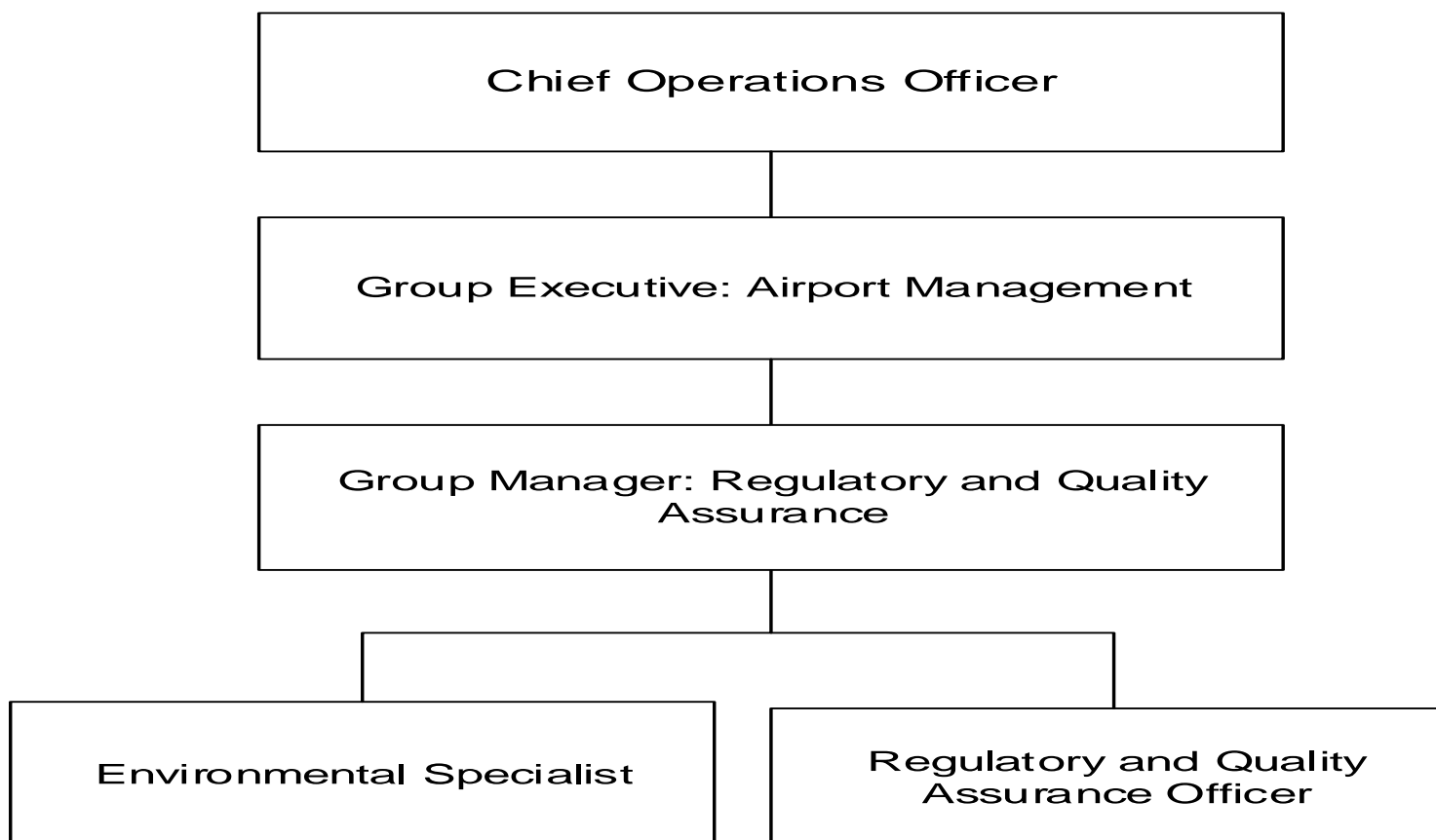
System	Description	Location
	Operational Procedures and working instructions that conform to the requirements of ISO14001. Additional airport-specific work instructions are developed by the respective airports.	Airport-specific work instructions are kept on the airport server in the EMS folders described 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**

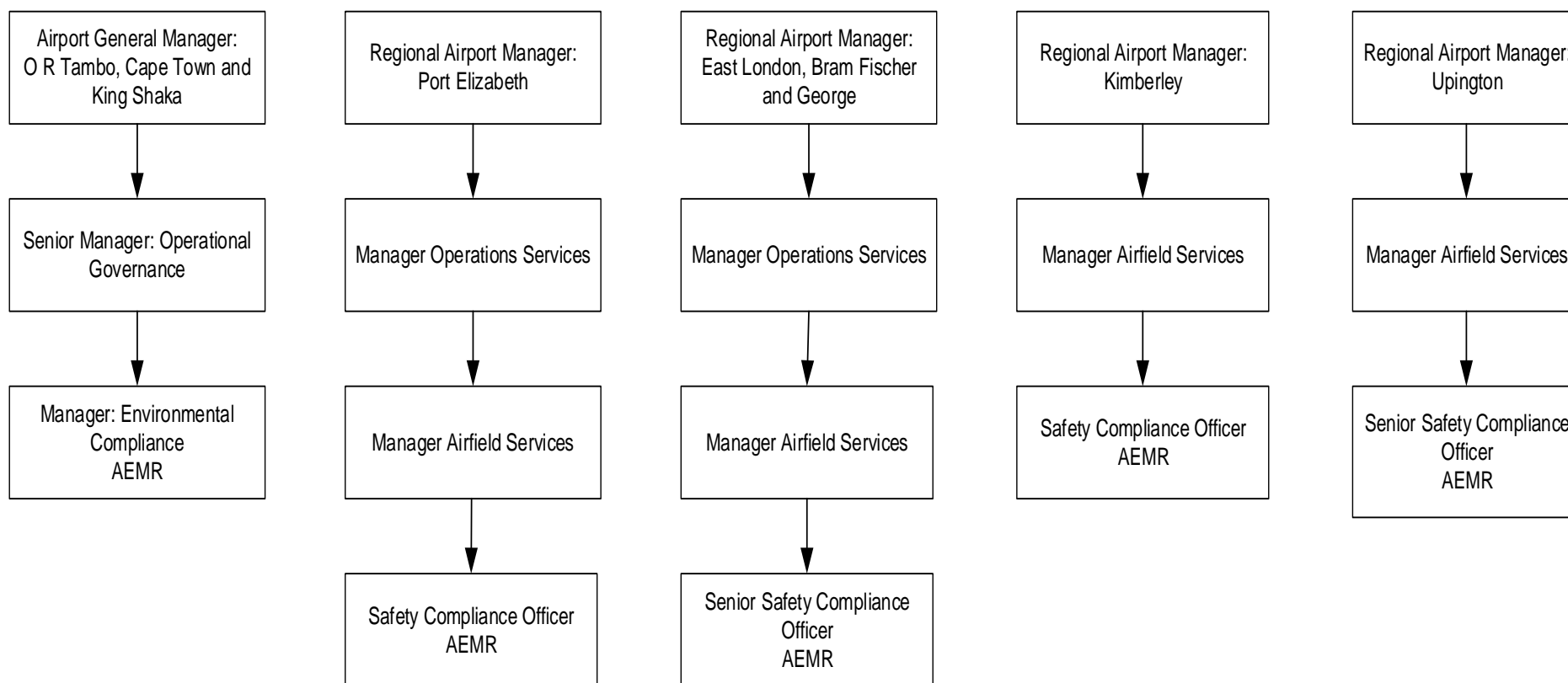




## EMS Overview Document

### 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.

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**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									

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**AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED  
ENVIRONMENTAL MANAGEMENT POLICY STATEMENT**

Airports Company South Africa SOC Limited (ACSA), as a world-class airport operator, acknowledges that airport activities and operations may have diverse impacts on the environment. It therefore accepts its stewardship role of responsible care for the environment in order to reduce its environmental impact. Consequently, ACSA commits to implementing and maintaining an Environmental Management System.

Airports Company South Africa SOC Limited (The Group) is committed to:

- Maintain an Environmental Management System based on the requirements of ISO 14001.
- Conduct regular audits of the system to ensure its adequacy and effectiveness.
- Monitor and measure significant environmental aspects and impacts of airport activities and operations, and provide a framework for the setting and reviewing of environmental objectives and targets.
- Ensure employees, operators, tenants, service providers, contractors and supply chain that fall within the scope of the Environmental Management System are aware of the environmental aspects and impacts associated with their activities and operations, and of the requirements of the Environmental Management System.
- Report its environmental performance indicators in the integrated annual report.
- Continually improve environmental performance.
- Seek opportunities to reduce the impact of aircraft noise by engaging with industry stakeholders.
- Monitor aircraft noise at Cape Town International Airport, King Shaka International Airport and O R Tambo International Airport.
- Actively seeking out opportunities to reduce energy consumption from non-renewable energy sources.
- Measure the carbon footprint at Bram Fischer, Cape Town, King Shaka, O R Tambo and Port Elizabeth International Airports, as well as George Airport, while actively seeking out opportunities to reduce its overall carbon footprint.
- Monitor air quality at Cape Town International Airport, King Shaka International Airport and O R Tambo International Airport.
- Actively seek opportunities to reduce water consumption.
- Avoid the pollution of storm water and/or groundwater as a result of airport operations.
- Ensure that all waste is minimised, or otherwise reduced, re-used and/or recycled.
- Conserve biodiversity where feasible on its property.
- Collaborating with and engaging surrounding communities to seek opportunities to minimise the environmental impact of airport operations on the environment.
- Comply with relevant environmental legislation, associated regulations and other applicable requirements.
- Where Airports Company South Africa SOC Limited does not directly control the impacts at the Corporate Office or at airports, the Group shall work in partnership with operators, contractors, tenants, service providers and supply chain management to improve performance.

The Environmental policy is applicable to Airports Company South Africa SOC Limited infrastructure, and the geographical areas within which the organisation operates its aeronautical and non-aeronautical business. This includes its employees, stakeholders, service providers, and contractors.

The Group's managers and staff acknowledge that the implementation of this Environmental Policy is their responsibility and are committed to it. This policy statement shall be reviewed by Management every three (3) years and made available to any interested parties upon request.

Signed: 

Date: 05/03/2021  
Issue No: 11

**Chief Executive Officer: Airports Company South Africa SOC Limited.**



# SERVICE AND MAINTENANCE CONTRACTORS

## AREA OF APPLICABILITY ENVIRONMENTAL MANAGEMENT SYSTEM

### DIVISION AIRPORT MANAGEMENT

Next Revision Date  
**July 2024**

**Control Disclosure:**  
**Confidential**

**Service and Maintenance Contractors**  
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## Service and Maintenance Contractors

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### 1. Scope

This procedure is intended for all Service and Maintenance Contractors whose activities, products and services may produce a negative impact on the environment at Business units.

### 2. Objective

To incorporate all service and maintenance contractors into the Company's Environmental Management System (EMS), to align activities, products and services with the EMS and the Group's Environmental Policy.

### 3. Definitions and Abbreviations

#### 3.1 Definitions

##### **Business / Company /Group/Organisation**

Airports Company South Africa SOC Ltd

##### **Service & Maintenance Contractor**

An appointed service or maintenance provider assigned to carry out repairs, upgrades, installations and on-going maintenance of airport infrastructure. Service contractors (e.g. cleansing, landscaping, pest removal, hygiene, sanitation) or maintenance contractors (e.g. electricians, plumbers, mechanics) may have long-term contracts or provide services on an ad-hoc basis.

##### **Sites**

Refers to Airports, Regional and Corporate Office

#### 3.2 Abbreviations

Abbreviation	Description
ACSA	Airport Company South Africa
AEMR	Airport Environmental Management Representative
HCS	Handling & Storage of Hazardous Chemical Substances
OHS	Occupational Health and Safety

### 4. Procedure General

- All departments shall contact the airport's AEMR prior to appointing a service or maintenance contractor on the airport.
  - All new or renewed service and maintenance contractors shall be screened for significant environmental aspects by the airport's AEMR. Refer to the [EMS Department Determining Significant Environmental Aspects Procedure - T010 001M](#). Any new significant

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## **Service and Maintenance Contractors**

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environmental aspects shall be documented in the aspects register, and control measures implemented accordingly.

- The AEMR shall decide whether or not the contractor requires formal environmental induction training based on Point above. If training is required, it shall be conducted by the relevant contractor's responsible person/supervisor prior to commencing work on the airport.
- The Department responsible for appointing service or maintenance contractors shall append the [Service and Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048](#) permit to tender documents, contract documents, service level agreements or bill/schedule of quantities specifications. This will allow contractors to accommodate any unforeseen costs, to minimise environmental risk, or ensure compliance. Prior to commencement of works, contractors shall sign this permit, a copy of which shall be kept by both the responsible Department and the contractor.
- The contractor's representative shall ensure the conditions set out in the [Service and Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048](#), along with the [Environmental Management System Policy](#) are communicated to, comprehended and implemented by all contractor staff.
- All Departments making use of contractors shall keep an up-to-date register of contractors on site. This register shall include the name of the contracting company, the site supervisor/manager and his/her contact number, the nature of works and work area, the date of commencement and expected completion of the work, and whether the [Service and Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048](#) permit has been duly signed. In addition, contractor tender documents, contract documents, service level agreements or bill/schedule of quantities specifications shall be available for audit/inspection by the AEMR.
- Contractor activities shall be audited at the discretion of the AEMR depending on the nature of risks and environmental aspect significance.

## **5. Process for monitoring**

<b>Monitoring Controls</b>	<b>Purpose</b>	<b>Responsible</b>	<b>Frequency</b>
Management Review Meeting	Measure adequacy and implementation of the procedure	Airport Manager	Annually
Internal Audits	Determine the effectiveness of the procedure and test the outcome of the procedure.	Internal Audit	Bi-annually

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T050 009M

Version: 6

Revised Date: 27 July 2021

Service and Maintenance Contractors  
Environmental Management Service  
Corporate Office

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Monitoring Controls	Purpose	Responsible	Frequency
Certification Audit	To determine adherence to certain implementation of the procedure	Certification Body	Annually

## 6. Accountabilities and Responsibilities

The overall responsibility for adherence to this procedure lies with the General Manager: King Shaka International Airport. However, in his or her absence a designated person will assume responsibility.

### 6.1 Accountabilities

Authorities	Employees	Senior Managers	Environmental Specialist	Airport Manager	General Manager KSIA
Has overall accountability for development and implementation of this procedure	-	<i>Consulted</i>	<i>Responsible</i>	<i>Consulted</i>	<i>Accountable</i>
Has overall responsibility for implementation and adherence of this procedure	<i>Responsible</i>	<i>Responsible</i>	<i>Responsible</i>	<i>Responsible</i>	<i>Accountable</i>
Consulted at the time of an exception and adherence of this procedure.	<i>Consulted</i>	<i>Consulted</i>	<i>Consulted</i>	<i>Consulted</i>	<i>Accountable</i>
Has overall responsibility for adherence, implementation and performance of a given task.	<i>Informed</i>	<i>Informed</i>	<i>Informed</i>	<i>Informed</i>	-
Has responsibility for approval and authorisation	-	-	-	<i>Responsible</i>	<i>Accountable</i>
Communicate the policy to all impacted stakeholders or employees.	-	<i>Responsible</i>	<i>Responsible</i>	<i>Accountable</i>	<i>Accountable</i>

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## Service and Maintenance Contractors

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### 6.2 Roles and Responsibilities

- Contractors
- Employees

### 7. Verification

This procedure shall be verified in accordance with [Verification Policy Document - Z001 002M](#)

### 8. Non-Conformance

Any deviation from this procedure shall be identified and registered with corrective and preventative measures for continual improvement in accordance with [Non-Conformance and Non-Compliance Policy Document - Z001 001M](#).

### 9. Related Policy Documents

Document Control Procedure - Z001 006M  
Record Keeping Requirements Procedure - Z001 008M  
Airfield Standard Operating Procedure Manual (Latest Version)

### 10. Related Legislation and Standard

National Environmental Management: Waste Act 59 of 2008

### 11. Change Control

This procedure shall only be changed with the authorisation of the General Manager: King Shaka International Airport and in accordance with [Change Control Policy Document - Z001 003M](#).

**Service and Maintenance Contractors**  
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**12. Revision History**

Date last revised	Revision Status	Compiler	Summary of changes
May 2018	Version 5	<b>Manager:</b> Environmental Compliance <b>Name and Surname</b> Sean Bradshaw	Alignment to GFOM
29 <sup>th</sup> July 2021	Version: 6	<b>Environmental Specialist</b> <b>Christopher Jones</b>	Aligning to the new template and correcting the reporting structures to reflect current governance hierarchy.

**13. Records**

Record Name	Storage Location	Record Number	Responsible Person	Retention Time
Service & Maintenance Contractors Environmental Terms and Conditions to Commence Work	AEMR / Managing Department Co-ordinator / SCM	EMS 048	AEMR	Five (5) years
Service and Maintenance Contractors Procedure	Master in Corporate Policy Document Store	T050 009M	Policy and Assurance Officer	Five (5) years

**14. Endorsement (See Master in Corporate Policy Document Store)**