



Scope of Work

Generation Head Office
Environmental Management

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Stations and Head Office

Certification Program

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1. PROJECT DETAILS

Project Description	ISO 14001:2015 Generation Powers Stations and Head Office Certification Program					
Project No.'s	ID	N/A	WBS	N/A	Rev	01
Operating Unit & Project Office:	Generation Head Office					
Project Manager:	Patrick Mdluli					
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Project Sponsor / Client Representative:	Deidre Herbst					
Engineer / Discipline Manager:	N/A					
PLCM Phase	N/A					

2. INTRODUCTION TO THE SCOPE STATEMENT

Generation Division Environmental Management has the mandate to ensure that all Powers Stations including Head Office conform and certified with all the requirements of Environmental Management Systems (EMS) ISO14001:2015. The EMS shall be aligned with Eskom Corporate plan (240- 56927206) and the Eskom Safety and Health, Environment and Quality (SHEQ) policy (32-727), the Generation Strategy and Generation Business Plan.

The purpose for the implementation of the scope is to source the Service Provider through the Commercial process for conducting all required audits for all Generation Powers Station to ensure that Environmental compliance and Stakeholder compact is met. It is further a position of the Head Office as an overseer of the Environmental Management throughout the generation of power, therefore the scope includes all Eskom Power Stations accordingly.

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3. PROJECT DELIVERABLES

The Auditing Service Provider is required to provide the following scope of services:

- Conduct Environmental Management Systems (EMS) Re/certification and Surveillance audits at seventeen (17) Power Stations, PED, PTM, and Head Office.
- The stations are: Kriel PS, Hendrina PS, Matla PS, Komati PS, Duvha PS, Peaking (12 Stations in a group), Tutuka PS, Kendal PS, Arnot PS, Majuba PS, Lethabo PS, Grootvlei PS, Camden PS, Koeberg PS, Kusile PS, Matimba PS, Medupi PS.
- The Audits shall focus on the establishment, implementation, and maintenance of the respective Environmental Management Systems in accordance with ISO 14001.
- Produce an audit draft report for each of the Business Units (BU) concerned within a time period of two weeks after completion of the audits and send to BU close copy Head Office.
- Finalise the report within the months audit conducted.
- Review and Accept/ Reject Client (Eskom) action plans within the two weeks after final report issued.
- Sign of the action plan the meet the audit criteria and satisfactory evidence of closure.
- Keep records of all audits portfolio conducted in the contract period for at least ten (10) years after contract ended.

4. PROJECT SCOPE DESCRIPTION (PROGRESSIVELY ELABORATED)

The scope of work for the service provider is conduct the EMS (ISO 14001:2015) audits in all Eskom Power Stations including Head Office using the EMS Standard (ISO 14001:2015) criteria by doing the following:

- Prepare and submit annual audit plan within one month of contract placement
- Submit audit detailed notification and schedule two weeks prior to the audit as per audit plan
- Conduct an audit as per EMS standard (ISO14001:2015) in line with the audit plan
- Prepare and submit the draft report within two (2) weeks of audit completion
- Finalize audit report within two (2) weeks after receiving draft report comments from the Client
- Allow for action plan within agreed time frame with the client to review and accept/ reject proposed action
- Sign off the action plan and conclude the corrective action with evidence.

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- Make recommendation for Certificate/ re-certification when all requirements are met.
- Issue Certificate and three flags per certification/ recertification

5. PROJECT SCOPE EXCLUSIONS

The execution of scope will be per each area approved EMS/ SHE Manual.

6. PROJECT ACCEPTANCE CRITERIA

The criteria for a suitable supplier will be as follows:

- Minimum of four (04) years degree in Environmental Sciences/Management or relevant degree (Copies of Qualification and CVs of proposed three persons)
- Minimum three (03) years EMS auditing experience at a power utility for lead auditor (Proof/ letter of experience be attached)
- Five years of company experience in EMS Certification Program include Certification and Surveillances (Proof of experience be attached)
- Lead Auditor certificate (SAATCA registered)
- Commitment to reports time frames (draft) - EMS Methodology as a source of verification
- Commitment to reports time frames (final) - EMS Methodology as a source of verification

7. PROJECT ASSUMPTIONS

The assumption of the scope includes but not limited to the following:

- Competent Auditors to be appointed
- Service Provider meets requirements for tendering process

8. PROJECT CONSTRAINTS

- None

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9. PROJECT REFERENCES

Description	Location
32-727	Safety and Health, Environment and Quality (SHEQ) Policy
240-82410629	Eskom Environmental Strategy
240-56927206	Eskom Holdings Corporate Plan
240-82410329	Generation Environmental Management Operation Plan
ISO 9001:2015	Quality Management Systems
ISO 14001:2015	Environmental management systems

10. PROJECT ADDITIONAL INFORMATION

The service provider might be asked to support any legal or otherwise process to clarify the conformance to the standards at any time that arise/ or planned with cost related.

11. DOCUMENT ACKNOWLEDGEMENT

This document has been seen and accepted by the first page signatories

12. DOCUMENT APPROVAL

The document is effective from the date of approval by all signatories.

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