

 <b>Eskom</b>	<b>Instruction</b>	<b>Western Cape Operating Unit</b>
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Title: **ENVIRONMENTAL TRAINING,  
AWARENESS AND COMPETENCE  
IN ACCORDANCE WITH ISO14001  
ENVIRONMENTAL MANAGEMENT  
SYSTEM REQUIREMENTS**

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## **1. Introduction**

The Western Cape Operating Unit (WCOU) is establishing and maintaining an environmental management system to satisfy the requirements of the international environmental standard, ISO 14001.

The ISO 14001 standard requires that:

- The organization shall ensure that any person(s) performing tasks for it, or on its behalf, that have the potential to cause a significant environmental impact(s) as identified by the organization is (are) competent on the basis of appropriate education, training or experience, and shall retain associated records.
- The organization shall identify training needs associated with its environmental aspects and its environmental management system. It shall provide training or take other actions to meet these needs, and shall retain associated records.
- The organization shall establish, implement and maintain a procedure(s) to make persons working for it or on its behalf aware of:
  - the importance of conformity with the environmental policy, procedures and the requirements of the environmental management system,
  - the significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance,
  - their roles and responsibilities in achieving conformity with the requirements of the environmental management system, and
  - The potential consequences of departure from specified procedures.

This document describes the manner in which environmental training and awareness is rolled out within the Western Cape Operating Unit, in line with requirements of ISO 14001 environmental management system (EMS).

## **2. Supporting Clauses**

### **2.1 Scope**

#### **2.1.1 Purpose**

This document describes the environmental training and awareness programme within the Western Cape Operating Unit, in line with requirements of ISO 14001 environmental management system (EMS).

#### **2.1.2 Applicability**

This document is applicable to all staff within Eskom Distribution Western Cape Operating Unit and contractors working on its behalf.

### **2.2 Normative/Informative References**

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

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## 2.2.1 Normative

### International document(s):

ISO 9001:2000 Quality Management Systems

ISO14001:2004: Environmental Management Systems - Specification with guidance for use

### South African National document(s): National Environmental Management Act

### Eskom National document(s):N/A

### Eskom Divisional documents(s):N/A

### Eskom Western Cape Operating Unit document(s):

240-77731322: Environmental Management System in Accordance with ISO14001

240-101521589: Training Matrix Template

240-86183906: Training Schedule

## 2.3 Definitions

Definition	Explanation
<b>Competency</b>	The ability to perform activities within an occupation or function to the standard expected in employment.
<b>RACI</b>	Matrix of staff against the roles they are responsible for with respect to specific tasks: i.e. whether a person can be responsible, accountable, should be consulted or be informed
<b>Tenant</b>	External contractor that leases land or property from the Western Operating Unit.
<b>Training Matrix</b>	Refers to an assessment of training needs using a matrix which contrasts employee function against training requirements

## 2.4 Abbreviations

Abbreviation	Explanation
<b>ISO</b>	South African National Standards
<b>EAL</b>	Eskom Academy of Learning
<b>EMS</b>	Environmental Management System
<b>SANS</b>	South African National Standards
<b>EAL</b>	Eskom Academy of Learning)
<b>WCOU</b>	Western Cape Operating Unit

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<b>Abbreviation</b>	<b>Explanation</b>
<b>RACI</b>	Responsible, Accountable, Consult, Inform
<b>SHEQ</b>	Safety, Occupational Health, Environment and Quality
<b>EMP</b>	Environmental Management Programme / Plan
<b>LSO</b>	Learning Solution

## **2.5 Roles and Responsibilities**

### **2.5.1 Environmental Management:**

- a) Must ensure an overall environmental training programme and Environmental Training Matrix is in place for the WCOU, which indicates training requirements per department. Must support Line Managers and/or EAL if further clarity is required with regards to the courses.
- b) Must provide support in training needs analysis to staff.
- c) Must advise EAL on suitable trainers for the environmental courses and any targets for training that will inform the Training Programme for the year, and provide inputs into the training schedule.
- d) Must provide awareness training for project specific EMPs to Project Management and Major Engineering Works where relevant.
- e) Must support the Training contracting process by providing input on the relevant environmental training specification.

### **2.5.2 Eskom Academy of Learning previously (Training and Development)**

- a) The Eskom Academy of Learning Department (with Environmental Management consultation) must develop an environmental training and awareness programme (i.e. which courses are going to be rolled out based on the training needs received from staff and the schedule of the rollout of the courses).
- b) Shall organise the relevant training contracts/agreements with the Trainers in conjunction with Environmental Management.
- c) Schedule the courses based on the training needs and training courses to be rolled out for that year.
- d) Must provide support in scheduling of environmental courses and registration of courses and record attendees onto the SAP database.
- e) Must provide training records, statistics and summary reports of staff that have undertaken the training (on request) in line with business requirements.
- f) The EAL must ensure that Environmental Induction is included as part of the overall Operating Unit induction programme for new employees.

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### **2.5.3 Line Management**

- a) Shall be responsible for identifying personnel to undergo the training based on Appendix A and populating their departmental Environmental Training Matrix.
- b) Shall be responsible for ensuring there is a training schedule for staff to undergo the training based on their Environmental Training Matrix
- c) Line Manager must also ensure staff are released to attend the relevant training, based on the needs identified and previous training undertaken

### **2.5.4 Senior Management**

- a) Senior management is responsible for reviewing the training programme that has taken place and making decisions for improvements required as part of the annual ISO14001 Environmental Management System (EMS) review.

### **2.5.5 Contract owners / Procurement**

- a) Shall (with the advice from Environmental Management) ensure that contractors working on Eskom's behalf whose activities, products or services may have a significant impact on the environment, have been trained (demonstrated either through their own training records or by attending Eskom training) to perform their tasks.
- b) As part of the technical evaluation of suppliers / contractors, contractors whose activities may have a significant impact on the environment, should demonstrate competence to Eskom. These contractors must provide proof of competence with environmental training certificates / records. Contractors must retain their environmental training records, and these must be made available to Eskom on request.

## **2.6 Related/Supporting Documents**

- a) This document supersedes Environmental Training, Awareness and Competence Procedure, Revision 4.
- b) Refer to Form 240-101521589 for the Training Matrix Template that must be populated per department / CNC unit.
- c) Training Matrix Template must also be made available to contractors to populate their training requirements as per Appendix A (or provide their own by the contractor tender evaluation stage).

## **3. Requirements**

The purpose of Environmental Management System (EMS) training and awareness is to ensure that:

- All staff are made aware of key environmental issues, the SHEQ Policy and EMS requirements; and that
- Those staff members whose function may have a significant impact on the environment are competent and receive the appropriate training, so that they may perform their designated tasks adequately.

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### **3.1 Environmental Training and Awareness - Types of training**

There are two types of training required by the ISO 14001 standard namely, *awareness* and *competency* training. The environmental training matrix provides direction in terms of which training is required to attend.

#### **3.1.1 Awareness Training**

Awareness training refers to acquiring knowledge of key environmental issues, SHEQ Policy, EMS and legal requirements. It is usually general in nature, similar in content irrespective of job description and delivered from an environmental perspective.

As required by ISO14001, training shall be developed, implemented and maintained to make all staff working for the WCOU, and contractors on its behalf, aware of (i) the importance of conformity with the SHEQ Policy, procedures and requirements of the Environmental Management System, (ii) the significant environmental aspects and related actual or potential impacts associated with their work and the environmental benefits of improved personal performance, (iii) roles and responsibilities in achieving conformity with the requirements of the environmental management system, and (iv) the potential consequences of departure from specified procedures. These aspects can be included as part of the Induction training or specific environmental training modules.

The modules "Induction and ISO14001 overview" and "Eskom and the Environment" have been developed for general awareness training. Environmental awareness will also be supported through various other mechanisms such as newsletters and bulletins, enviroweb, competitions, celebration of environmental days etc.

#### **3.1.2 Competency Training**

Competency training is specific in nature, job-orientated and delivered to ensure that any task that may have a significant impact on the environment is performed properly. Competency training is dependent on the job description of the trainee and is aimed at ensuring that key tasks are performed correctly. Normally a certificate is provided to those people that have been trained.

### **3.2 Training Modules**

The WCOU shall ensure that courses (for awareness and competency) are developed to ensure that staff is adequately trained to identify and treat the environmental risks associated with their work. As indicated on the training matrix (see Appendix A) environmental training modules include, though are not limited to the following training modules:

1. Induction and ISO14001 overview
2. Eskom and the Environment
3. Environmental Law
4. Herbicide Management
5. Oil Management (including PCB training)
6. Wildlife Interactions
7. Distribution Environmental Screening Document (DESD) training
8. Vegetation Management (includes Tree Identification)
9. Waste Management
10. Hazardous Substances
11. Environmental Authorisation / EMP Training
12. Environmental Management System (ISO 14001)

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Additional courses such as Leadership and the Environment may also be developed and added to the matrix from time to time depending on the specific programme rolled out in the OU and Distribution as a whole.

The training provided will be valid for a period of 5 years; thereafter refresher training is required. For legislation where significant changes have occurred legal updates must be provided or refresher training provided in earlier period as deemed necessary.

### **3.3 Identification of Training Needs**

Training needs (i.e. *who* must be trained in *what*) must be properly identified to ensure an effective and successful the training programme can be successful.

The identification of training needs analysis was conducted based on the significant environmental aspects relevant to the different departments (using the aspects and impact registers and consideration of the environmental RACI as inputs). The training needs were formalised into an Environmental Training Matrix for the Distribution OU which indicates employee function (i.e. job description) against training requirements.

The Environmental Training Matrix (see Appendix A) must be used to inform training requirements. The Environmental Training Matrix indicates general environmental awareness and competency training for staff (including persons working on the WCOU's behalf).

Refer to Form 240-101521589 for the Training Matrix Template that must be populated per department / CNC unit.

Contractor training needs (matrix) and training records should also be requested, preferably during tender evaluation phase.

Identification of the needs per person based on the matrix should be done by the Functional Line Manager, with the support from Environment Management. Environmental Management must also advise Line Managers and EAL as required, ensuring understanding of the courses and target population.

The Environmental Training Matrix shall be incorporated into the WCOU Eskom Academy of Learning Departments' training system. Line function managers may also include these training requirements as part of an employees' personal development plan (PDP) if necessary.

The training matrix shall contain environmental training requirements for all staff and organisations performing tasks on its behalf, where applicable. It shall also list the relevant courses to be attended by applicable staff.

#### **3.3.1 Contractors and Other Personnel**

As required by ISO14001 the Western Cape Operating Unit shall ensure that contractors working on the organization's behalf, that have the potential to cause significant environmental impact(s) identified by the organization, are competent on the basis of appropriate education, training or experience.

Environmental awareness training must also be provided to:

- Contractors and service providers to WCOU whose activities may have a significant impact on the environment within the OU should also undergo training and awareness (see Appendix A, last section).
- Contractor personnel must demonstrate that they are competent to perform tasks that may have negative environmental impacts, through their own training certificate or relevant records. This should

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preferably be requested at the tender criteria and evaluation phase of the contractor. Specific roles and responsibilities for contractors such as contract owner/manager, Contractor Environmental Site Representative (Environmental officer) and general contractor worked with specific environmental training needs must be identified and documented. (Refer to Appendix A: Training Matrix)

- There is awareness training also provided by the OU to contractors such as environmental law, EA EMP training and induction and it shall be a requirement going forward to ensure that contractors are aware of the environmental management system requirements of the business.
- Specific training must be given to contractors working on specific projects (as well as OU project management and major engineering works), for project specific Environmental Management Plans/Programmes (EMPs). This is conducted via the Land development environmental compliance section.

### **3.4 Training Programme / Scheduling of Training**

The training needs / requests identified must be forwarded to the Eskom Academy of Learning (EAL) for co-ordination and scheduling of the training courses.

Based on the training matrix and training needs in the WCOU, a training programme must be developed, indicating the courses to be rolled out.

Training contracts must be established or renewed as required by the EAL (in consultation with Environmental Management) based on the training needs and availability of training resources. Environmental Management must support and advise EAL with regards to Trainers for the courses and training specifications.

EAL must schedule courses as per the training needs and training programme.

New employees should receive environmental induction when joining the WCOU. The environmental induction forms part of the overall induction programme organised by the EAL Department.

Awareness training related to specific project Environmental Management Plans/Programmes (EMPs) should be provided to Project Management and Major Engineering Works before construction of a project.

Environmental training can be provided by Environmental Management, environmental trainers sourced from other Eskom regions or groups, external environmental consultants or functional line managers where relevant (e.g. in cases of refresher induction).

### **3.5 Conducting Training, Awareness and Competency Evaluation**

Competency of learners must be evaluated either through simulation, written or practical assessments, assignments or oral testing.

As part of training provided, a feedback form should be given, to enable delegates to give feedback on how to improve the training.

The effectiveness of the awareness training will be reflected in part by the degree of conformance to EMS requirements, audit results, review of incidents and environmental performance (with regards to key performance indicators).

An overall evaluation of the training programme will be conducted as part of the EMS management review.

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### **3.6 Records**

- 3.6.1** All environmental training and awareness courses must be registered and maintained on EAL's LSO (previously Learning Management System).
- 3.6.2** Ad hoc environmental awareness sessions for courses may also be recorded by signed attendance registers, but preferably be loaded onto the LSO system
- 3.6.3** Attendance registers taken at training and awareness courses must be forwarded to the EAL department for registration onto LSO (previously LMS).

## **4. Acceptance**

This document has been seen and accepted by:

<b>Name</b>	<b>Designation</b>
Jacques Pause	Learning Liaison and Implementation Manager, Eskom Academy of Learning
Sipokazi Potelwa	SHEQS Manager
Donald Matjuda	Senior Supervisor (Environment – compliance section, Land Development)
Justine Wyngaardt	Environmental Manager (Land Development)
Madre Hendrikse	Land Development: Environmental Officer
Rustum Emjedi	PPM Manager
Ahilan Kailasanathan	Network Planning
Promise Quluba; Zaid;	Zone Managers
Trish Da Silva;	BIPM Manager
Marlyn Hendricks	Project Execution
Piet Calitz	NED
Thabo Mogalanyane	Plant
Marius Hull	Network Ops and Support
Michelle Weideman	MEW
Nolan Ockhuis	Technical Support
Micah Dominick / Penelope Sodladla / Shavuan Frantz; Souwahl Souma / Dikobiso Moeketse	Environmental Advisors
Bulelani Madokwe	CPM

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## **5. Revisions**

<b>Date</b>	<b>Rev.</b>	<b>Compiler</b>	<b>Remarks</b>
December 2002	0	Astrid October	Original Issue
April 2007	1	Astrid October	Aligned to revised ISO14001:2004 standard
September 2007	2	Astrid October	Reference number of document changed in line with Units document numbering system. A number of additional staff including the Senior Occupational Health Nurse added to the matrix to attend the Hazardous Substances course.
June 2013	3	Astrid October	Revised document – revised matrix and structures.
August 2014	4	Astrid October	Revised document – revised matrix to expand on roles and responsibilities for contractors and training needs for contractor section in Training Matrix, Appendix A. Amended induction to include ISO 14001 EMS overview in more detail to all staff, full EMS ISO14001 training / awareness allocated to supervisors and manager in Training Matrix, T & D changed to EAL, Appendix A. Revised unique identifier.
October 2015	5	Astrid October	Annexure 1 and Annexure A were replaced with the term “Appendix A” to close 2 <sup>nd</sup> Tier Audit observation. Validity period added for courses. Network Planning training matrix amended and CPM training matrix amended.

## **6. Development Team**

The following people were involved in the development of this document:

Astrid October

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## **APPENDIX A**

### **WESTERN CAPE OPERATING UNIT ENVIRONMENTAL TRAINING MATRIX** **(Informative)**

Note:

1. Where Green Champions have been nominated in departments – the Green Champion should attend the Induction, Eskom and Environment, Environmental Law (legislation) and ISO14001 Environmental Management System Training and awareness courses, as well as any of the environmental courses related to their specific job descriptions listed below (e.g. oil spill management etc.).
2. Due to the organisational restructuring process, some of the job descriptions' names and band levels may undergo changes. Most of the management job descriptions have been confirmed and the new names are reflected, whereas job descriptions within the bargaining unit may reflect mostly existing job descriptions depending on the department. The training matrix may then need to be adapted accordingly where relevant in those departments to reflect the current situation and staff complement.

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Environmental Course			Mod. 1: Induction & ISO14001 overview	Mod. 2: Eskom & Environment	Mod. 3: Environmental Law	Mod. 4: Herbicide Management	Mod. 5: Oil Spill Management	Mod. 6: Wildlife Interactions Management	Mod. 7: Distribution Environmental Screening Document (DESD) training	Mod. 8: Vegetation Awareness (includes tree identification)	Mod. 9: Waste Management	Mod. 10: Hazardous Substance	Mod.11:Environmental Authorisation (EA)/Environmental Management Programme (EMP)	Mod. 12 Environmental Management System Training (ISO14001)
Job Description	Grading	No of People												
<b>WESTERN CAPE OPERATING UNIT</b>														
<b>ASSET CREATION</b>														
Asset Creation Manager	EEE			X										
Secretary	T07		X	X										
Chief Engineer	P17		X											X

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<b>Project Execution</b>														
Project Execution Manager	M18		X		X								X	X
Project Senior Advisor	G15		X		X				X				X	X
Technical Project Management Snr Supervisor	Not available		X		X									X
Project Co-ordinator	T12		X	X	X		X	X	X		X	X	X	X
Programme Manager	M16		X		X						X		X	X
Contracts Management Services Manager	M16		X		X				X		X		X	X
Project Office Support Services Manager	M16		X		X								X	X
Project Manager Standard projects	M15		X	X	X		X				X	X	X	X
Electrification Planning Manager	M15		X		X									X
Clerk of Works	T10		X	X	X		X	X	X	X	X	X	X	X
Quantity surveyor	T12		X	X	X				X		X		X	
Asst Officer Projects	T10		X	X										
Snr Clerk Contract Admin	T06		X	X										
Snr Clerk Project Management	T06		X	X										
Officer Electrification	T12		X	X										

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Officer Project Finance	T12		X	X										
Officer Systems Support	T12		X	X										
Program Scheduler	T10		X	X										
Admin Support	T07		X	X										
Snr Supervisor Tech Project Mgt	T12		X	X										
<b>Network Engineering and Design</b>														
Network Engineering and Design Manager	M17		X		X									X
Civil Design Manager	M14-M16		X		X								X	X
Snr Design Engineer	P16		X		X		X	X					X	X
Engineer Project Engineering	P12/P13		X	X	X		X	X						X
Head of Design Systems Support	Not available		X	X										X
Head of Drawing Office x n	Not available		X	X										X
Prin Technician Draughting	T12		X	X	X								X	
Prin Technician	T12		X	X	X								X	
Snr Engineering Assistant	T11		X	X										

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Technician Design	T11		X	X									X	
Technician Project Engineering	T11		X	X									X	
Admin. Support	T06		X	X										
Asset Design														
Asset Design Manager	M16		X		X								X	X
Snr Design Engineer	P16		X		X								X	X
Engineer Project Engineering	T12/P13		X	X	X			X						X
Prin Technician	T12		X	X	X								X	
Engineering Assistant	T10		X	X										
RENI Operators	T06		X	X										
Admin. Support	T06		X	X										
Quick Response Contractors (tbc)			X	X										
<b>Network Planning</b>														
Middle Manager Network Planning	M18		X	X	X									X

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Master Planning Senior Engineer	P16		X	X	X									
Head of Planning Support Services	Grading not available		X	X	X									X
Head of Network Development Planning x n	Grading not available		X	X	X									X
Smart Grid & Telecoms Planning Snr Engineer	P16		X	X	X									
Investment Planning Snr Engineer	P16		X	X	X									
Distributed Generation Snr Engineer	P16		X	X	X									
Geoload forecasting senior engineer	P15		X	X										
Development planning senior engineer	P16		X	X	X									
Engineer Network Planner	P13		X	X	X									
Engineer Retic Network Analyst	T12		X	X	X									
Prin Technician Engineering	T12		X	X	X									
Snr Technician	T12		X	X	X									
Technician Network Planning	T10		X	X										
Technologist	P12		X	X	X									
Town & Regional Planner	P12		X	X	X									
Senior Clerk General Administration	T06		X	X										

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<b>Electrification Planning</b>	M15		X		X									X
Electrification Planning Co-ordinators	T12		X		X									
Asst Officer Electrification Planning	T10		X	X										
Senior Clerk General Administration	T06		X	X										
<b>Land Development and Environment</b>														
Middle Manager Land Development	M17		X		X				X				X	X
Head of Area Survey	T13		X	X	X				X				X	X
Survey & Line Design	T12/T13		X	X	X				X	X			X	
Technician Land Surveying	T10		X	X										
Snr Official Land Surveying	T07		X	X										
Official Land Surveying	T05		X	X										
Technical Support	T06		X	X										
Head of Reticulation & Electrification	T13		X	X	X								X	X
Head of Engineering Survey	Grading not available		X	X	X				X				X	X

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Head of Land & Rights	M14-16		X	X	X				X	X				X
Land & Rights Admin	T10		X	X										
Land Surveyor	T12		X	X	X			X	X	X			X	
Head of Network Data x n	Not available		X	X										
Land Development Tools Applicator	Not available		X	X										
Head of Geographic Mapping	T13		X	X										X
Sen Technician Geographic Info	T12		X	X										
Geographic Mapping Producer	T11		X	X										
Snr Engineering Asst. Geographic info	T11		X	X										
Printing Clerk	T05		X	X										
Snr Clerk Project Drawing Producer	T07		X	X										
Head of Environment	M14-M16		X	X	X	X	X	X	X	X	X	X	X	X
Land Development & Environment Snr Advisor	Not available		X	X	X	X	X	X	X	X	X	X	X	X
Environmental Management Advisor	T13		X	X	X	X	X	X	X	X	X	X	X	X
Environmental Management Officer	T12		X	X	X	X	X	X	X	X	X	X	X	X
Survey Technologist	P12		X	X	X									

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Admin Support	T06		X	X										
Engineering Assistant Geographic Info	T10		X	X										
<b>Maintenance &amp; Operations Manager</b>	EEE				X									
Secretary	T07		X											
Chief Engineer	P17		X		X									X
<b>Specialised Maintenance and Support</b>														
Middle Manager Specialised Mtc & Support	M18		X		X								X	X
Admin. Support	T07		X	X										
<b>Power Plant Maintenance</b>														
Power Plant Maintenance Management Section														
Power Plant Maintenance Manager	M16		X	X	X		X				X	X		X

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Engineer	P13		X	X	X		X				X	X		X
Snr Clerk PPM Management	T06		X	X							X	X		
Work Coordinator PPM Training	T10		X	X	X		X				X	X		
PTO PPM Cable Fault Location	T10		X	X							X			
STO PPM Cable Fault Location	T08		X	X							X			
<b>Transformer Section</b>														
Senior Supervisor PPM Section	T13		X	X	X		X				X	X		X
Work Coordinator PPM Transformer Section	T10		X	X			X				X	X		
Snr Clerk PPM Transformer Section	T07		X	X			X				X	X		
PTO PPM Transformer Section	T10		X	X			X				X	X		
STO PPM Transformer Section	T08 / T09		X	X			X				X	X		
TO PPM Transformer Section	T05 / T06		X	X			X				X	X		

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<b>Cable Section</b>														
Senior Supervisor PPM Section	T13		X	X	X		X			X	X	X		X
Work Coordinator PPM Cable Section	T10		X	X						X	X	X		
Snr Clerk PPM Cable Section	T07		X	X							X			
PTO PPM Cable Section	T10		X	X			X			X	X	X		
STO PPM Cable Section	T08 / T09		X	X			X				X	X		
TO PPM Cable Section	T05 / T06		X	X							X	X		
<b>HV Switchgear Section</b>														
Senior Supervisor PPM Section	T13		X	X	X		X				X	X		X
Work Coordinator PPM HV Switchgear Section	T10		X	X			X				X	X		
Snr Clerk PPM HV Switchgear Section	T07		X	X							X			
PTO PPM HV Switchgear Section	T10		X	X			X				X	X		
STO PPM HV Switchgear Section	T08 / T09		X	X			X				X	X		
TO PPM HV Switchgear Section	T05 / T06		X	X			X				X	X		

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<b>MV Switchgear Section</b>														
Senior Supervisor PPM Section	T13		X	X	X		X				X	X		X
Work Coordinator PPM MV Switchgear Section	T10		X	X			X				X	X		
Snr Clerk PPM MV Switchgear Section	T07		X	X							X			
PTO PPM MV Switchgear Section	T10		X	X			X				X	X		
STO PPM MV Switchgear Section	T08 / T09		X	X			X				X	X		
TO PPM MV Switchgear Section	T05 / T06		X	X			X				X	X		
<b>Live Work Section</b>														
Senior Supervisor PPM Section	T13		X	X	X		X	X			X	X		X
Work Coordinator PPM Live Work Section	T10		X	X				X			X			
Snr Clerk PPM Live Work Section	T07		X	X							X			
PTO PPM Live Work Section	T10		X	X				X			X	X		
PTO IR Scanning PPM Live Work Section	T10		X	X							X			

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STO PPM Live Work Section	T08 / T09		X	X				X			X	X		
TO Logistics PPM Live Work Section	T05 / T06		X	X							X	X		
TO PPM Live Work Section	T05 / T06		X	X				X			X			
<b>Mechanical Section</b>														
Senior Supervisor PPM Section	T13		X	X	X		X				X	X		X
Work Coordinator PPM Mechanical Section	T10		X	X							X	X		
Snr Clerk PPM Mechanical Section	T07		X	X							X			
PTO PPM Mechanical Section	T10		X	X							X	X		
PTO LMI PPM Mechanical Section	T10		X	X							X	X		
STO PPM Mechanical Section	T08 / T09		X	X							X	X		
TO PPM Mechanical Section	T05 / T06		X	X							X			
STO Buyer Mechanical Section	T08		X	X							X			

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Storeman PPM Mechanical Section	T06		X	X							X	X		
<b>Live Work Manager</b>	M15		X		X									X
Senior Clerk General Administration	Not available		X	X										
Live work Snr Sup	Not available		X	X	X		X	X			X	X		X
Live Work Snr Instructor	Not available		X	X										
Live Work Test Centre Officer	Not available		X	X										
Live Work Officer SME	Not available		X	X										
Work Coordinator	Not available		X	X			X				X	X		
Support Serv Snr Clerk	Not available		X	X										
LW Principal Tech official	Not available		X	X			X	X			X	X		
LW Tech official	Not available		X	X			X	X			X			
Live Work Testing Snr Tech official	Not available		X	X										

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<b>Control Plant Maintenance</b>														
Control Plant Maintenance Manager	M16		X		X						X			X
Technician	T10/T11		X	X							X			
Senior Technician	T12		X	X							X			
Planning Senior technician	T12		X	X							X			
Official (Technical)	T05		X	X										
Electrical Snr Engineer/Technologist	P16		X		X		X							X
Snr Official (Technical)	T07		X											
<b>Major Engineering Works</b>														
Major Engineering Works Manager	M16		X		X						X		X	X
Business Performance Officer	T12		X	X	X						X		X	
Officer Major Engineering Works	T12		X	X	X						X			
Admin Support	T06		X	X										
Officer Construction	T12		X	X	X		X			X	X	X	X	X

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Artisan (Snr/Princ Official Construction)	T07 & T10		X	X			X			X	X	X		
Construction Official	T05		X	X			X			X	X	X		
<b>Technical Support</b>														
Technical Support Manager	M15		X		X						X		X	X
Assistant Officer FS Contracts	T09		X	X							X			
Field Services Officer	T12		X	X	X	X	X	X		X	X	X	X	
Officer Live Line Management	T11		X	X	X			X		X			X	
FS Scheduler	T12		X	X	X	X	X	X	X	X			X	
Snr Instructor Live Line	T12		X	X	X			X		X			X	
Snr Clerk Technical Support	T06		X	X										
<b>Zone Management</b>														
Middle Manager Zone Manager	M18		X		X									X
Sector Manager	M16		X		X			X						X
Zone Senior Engineer	Not available		X		X			X						

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Admin. Support	T06		X	X										
FS Works Co coordinator	T10		X	X				X	X					
Engineer	P12 & P13		X	X	X		X	X			X			
Snr Supervisor CNCs	T13		X	X	X		X	X	X	X	X	X	X	X
Snr Clerk Support Services	T07		X	X										
Prin/Snr/Engineering assistant	T10-T12		X	X	X			X						
PTO	T10		X	X			X	X		X	X	X		
STO	T08 & T09		X	X			X	X		X	X	X		
TO	T06		X	X				X		X	X	X		
Storeman / Snr Storeman	T05 & T06		X	X		X	X				X	X		
ATO	T05		X	X										
SPECIFIC PTO, STO. ATO						X								
Apprentice Art28	TR1		X	X			X	X		X				

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<b>Plant Management</b>														
Middle Manager Plant Management	M18		X		X									X
Plant Performance Manager	M16		X		X						X			X
Special Investigations Snr Engineer	P16		X		X			X						X
Admin support	T06		X	X										
Plant Sector Manager	M16		X		X			X			X			
Refurbishment Planning Snr Engineer	Not available		X		X									
Officer Plant Management	T12		X		X									
Snr Engineer H/V Plant Management	P16		X		X									
Engineer QOS	P13		X		X			X						X
Engineer Maintenance & Performance	P12/P13		X		X									X
Snr Engineer Quality of Supply x n	P15/P16		X		X			X					X	X
Snr Advisor Electrical	G14		X		X		X						X	X
Snr Supervisor Plant Engineering	T13		X		X		X						X	X

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Snr Technician H/V Plant Mgt	T12		X		X								X	
Snr Technician Quality of Supply	T12		X		X								X	
Technician Maintenance & Perf	T11		X	X									X	
Technician Plant Management	T11		X	X									X	
Engineering/Snr Eng. Asst Maintenance & Perf	T10/T11		X	X									X	
Maintenance & Asset Management Manager	Not available													
Maintenance Specialist Snr Engineer	P16		X		X									X
Risk Snr Engineer	P16		X		X									X
<b>Network Operations and Support</b>														
Middle Manager Network Operations & Support	M18		X		X									X
Network Optimisation Manager	M16		X		X									X
Network Management Centre Manager	M16		X		X									X
Network Security Senior Engineers	P16		X		X									X
Reliability Snr Engineer	P16		X		X									X

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Network Analysis, Network Security, etc.)	P16		X		X									X
Distributed Generation Snr Engineer	P16		X		X									X
Energy Management System Tools & Data Snr Engineer	P16		X		X									X
Network Management Centre Manager	M16		X		X									X
Protection Co-ordination & Configuration Manager	M16		X		X									X
SCADA Management Manager	M16		X		X									X
Telecommunications Management Engineer x n	P13		X	X										X
Scada Snr Engineer	P16		X		X									X
Scada Engineer	P13		X	X										X
Telecommunications Management Snr Engineer	P16		X		X									X
Scada Snr Technician	Not available		X	X										X
Scada Technician	T11		X	X										
Snr Controller	T11		X	X										
Engineers	P13		X		X						X	X		X
Prin Engineering Assistant	T12		X	X										

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Senior Supervisor	T13		X	X	X									X
Asst Officer Plant Engineering	T09		X	X										
Secretary/Senior Clerk	T06		X	X										
Prin Technician	T12		X	X										
Senior Draughtsman	T09		X	X										
Technologist	P12		X	X	X									
Resource Management Centre Manager	M16		X		X									X
Resource Management Centre Senior Sup	T13		X	X										X
RMC Data Officer	T12		X	X										
FS Dispatcher	T12		X	X	X		X	X						
FS Scheduler	T12		X	X	X		X	X						
Officer Field Services	T12		X	X	X		X	X						
Snr Supervisor WMC	T13		X	X	X		X	X						X
Snr Engineering Asst WMC	T10		X	X	X		X							
Snr Clerk WMC	T06		X	X										

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<b>Smart Metering</b>														
Smart Metering	Not available		X		X									
Demand Side Management Technology Implementation Snr Engineer	Not available		X		X									
Das Senior Supervisor	Not available		X	X										
Das Snr Tech metering			X	X										
Smart Metering Snr Engineer	Not available		X	X										
Energy Protection Snr Advisor	Not available		X	X										
Energy Protection Snd Advisor	Not available		X	X										
Senior Clerk General Administration	Not available		X	X										

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<b>SHEQS</b>														
SHEQs Manager	M17		X		X									X
Environmental Management Manager	M16		X	X	X	X	X	X	X	X	X	X	X	X
Environmental Advisor	P13		X	X	X	X	X	X	X	X	X	X	X	X
Occupational Safety & Hygiene Manager	M15		X		X									X
Secretary Admin	T07		X	X										
Admin Support	T07		X	X										
Officer Safety Health & Environ	T12		X	X	X						X	X		
Asst Officer Safety Health & Environ	T10		X	X							X	X		

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Risk Insurance Officer	T12		X	X										
Asst Officer Risk Insurance	T09		X	X										
Security Management														
Security Management Manager	M15		X		X								X	X
Admin Support	T06		X	X										
Officer Security	T12		X	X										
Crime Risk Officer	T11		X	X										
Asst Officer Investigations	T09		X	X										
Shift Supervisor Security	T09		X	X										
Senior Inspector Security	T06		X	X										

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**ENVIRONMENTAL TRAINING, AWARENESS AND  
COMPETENCE IN ACCORDANCE WITH ISO14001  
ENVIRONMENTAL MANAGEMENT SYSTEM  
REQUIREMENTS**

Unique Identifier: **240-83895653**

Revision: **5**

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Quality Management			X	X										
Quality Assurance Officer	Not available		X	X										X
Operational Performance Management Officer	Not available		X	X										X
Document Management Officer	Not available		X	X										X
<b>Business Performance Integration Management</b>														
Middle Manager BPIM Manager	M17		X		X									X
Technical Advisory	G15		X	X	X									X
Business Integration & Planning	G15		X	X	X									X
Business (Improvement Analyst)	G15		X	X	X									X

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<b>External Contractors</b>														
Servitude Management Contractors			X		X					X			X	X
Surveyor Contractors			X		X			X	X	X			X	X
<b>Construction Contractors</b>														
• Contractor Owner/Manager			X		X									X
• Construction Site Environmental Representative			X		X		X			X*	X	X	X and site specific EMP	X
• Contractor (general)													Site specific EMP	
<b>Maintenance Contractors *</b> (additional depending on nature of impacts )														
• Contractor Manager/Owner			X		X								X	X
• Site Supervisor			X		X								X and site specific EMP	

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**Notes:**

1. X\* - depending on sensitivity of the project in terms of protected vegetation (as required / advised by environmental management section in land development)
2. Over and above the training requirements above, certain environmental requirements may also be made during the tender process (during the tender criteria) for specific environmental qualifications or trainings depending on the specific activities or projects involved.
3. All staff must be aware of ISO14001 so an overview is included as part of the overall environmental induction (module 1) Managers and Supervisors must also attend the full ISO14001 awareness courses (module 12).

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