

	Annexure C 1: Environmental Requirements for the Provision of Facilities Management Services (Technical Services) for Property Management GEMMA Cluster (NC)	Document Identifier	240-77471651	Rev	2
		Authorisation Date	July 2024		
		Review Date	March 2027		

Environmental Section				
Ref.	KPIs	Track Submission	Actual score Apply 1 or 0	Comments
1	Environmental Policy (including commitment to pollution prevention, continual improvement and compliance to environmental legislations)			
2	Company organogram – with the inclusion of an Environmental Responsible Person			
3	Valid Environmental appointment letter (outlining roles and responsibilities)			
4	Communication Plan/ Strategy			
5	Environmental Incidents Register (including incident reporting template/form)			
6	Environmental Aspects and Impacts Register (specific to project scope of work)			
7	7.1. Detailed Environmental Objectives to address point 6 above			
	7.2. Detailed Action Plan flow process to address 7.1.			
8	Environmental Emergency Plan (including emergency contact details, environmental events and emergency drill form)			
9	Evaluation of Compliance, Monitoring and Measurement Procedure			
10	Non-Conformances, Corrective and Preventative Action procedure (including Non-conformance's form/ template)			
11	Environmental Management Plan (with method statements for the below mentioned elements)			
	11.1 Conservation of existing vegetation (Trees ground cover and related pristine environment)			
	11.2 Water usage/ conservation			
	11.3 Handling and Transportation of Hazardous substances (fluorescent tubes, etc)			
	11.4 Dust and Noise Control			
	11.5 Environmental Human Resources			
	11.6 Environmental Training			
	11.7 Incidents Management and Reporting			
	11.8 Construction Management			
	11.9 Compliance Obligation (legal and other requirements related to scope of work)			
	11.10 Use of fuel for machineries			
	11.11 Operational Activities based on the scope of work			
	11.12 Rehabilitation work of affected area/ environment			
12	Waste Management Plan			
	12.1 Procedure/ method statement for handling of waste (not limited to storage, handling, transportation and disposal)			

	12.2 Register for possible waste to be generated on site			
	12.3 Waste Separation			
	12.4 Waste Minimisation			
	12.5 Records of Waste quantities to be disposed (template)			
	12.7 Compliance Obligation (Legal requirements)			
13	Certified Environmental Law Certificate accompanied by ID copy.			
14	Training Schedule and training Matrix (Indicating resources trained dates and scheduled dates for planned environmental trainings)			
PART B SCORE				31
TOTAL POINT OBTAINED				
				Please tick relevant box Approved. ☐ Not Approved. ☐

Score:

0 = Document not submitted OR submitted but does not satisfy the minimum requirements

1 = Document submitted and the content satisfy the minimum requirements