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1. Introduction

Eskom is committed to creating and sustaining a Zero Harm culture and standard of safety, health, the environment, and quality (SHEQ). Zero Harm means ensuring that the Eskom operational activities do not inflict harm on Eskom's assets, its employees, contractors, and members of the public affected by its operations, and the environment in terms of compliance obligations. All procurement has some level of impact on the environment that needs to be minimised to ensure sustainable procurement practices. Most environmental impacts occur before goods, works or services are procured, for example, resource extraction, design development, manufacturing, transportation and storage, etc. Environment is an integral part of Eskom sustainable procurement strategy.

This standard sets the minimum criteria for assessing supplier environmental conformity, based on standards, procedures, policies, and compliance obligations with which Transmission suppliers need to comply. It specifies a pre-determined set of environmental criteria to evaluate and monitor potential and contracted Transmission suppliers. The objective is to ensure a common understanding and consistent implementation of environmental requirements for procurement of assets, goods, and services.

2. Supporting Clauses

2.1 Scope

The standard outlines the key responsibilities of Procurement Practitioner, Contractor/Supplier, Clients, Environmental Practitioner and Contract or Project managers (contract custodians). It also provides the minimum environmental requirements to be addressed during:

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a) Design phase.
b) Tender enquiry, evaluation, and contract award.
c) Supplier registration on the Transmission vendor data base.
d) Site access /site mobilization.
e) Monitoring of performance during the contract execution period.
f) Contract completion, close out, and post-contract review and
g) Instances and criteria where works or services under a contract can be stopped, suspended or termination of contracts.

2.1.1 Purpose

The purpose of this standard is to ensure that Suppliers, Contractors, and Sub-Contractors contracted to Transmission have established an Environmental Management System for goods, works, or services they provide.

2.1.2 Applicability

This document shall apply throughout Transmission including Suppliers, Service providers, Contractors, and Sub-Contractors.

2.1.3 Effective date

This standard shall be effective from the date of the signature.

2.2 Normative/Informative References

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

2.2.1 Normative

[1] 32-1034 Eskom Procurement and Supply Chain Management Procedure.

[2] 32-196 Eskom Disciplinary Code Standard.

[3] Project Specific Environmental Management Programmes/Environmental Management Plan.

[4] Project Specific Permits and Licenses (Construction stage).

[5] 240-43921804 Environmental Tender Evaluation Template.

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[6] 240-151560800 Environmental Evaluation-Commencement of work.

[7] 240-180100148 Pre-construction Access Agreement Form.

[8] 240-110600836 Contractor Environmental Requirements Proforma.

2.2.2 Informative

[9] National Environmental Management Act No 107 of 1998

[10] ISO 14001: Environmental Management Systems

[11] National Environmental Management: Waste Act (Act 59 of 2008)

[12] Environmental Impact Assessment Regulation (2014)

[13] National Water Act (Act 36 of 1998)

[14] National Environmental Management: Air Quality Act (Act 39 of 2004)

[15] National Environmental Management: Biodiversity Act (Act 10 of 2004)

[16] National Environmental Management: Protected Areas Act (Act 57 of 2003)

[17] National Heritage Resources Act (Act 25 of 1999)

[18] National Veld and Forest Fire Act (Act 101 of 1998)

[19] 240-82410629 Environmental Management Strategy

[20] 240-81146134 Implementing SHEQ as Objective Criteria Position Paper

2.3 Definitions

Definition	Explanation
Environmental Impact	Any change to the environment, whether adverse or beneficial, wholly, or partially resulting from an organisation's environmental aspects.
Environmental Authorisation	Authorisation obtained from a competent authority responsible for authorising listed activities in terms of the National Environmental Management Act No 107 of 1998.

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Environmental Management Programme	It is a programme/plan of action for achieving organisational objectives relating to the mitigation of environmental impacts of its activities, products, and services.
Environmental Management Plan	A programme for achieving organisational objectives and targets relating to mitigation of the environmental impacts of an organisation's activities, products, and services.
Project	Means an activity or a group of activities that has a defined start and end date, a defined scope, and as defined sum of money allocated to complete the activities.
Project Life Cycle	The project life cycle is a step-by-step framework of best practices used to manage a project from its beginning to its end. It provides Project Managers a structured way to create, execute, and finish a project.
Environmental file	Means a permanent record containing information about the Environmental management system during construction and all information relating to the post-construction phase after the handover to the client, so that the client can maintain the works in a healthy and safe way.
Method Statement	Means a written document detailing the key environmental activities to reduce the hazards identified in any risk assessment. In the case of internal work, it includes procedures, safe work procedures, and work standards.
Environmental Performance	The measurable results of an organization's management of its environmental aspects.
Organisation	A company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration. **Note: For organisations with more than one operating unit, a single operating unit may be defined**

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Environmental Authorisation	authorisation obtained from a competent authority responsible for authorising listed activities in terms of the National Environmental Management Act, 1998 (Act No.107 OF 1998) Environmental Impact Assessment Regulations (2014).
Contractor/Supplier Organisation	Organisation or person that provides a product or service. Example: Producers, distributor, retailer or vendor of a product, or provider of a service or information. ***Note 1: A supplier can be internal or external to the organisation.*** ***Note 2: In a contractual situation, a supplier is sometimes called "contractor".***
Document Controlled Disclosure	Controlled disclosure to external parties (either enforced by law or discretionary).
Environmental Management System	Is a system which integrates policy, procedures, and processes for training of personnel, monitoring, summarizing, and reporting of specialized environmental performance information to internal and external stakeholders of an organisation.

2.4 Abbreviations

Abbreviation	Explanation
EA	Environmental Authorisation
ECO	Environmental Control Officer
EMPr	Environmental Management Programme
EMP	Environmental Management Plan
EMS	Environmental Management System
ISO	International Organisation for Standardization
SDS	Safety Data Sheet

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Abbreviation	Explanation
TDP	Transmission Projects Delivery
SHE	Safety Health and Environmental
SHEQ	Safety Health Environment and Quality
P&SCM	Procurement and Supply Chain Management
SHERQS	Safety Health Environment Risk Quality & Security

2.5 Roles and Responsibilities

Procurement Practitioner shall:

- Ensure that sufficient notification and preparation times are provided to the relevant Environmental Practitioners for the preparation of the relevant environmental requirements for the enquiry.
- Ensure that the environmental requirements and specification documents are provided by the appropriate environmental practitioners prior to the release of tender documents.
- Ensure that Environmental Practitioner participates in the commercial process, and provides input into the relevant meetings or forums, processes, and reports that lead to the awarding of the contract (e.g., supplier evaluation, squad check meetings, contracting strategies, negotiations, clarification meetings, tender evaluations and evaluation report compilations, contract award, briefing meetings).
- Ensure that the Environmental Acknowledgement Form (Appendix E) is reviewed by the Environmental Practitioner to ensure that all applicable rules and requirements are referenced in this form for Tenderers to acknowledge and comply with and ensure that its completed and included in their tender.

Business Unit Manager shall be responsible for:

- Implementation of the requirements as stipulated in this standard.

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The Environmental Practitioner shall:

- Participate in, and input into all the relevant meetings/forums, processes and reports that lead to the awarding of the contract.
- Co-ordinate the research, preparation, and consolidation of the applicable environmental requirements together with members of the cross functional team for each tender/enquiry and shall ensure that these requirements are handed over to commercial representative for inclusion in the tender/enquiry.
- Ensure that environmental requirements are listed in and are specific to the scope of work and environmental risk assessment conducted for the contract.
- Ensure that the tender's response to environmental requirements in the tender/enquiry are submitted with the tender returnables.
- Ensure the monitoring of environmental performance and compliance during the contract execution and post-contract review and assessment and must also ensure that all reports are provided to contracts management.
- Provide detailed information pertaining to the supplier's non-compliances, environmental interventions taken and provide the report to the contract custodian and submit to contracts management.
- Identify specific technical environmental requirements that will be included in the technical evaluation criteria for the contract.

The Contract Custodian (Contract Executor) shall:

- Ensure that the Supplier adheres to the relevant contract environmental requirements.
- Ensure that project-specific environmental specifications together with specific environmental aspects and other relevant procedures and documents are developed in conjunction with the Environmental Practitioner and provided with the tender package.

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- Ensure that necessary details/issues pertaining to non-conformances on contractual environmental obligations during contract execution, environmental intervention or standoff, post contract review, supplier reconsideration are adequately addressed, recorded, and submitted to contracts management for record and future references.
- Compile a motivation outlining the scenario, the reasons why the requirements is/are impractical to comply with and suggested recommendations shall be submitted in writing to contract management where it is impractical to implement and /or comply with environmental requirements as set out in this standard.
- Ensure that post contract review is conducted with the relevant information and that the results of such assessment are recorded, documented, and kept.
- Ensure that environmental budgeting is done as per the contract scope, and it forms part of the Bills of Quantities in the contract.

Supplier /Service Provider:

- It is the responsibility of the Tenderer to provide valid and authentic environmental documentation for evaluation.
- The Tenderer may seek support, guidance, and advice from relevant Environmental Practitioners during the tender clarification meeting to fully comply with the requirements of this standard. Such support, guidance and advise shall be levelled in writing with the Eskom Representative whose details are in the tender document. Direct communication between tenderers and Environmental Practitioners shall not be allowed. .
- The Supplier must comply with, and adhere to, environmental legislation and Transmission environmental requirements always when contracted with Transmission Business Units.
- The Supplier as a legal entity must be conversant with the environmental obligations related to the works, services or goods tendered for.
- Each site or premises of Transmission and its Business Unit has specific environmental site requirements, and it is the responsibility of the Supplier to ensure that these requirements are met before work can commence.

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2.6 Process for Monitoring

Compliance to this standard will be monitored during tender evaluations, periodic inspections and audits on the works, goods or services rendered. The procedure / process shall include documenting information to monitor performance, applicable operational controls (method statements) and conformity with the Transmission EMPr/EMP and/or the EA.

- Transmission may conduct due diligence to the supplier's product/services and environmental management procedures, and/or any inspection authority acting on supplier's behalf, to make available all information at its disposal certificates for review by Transmission or its appointed inspection agency.
- The supplier shall keep records of the results of the periodic evaluations, and the records shall be made available to Transmission business units. These shall not be limited to:
    - A procedure for Monitoring, Measurement, Analysis and Evaluation of Compliance
    - Document specific checklists and registers
    - Monitoring/Inspection reports
    - Findings and close out reports.
    - Natural resource consumption (water, fuel, electricity usage etc.)

2.7 Related/Supporting Documents

[1] 32-1034 Eskom Procurement and Supply Chain Management Procedure

[2] 240-106082683 SHEQ Requirements for the Procurement and Supply Chain Processes in Eskom

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3. The Contractor Environmental Management Model

Transmission has adopted a six-phase environmental contractor management model to effectively manage contracts and suppliers.

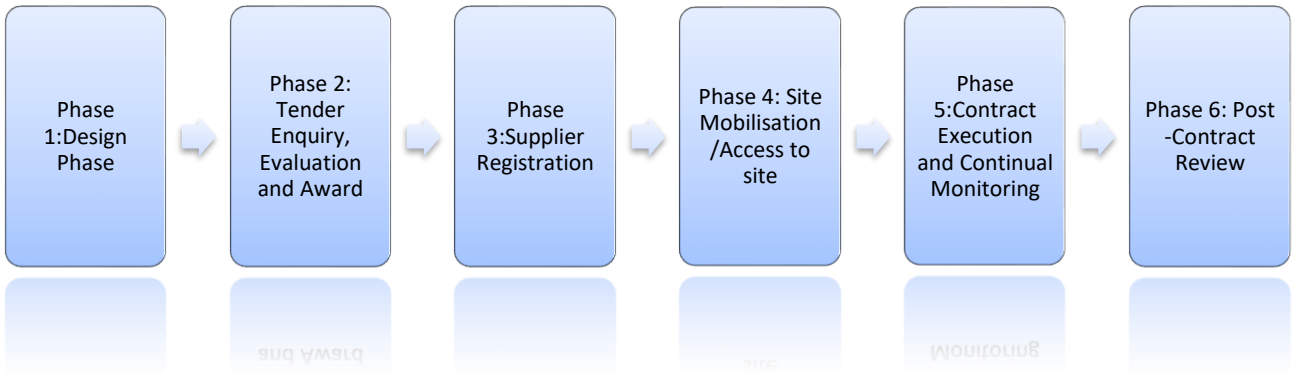

Figure 1: illustrate the six phases environmental contractor management model

3.1 Phase 1: Design Phase

- Environmental Practitioners to provide the designer with an environmental specification that are specific to the contract or services to ensure integration of the environmental requirements into the design.
- The designer and the responsible environmental practitioner to conduct a site visit before commencing with the design or contract goods and services environmental specification can be developed.

3.2 Phase 2: Tender Enquiry, Evaluation, and Award

- Functional environmental requirements will form part of the tender/enquiry. The tender/ enquiry shall be accompanied by a contract specific environmental specification and risk assessment and applicable SHE policies and procedures.

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Transmission	Supplier
Conduct due diligence on the supplier prior the work is executed	All environmental documentation, records, reports shall be made available for review when requested by Transmission or its appointed inspection agency. The supplier shall provide suitable facilities and safe working environmental to Transmission or its appointed environmental agency

3.3 Contractors Environmental Management System Requirements

- The Contractor/supplier shall have a documented, implemented and maintained environmental management system, preferably guided by the ISO 14001:2015 Standard. New Suppliers can provide evidence of their compliance by maintaining accurate and up-to-date documentation and records related to their environmental management practices. This can include policies, procedures, training records, audits, and monitoring reports.

- The Contractor shall be responsible for ensuring that all their Supplier Organisation's environmental programmes comply with the Transmission requirements. The Contractor shall define the specific environmental control elements applicable to the scope of works, goods or services.

- The Contractor shall inform Transmission of any changes to the environmental requirements that were evaluated during the tendering stage prior to implementation of these changes.

3.4 Environmental Planning

- Any revisions to the plans/programmes shall require the agreement of Transmission or its environmental representatives prior to the commencement of work involving an activity affected by such changes.
- The revision of environmental documents shall be subjected to review and approval by all parties previously responsible for evaluation prior to implementation.

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- The following will form part of the supplier's documented EMS, and shall be internally reviewed, and formally approved. The environmental management system must cover each distinct stage of work performed/undertaken and it shall include but not be limited to:
    - Site establishment.
    - Access control to site.
    - Site construction and installation work (civil, electrical, power lines etc.).
    - Manufacturing (site, factory, temporary workshops etc.).
    - Storage areas (plant, equipment, free issue material etc.).
    - Waste Management Plan (or method statement); Site and Vegetation Clearing.
    - Handling of Hazardous Chemical substances.
    - Site management (water management, dust and noise, landowner liaison, final release and settlement of disputes and claims).
    - Rehabilitation.
    - Site demobilization.

- Different physical locations where the supplier's work will be performed, the significant environmental conditions will be included and mitigated.
- Work to be performed by the supplier and their pre-determined scoping requirements.
- Waste management plan/procedure that includes waste segregation and minimisation, waste disposal register, anticipated waste streams to be generated and related legal requirements applicable to waste management for specific scope of work.
- Environmental records to be retained at site for the specific scope of work and, shall include but not be limited to:
    - Environmental Authorisation (including all other permits and licenses).
    - Project specific Environmental Management Plan/Programme.
    - Aspects and Impacts register.
    - Incident register and Investigation reports.
    - Non – Conformance register.

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- Complaints register.
- Waste statistics (reused, recycled, donated and disposal records).
- Water use records.
- Hazardous Substances registers and Safety Data Sheets.
- Records of internal and external audits and inspections (reports, findings, action plans and close outs).
- Records of site inspections conducted (checklists and reports).
- ECO reports (where applicable).
- Energy Efficiency Checklists.
- Appointed environmental representative (Appointment Letter).

3.5 Organisational Environmental Aspects and Impacts Registers

- Transmission Aspects and Impacts register shall identify/indicate/define/reflect the supplier's scope as per the requirements of ISO 14001: 2015.
- Transmission requires that the service providers 's environmental requirements documentation meet the additional requirements below as a minimum:
- Identify and list all environmental aspects per activity.
- Determine all the possible environmental impacts for each of the identified aspects.
- All environmental aspects shall be assessed before and after controls.
- Identify significant Aspects and Impacts and establish programmes/ procedures on how to address the impact to the environment.
- The impacts shall be rated and must be included in a compiled Environmental Aspects and Impacts register (See Appendix A).
- Aspects and Impacts register by the contractors/suppliers must be a revision-controlled document; An example of the Environmental Criteria for determining the significant impacts are explained in Appendix A.

Note: this shall be managed according to the level of environmental risk.

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Transmission	Supplier
Significant aspects shall be considered in the setting of Objectives and Targets and the determination of the environmental risks and opportunities at the project level.	Planned actions and impact control (corrective) measures for the medium and high significant impacts shall be undertaken through environmental management programme/plan and/or through operational controls.

Note: These records shall be kept in a hard copy and submitted to the environmental practitioners

- The supplier's organisational structure shall indicate the current management hierarchy as per scope of work (include SHEQ representatives). The structure must clearly show lines of responsibility and authority and shall reflect both the names of the appointed persons and their respective designations and positions. The management representative (i.e. appointed responsible authority of site) having overall responsibility for environmental management and planning.

- A qualified person (National Diploma or a degree e.g., Environmental Sciences/Management or Nature Conservation or relevant Natural Sciences) having the responsibility for monitoring environmental planning and activities and their relationship within the management structure according to the project EMPr/EMP and/or EA requirement. For low risk projects an environmental representative with two weeks environmental training will be sufficient to be an environmental representative.
- Environmental tender returnable must be clear to suppliers. The environmental practitioner to identify and list all applicable environmental requirements in relation to the scope of work
- Where applicable, the tenders or potential suppliers must conduct a site visit of the area where the work shall be executed before tendering.
- The site visit will be conducted with the supervision of contract custodian together with the commercial practitioner.

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Items for informing the Tenderer

- For the environmental requirements that were not met during the evaluation phase, the Tenderer will be given seven (7) days to submit the outstanding requirements. failure to submit the outstanding requirements within the seven (7) days period will render the tenderer non-compliant and the evaluated score will not change. As environmental requirements in a tender are contractual requirements, the non-compliance will not lead to a tenderer's disqualification but will be highlighted in the submission report to the Delegated Approval Authority (DAA) for the Tenderer to address during the negotiations or post contract award.
- Outstanding environmental issues at the clarification must be provided for in the contract with the tenderer given a specific period post contract award to address.
- Further guidance and support about environmental matters will be provided at the clarification meetings. Environment shall be on the agenda for the clarification meeting and records of the presentation are to be kept by commercial. To be noted that guidance and support at the clarification meeting and all clarifications associated the tender must be levelled with the Eskom Representative (Buyer).

Environmental sections /questions and weightings in checklists, reports and evaluations respectively

- For environmental tender evaluations, commercial shall ensure that all environmental evaluations are carried out by the allocated environmental practitioner responsible for the tender. The environmental evaluation report shall be compiled by the responsible environmental practitioner and submitted to commercial.

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- Environmental high risk: contract for works, goods or services which have an environmental high risk that is recognised globally, widespread or permanent ecological damage locally. Remediation would take longer than one year. This could result in a major public health hazard and the magnitude is unknown (refer to appendix C to determine risk): ***Environmental requirements shall be included as a contractual requirement in tender documents or as prescribed in the Procurement and Supply Chain Management Procedure and relevant Instruction Notes. All or nothing approach will be implemented during the evaluation. The Tenderer to score full points against the specified criteria. When the supplier does not score full marks, they will be given seven (7) days to submit outstanding documents. Failure to do so will result in the original score being retained. To be noted that while the all or nothing principle will be evaluated in this process, suppliers will not be disqualified for not meeting all requirements. Suppliers will be given the opportunity to meet the requirements at negotiations and if they again fail, any outstanding requirements will be provided for in the contract for the supplier to meet within the timeframe stipulated in the contract.***
- Environmental medium risk: contract for goods, works or services which has an environmental impact regionally or locally that could result in a major uncontained or sustained environmental release causing health hazard to humans and immediate vicinity but not resulting in a critical or fatal injury/illness. This could result in an ecological damage that can be remedied within one year. (Refer to appendix C to determine risk): ***Environmental requirements shall be included as a contractual requirement or as stipulated In the Procurement and Supply Chain Management Procedure and relevant Instruction Notes.***
- Environmental low risk: contract or goods and services which has an environmental low risk has little or no ecological effect and no measurable impact on human health (refer to appendix C to determine risk): ***Environmental requirements shall be included as a contractual requirement or as stipulated In the Procurement and Supply Chain Management Procedure and relevant Instruction Notes.***
- The environmental requirements and the applicability will ultimately be determined by the responsible environmental practitioner for all contracts.

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Contract Award

- Environmental practitioners are to form part of the briefing or preparation meeting to outline requirements to be met before work can commence.

3.6 Phase 3: Supplier Registration

- The supplier shall meet the minimum environmental requirements (determined on tender returnable as per scope of work).

Exempted Suppliers

- Independent electricity generators and demand response suppliers for rebate.
- Venue and accommodation services where a contract does not exist between Transmission and the supplier.
- Municipalities and organisations that Transmission procures services from, e.g., water and sanitation.
- Purchasing of consumables from established retailers (trading outlets).
- Disruption in transportation and distribution of goods/services due to extreme weather condition and other declared emergencies and disasters (i.e., urgent procurement or emergencies).
- Any other services that on evaluation should not be considered for issue out to the market with environmental requirements.

3.7 Phase 4: Site Mobilisation /Access to Site

Prerequisites for commencement for commencement of works or services following contract award

- Contracts Management shall ensure that the environmental practitioners are given notice (at least one week prior) of the contract award so that they can ensure that environmental file evaluation is done before the supplier can mobilise on site and commence with work.

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- The national contracts management process (phase 1 and phase 2) environmental requirements to be co-ordinated by the Office of the Group Executive - environmental practitioners. The co-ordinating environmental practitioner will hand over to the business unit environmental practitioner (phase 4 to 6), where the works or goods/services will be executed by the environmental practitioners at relevant business unit.
- The following documents shall be prepared and maintained for the duration of the contract and/or qualification validity period and shall be submitted to Transmission or its inspection agency prior to commencement of the works. Documents to be submitted to Transmission include, but may not be limited to the following:
    - A completed and signed contractor Environmental Requirements Pro – Forma (Appendix E).
    - Contractors/suppliers Environmental procedures/method statement will be in accordance with Transmission specific requirements.
    - EMS documentation as required for the works.
    - All documentation shall be submitted to Transmission for evaluation 7 days after contract award.
    - Organisation's EMS records (refer to Appendix D).
    - Permits as applicable.
    - Corrective actions taken because of non-conformances raised by either the Organisation or Transmission.

3.8 Phase 5: Contract Execution and Continual Monitoring

Continual Environmental performance monitoring

- Environmental practitioners shall conduct inspection, audits to monitor environmental compliance and adherence by the contractor. The Environmental Practitioner reserves the right to conduct the performance measures on all contractors.
- The business unit that receives products, goods and services shall ensure that monitoring mechanism (such as audits and reviews) is instituted with the support of the environmental practitioners to ensure compliance with environmental legislative/ legal obligation and Transmission requirements.

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Management of Sub-Contractors and Suppliers

- The contract custodian shall ensure that the main supplier or principal supplier is notified that she/he is accountable for the management of her/his subcontractors and supplier and to ensure that the subcontractors/suppliers comply with the applicable Environmental legal obligation and other Eskom/ Transmission requirements (applicable during the contract execution of works and services in terms of the contract).
- The contract custodian, together with commercial department must ensure that all non-conformances or non-compliance of the suppliers are dealt with as per the Transmission supplier status reconsideration process (32-1034 Eskom Procurement and Supply Chain Management Procedure)

Enforcement of compliance with Environmental requirements during contract execution and the monitoring/assurance of this

- Environmental Practitioners shall ensure that there is a mechanism to monitor environmental performance and the supplier's compliance at predetermined interval during contract execution and that these reports are provided to the contract custodian, as well as the commercial department during the execution of the contract and for the post-contract review process.

Work stoppage stoppage/suspension of works and services under a contract

- Any person may stop an activity that may pose a threat to health of an individual and create a risk of degradation to the environment. This includes any unauthorised work or commencement of the activity without required environmental authorisation or approvals or service performed by, or legally or contractually non-compliant acts or omissions by the Supplier or such Contractors.
- The temporary stoppage of an activity/activities or tasks may be due to environmental concerns, including the following circumstances which shall not warrant any financial compensation:

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- Ad-hoc environmental intervention by Transmission management, all work of similar nature may be stopped due to the occurrence of a serious environmental incidents, and the relevant supplier will be required to comply with the conditions stipulated in the work stoppage instruction.
- Ad-hoc environmental intervention by any person, especially environmental practitioners, may be due to activities by the contractor that may degrade the environment. The conditions that may result to a work stoppage will determine the corrective measures to be taken urgently to protect the environment and plant or equipment to prevent environmental pollution.
- Ad-hoc environmental intervention by government environmental authorities, all work of similar nature may be stopped due to the occurrence of a serious environmental incident or legal contravention, and the relevant supplier will be required to comply with the conditions stipulated in the work stoppage instruction.

Supplier status reconsideration

- The contract custodian will be the authorised person to communicate via the responsible commercial practitioner to the reconsideration of the supplier status committee when she/he recommends the suspension or termination of the contract on the advice of environmental practitioners.
- In the event of any one of the following environmental incidents occurring, an investigation shall be initiated when:
  - A supplier has three major environmental non-conformances raised in the same financial year.

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- A supplier had two or more contraventions of environmental legislation including non-compliance with the condition contained in all environmental approvals. The contractor has been issued with a compliance notice that is issued by a government department, for an example the Department of Forestry, Fisheries and the Environment and Department of Water and Sanitation
- Violation of any of the Eskom Life-saving Rules occurs.
- Fraudulent environmental related documents are submitted by the supplier.

The investigation will be conducted, and the supplier will be informed about the outcome of the investigation. If the supplier is found guilty of the above offences, they will be taken off the Eskom data base with no future business prospect with Transmission. When the supplier is cleared on all the offences, they will be re-considered to be reinstated on the Eskom database.

Note: No Transmission employee or representative is allowed to terminate or suspend a contractor or supplier at any given time. The contractor must be referred to the Reconsideration of Supplier Status Committee.

Contract Completion Process and Record Retention

- It is the responsibility of the project manager from the business unit to ensure that the final environmental inspection is conducted with the assistance of the environmental practitioners allocated for the work. The environmental practitioner will ensure that the rehabilitation is executed according to the EMPr/EMP and EA conditions. The environmental practitioner will sign off the project close out handover form. This must be done before a contract is closed.
- The environmental file shall be handed over from supplier to the asset owner. The handover form with all records will be signed by all and handed over to business unit on completion of the works/project. For work/project where the Business unit Managers are on another division /site, the handover shall include the environmental file that will be handed over to the client or client agent (site owner /asset owner).
- Documents to be submitted to Transmission on completion of scope of works, which shall accompany every shipment of product to its specified delivery destination(s) include, but may not be limited to the following:

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- Organisation certificates of conformance.
- Organisation test certificates etc. as required by the applicable technical specification(s).
- Inspection release reports issued by Transmission or its inspection agency including but may not limited to:
    - ECO close out report
    - Final rehabilitation report
    - Final sites close out audit/inspection report/NCR close out

NOTE: The above can be submitted and summarised in a form of a controlled register.

3.9 Phase 6: Post-Contract Review

- Commercial shall ensure that post -contract reviews are incorporated in the commercial process to review the supplier's environmental performance during the execution of contract and ensure that the assessment results are made accessible and available to all relevant stakeholders for future reference.
- Environmental practitioners shall prepare the environmental component in preparation for the review process, that is, audit reports and the environmental compact/contract.
- The output of the post-contract assessment shall be submitted to commercial (supplier/contract management) for record keeping purposes and the results input into the supplier database for future consideration of the specific contractor.

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4. Acceptance

This document has been seen and accepted by:

Name	Designation
Group Executive	Transmission Group
General Manager	Asset Management
General Manager	Engineering
General Manager	Energy Market and Services
General Manager	Grid Planning and Development
General Manager	International Traders
General Manager	Office of the Group Executive
General Manager	Operations and Maintenance (Grids)
General Manager	Transmission Projects Delivery
General Manager	System Operator
Senior Manager	Finance
Acting Senior Manager	Human Resources
General Manager	Procurement and Supply Chain Management
Transmission Group BMS Representatives	All Transmission Group BU's
Transmission Group BUERs	All Transmission Group BU's

5. Revisions

Date	Rev.	Compiler	Remarks
November 2023	1	P Likhethe	Transmission did not have a level 2 procurement standard. The division adopted level 3 Transmission Project Delivery standards to convert it into a level 2 document.

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6. Development Team

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7. Acknowledgements

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Appendices

Appendix	Description	Document Reference Number
A	• Aspect Register	240-131655011
B	• EMP for Service Providers or Suppliers	240-109832932
C	• Risk Assessment (High, Medium, and Low risk work) • Integrated Risk Standard	240-108987034 32-391
D	• Tender returnable form	240-43921804
E	• Environmental Requirements Pro-forma	240-110600836
F	• Environmental Method Statement Template for Service Providers or Suppliers	As per the scope of the contract

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