

HERMANUS WASTE WATER TREATMENT WORKS (WWTW)

Environmental Policy

Hermanus Waste Water Treatment Works receives sewage from the larger Hermanus Area and treats sewage and releases effluent back into the environment.

Hermanus WWTW's is committed to protecting the immediate environment of the Overstrand Environment with an overall commitment toward Environmental Consciences.

To minimize environmental impacts concerning our activities, products and services, we shall:-

- *Comply with applicable legal requirements and other requirements to which the Municipality subscribes which relate to its environmental aspects.*
- *Prevent pollution, reduce waste and minimise the consumption of resources.*
- *Educate, train and motivate employees to carry out tasks in an environmentally responsible manner.*
- *Encourage environmental protection among suppliers and subcontractors.*

Hermanus WWTW's is committed to continual improvement of environmental performance. This Policy will be communicated to all staff, contractors and suppliers, and be available for the public.

Endorsed by

(Signature)

(Name and Title of Top Management)

Date :

Hermanus
WWTW's

Environmental Monitoring and Evaluation of Compliance

Procedure Number : EP-06
Revision Number : 1
Date : 02-May-2016

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1.0 Purpose

This procedure describes the overall requirements for monitoring and measurement as part of Hermanus WWTW's EMS requirements to ensure that there is adequate control on significant environmental aspects, compliance with legal and other requirements, and to achieve objectives and targets.

2.0 Scope

This procedure applies to all Significant Environmental Aspects, Environmental Instructions and Programmes established by Hermanus WWTW.

3.0 Reference Documents

EMS Manual
Control of Documents
Enquiry / Complaint / Nonconformity Handling
Control of Records

4.0 Definitions

EMR – Environmental Management Representative
EMS Committee – Environmental Management System Committee

5.0 Responsibility

5.1 Environmental Management Representative

The Environmental Management Representative (EMR) shall work with the EMS Committee to define the monitoring requirements and evaluation of compliance, and have the overall responsibility for ensuring that the requirements of this procedure are implemented.

5.2 Function / Departmental Manager

The Function / Departmental Manager shall ensure that the operational control procedures / instructions relevant to their teams are followed by their staff, that all monitoring requirements are implemented properly, and that all nonconformities are reported to the EMR.

6.0 Procedure

6.1 The EMR and EMS Officer, in consultation with the EMS Committee and the relevant Function / Departmental Manager(s) if necessary, shall establish monitoring criteria in the following areas:

- The achievement of environmental objectives and targets and the progress of programmes.

Environmental Monitoring and Evaluation of Compliance

- The effectiveness of operational control procedures for controlling the significant environmental aspects of project activities including the control and monitoring of contractors' environmental performance. (Refer to respective EI)
 - The conformity of environmental legislation and other requirements related to Hermanus WWTW's environmental aspects.
- 6.2 Monitoring criteria shall include the monitoring / measuring frequency, methods, responsibilities and records or reports that shall be kept. The monitoring criteria shall be documented or integrated into the respective operational control procedures (refer to EI). The responsible Function / Departmental Manager shall ensure that the monitoring requirements are carried out and report any environmental nonconformities to the EMR.
- 6.3 The EMS Committee shall hold regular meetings (approximately *every 3 months*) and maintain records to :
- discuss and review the achievement of the objectives and targets and the progress of relevant programmes;
 - review the monitoring data (e.g. inspection checklists) to check whether the monitoring and operational control procedures are implemented properly;
 - review information to evaluate whether Hermanus WWTW's activities comply with applicable environmental legislation (section 4.5.2.1) and other requirements (section 4.5.2.2) to which we subscribes;
 - review any environmental nonconformities, and the corresponding corrective action and preventive action.
- 6.4 In case of nonconformities, the relevant Function / Departmental Manager shall investigate the causes of nonconformities and establish appropriate corrective and preventive actions. The corrective and preventive actions shall be verified by the Function / Departmental Manager and endorsed by the EMR (refer to EP-07).
- 6.5 The monitoring criteria shall be reviewed and revised according to changes in legislative requirements and the practical situations of Hermanus WWTW as a result of continual improvement of environmental performance.
- 6.6 Whenever necessary, calibration of measuring equipment shall be defined clearly in terms of calibration methodology, calibration frequency, acceptance criteria and responsible personnel.
- 6.7 Hermanus WWTW shall record the results (and maintain the records) of the periodic evaluation of compliance and shall be considered at the management review with reference to the standards related to the Green Drop requirements. All records shall be kept in a manner which will enable compliance with Green drop standards and availability for Green Drop audits.

7.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Monitoring Plan	EMR	3 years
Meeting minutes of the EMS Committee meeting	EMR	3 years

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Relevant records demonstrating the progress and achievement of objectives, targets and programmes.	Relevant person-in-charge of the respective programmes	3 years
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8.0 Appendix

Appendix 1 : Monitoring Plan

HERMANUS
WWTW's

Monitoring Plan

Form Number : EF-EP06-01
Revision Number : 1
Date : 02-May-2016

No.	Item	Responsible person	Frequency	Mechanism
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Enquiry / Complaint / Nonconformity Handling

1.0 Purpose

This procedure describes the approach for handling enquiries and complaints regarding Hermanus WWTW's environmental performance, and addressing deviations from the requirements of Hermanus WWTW's EMS so as to ensure a systematic process is developed to identify and address nonconformities through both corrective action and preventive action.

2.0 Scope

This procedure applies to the handling of:

- a) enquiries (both internal and external) regarding Hermanus WWTW's EMS or environmental performance;
- b) complaints (both internal and external) regarding Hermanus WWTW's EMS or environmental performance;
- c) nonconformities related to Hermanus WWTW's EMS requirements, shall include but not be limited to below :
 - internal procedure non-compliance identified during regular monitoring / review
 - nonconformities identified in internal audits
 - nonconformities caused by suppliers / contractors / service providers

This procedure also addresses nonconformities through corrective and preventive actions so as to minimize impacts to the environment and the potential for reoccurrence.

3.0 Reference Documents

- EMS Manual
- Control of Documents
- Environmental Monitoring and Evaluation of Compliance
- Control of Records
- Internal Audit

4.0 Definitions

- | | |
|---------------|--|
| EMR | – Environmental Management Representative |
| CAR | – Corrective Action Report |
| EMS Committee | – Environmental Management System Committee |
| NC | – Nonconformity related to Hermanus WWTW's EMS |

Enquiry / Complaint / Nonconformity Handling

5.0 Responsibility

5.1 Environmental Management Representative

The Environmental Management Representative (EMR) shall ensure the requirements of this procedure are implemented. The EMR oversees the enquiries and complaints regarding to the EMS and controls all nonconformities in relation to the EMS implementation, ensuring the effective and appropriate corrective and preventive actions are taken to prevent NC from reoccurring.

5.2 Function / Departmental Manager

The Function / Departmental Manager shall maintain the communication log, handle enquiries / complaints / NC, investigate the causes or potential causes of NC, verify the implementation of appropriate corrective and preventive actions and maintain relevant records.

5.3 Staff of HERMANUS WWTW

Staff of Hermanus WWTW shall report any enquiries / complaint / NC to their supervisor and implement corrective and/or preventive actions as instructed by the relevant Function Manager.

6.0 Procedure

6.1 Handling Enquiries / Complaints

6.1.1 All staff shall report any enquiries / complaint / NC (both internal and external) to their supervisors and such enquiries / complaint / NC shall be recorded and tracked in the log sheet maintained by the Function / Departmental Manager.

6.1.2 To handle complaints, the responsible personnel shall consult the EMR to determine the appropriate corrective and preventive actions and to ensure the actions are implemented effectively to rectify the problem.

6.2 Handling NC Identified Internally

6.2.1 Whoever raises an NC shall initiate a CAR by completing Section 1 & 2 of the CAR Form (as shown in Appendix 1) for endorsement by the respective Function / Departmental Manager. The EMR shall be responsible to monitor the CAR status and maintain the log (Appendix 2).

6.2.2 The CAR recipient, upon consultation with the EMR shall investigate the root causes of NC and complete the CAR.

6.2.3 Any changes of the EMS documentation as required by the CAR shall be reflected through amending respective procedures or instructions. The EMR shall ensure that these changes are communicated to all relevant staff.

6.3 Review by EMS Committee

6.3.1 EMS Committee will review and discuss any significant issues regarding the enquiry / complaint / CAR / nonconformities identified, and determine any preventive actions shall be taken for continual improvement of the EMS and environmental performance of Hermanus WWTW.

6.3.2 The effectiveness of corrective and preventive actions taken shall be reviewed.

Enquiry / Complaint / Nonconformity Handling

7.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
CAR forms	EMR / Function / Departmental Manager	3 years
CAR Status Log	EMR	3 years
Communication Log	EMR / Function / Departmental Manager	3 years
Enquiry / Complaint Log and Correspondences	EMR / Function / Departmental Manager	3 years

8.0 Appendix

Appendix 1 : Corrective Action Report

Appendix 2 : CAR Status Log

Appendix 3 : Communication Log

HERMANUS
WWTW'S**Corrective Action Report
(CAR)**Form Number : EF-EP07-01
Revision Number : 1
Date : 02-May-2016

Section 1 : General Information			
Department / Function concerned :		CAR No:	
ISO 14001 clause Reference :		Reference Procedure :	
Initiator / Auditor :		Auditee (if applicable) :	
Section 2 : Nonconformity Details			
Details (include where in the organisation the finding was identified)			
Initiator / Auditor :	(Signature)	Responsible Dept / Function Manager:	(Signature)
Section 3 : Root Cause			
Details			
Section 4 : Corrective Action			
Details of proposed action:			
Actions to be taken by:		Date of action to be completed:	
Section 5 : Preventive Action			
Details of proposed action:			
Actions to be taken by:		Date of action to be completed:	
Responsible Dept / Function Manager:		Date :	
Section 6 : Verification and Close Out			
Verification details:			
Verified by :		(Signature)	Date:

CAR Status Log

CAR No	Date CAR issued	Raised from *	Dept / Function / Project concerned	Responsible personnel	Target completion date	CAR close out date

* CAR raised from : Internal Audit (IA) / Complaint (C) / Regular Monitoring (M) / Management Review (MR) / others as specify

Communication Log

No	Date	In / Out ?	From	To	Description	Follow Up	Reviewed by EMR	Reference Document

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Environmental Management System Manual

Document Number : EM-01
Revision Number : 1
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0.0 Terms and Definitions

Auditor	Person with the competence to conduct an audit
Continual improvement	Recurring process of enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organisation's environmental policy.
Corrective action	Action to eliminate the cause of a detected nonconformity.
Document	Information and its supporting media
Environment	Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.
Environmental aspect (EA)	Elements of an organisation's activities or products or services that can interact with the environment.
Environmental impact	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects.
Environmental management system (EMS)	Part of an organisation's management system used to develop and implement its environmental policy and manage its environmental aspects.
Environmental objective	Overall environmental goal, consistent with the environmental policy, that an organisation sets itself to achieve.
Environmental performance	Measurable results of an organisation's management of its environmental aspects.
Environmental policy	Overall intentions and directions of an organisation related to its environmental performance as formally expressed by top management.
Environmental target	Detailed performance requirement applicable to the organisation or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
Interested party	Person or group concerned with or affected by the environmental performance of an organisation.
Internal audit	Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled.
Nonconformity	Non-fulfilment of a requirement.
Organisation	Hermanus WWTW
Preventive action	Action to eliminate the cause of a potential nonconformity.
Prevention of pollution	Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutants or waste, in order to reduce adverse environmental impacts.

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Procedure	Specified way to carry out an activity or a process.
Record	Document stating results achieved or providing evidence of activities performed.

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1.0 General

1.1 Company Profile

The Overstrand Local Municipality operates the Hermanus Waste Water Treatment Works (WWTW). The municipal area of Overstrand covers a surface of almost 1708 square kilometres. The area has a permanent population of 90 000. The municipality has its head office in Hermanus, but municipal services are delivered on a decentralised basis from offices in Gansbaai, Stanford, Hermanus and Kleinmond. The area is divided into three administrations: Hangklip-Kleinmond, Greater Hermanus and Gansbaai/Stanford.

The Hermanus WWTW is an activated sludge process:

A. MANAGEMENT DATA		
1.	PLANT NAME :	HERMANUS
2.	LOCATION :	OVERSTRAND
3.	CO-ORDINATES :	S 34°25.613' / E 19°12.570'
2.	NAME OF SUPERINTENDENT :	073-0711268
3.	NAME OF SENIOR OFFICIAL INTERVIEWED :	MR V. MALIWA
4.	REGION :	OVERBERG

B. PLANT CAPACITY				
	PARAMETER	UNITS	RATED	PRESENT
1.	Average Daily Flow (*from C18)	m ³ /d	12 000	4982
2.	Maximum Daily Flow (*from C18)	m ³ /d	36 000	6342
3.	Date of Maximum	-	-	13-February
4.	Organic Load	kg COD/d	9 000	3725
5.	Population Equiv.	-	90 000	37250

1.2 Purpose of this Manual

This Manual defines the Environmental Management System (EMS) of Hermanus WWTW's activities and contains:

- a) The Environmental Policy;
- b) Statements of responsibility and authority;
- c) An overview of the company's environmental procedures and controls;
- d) The identification of the resources and training allocated to management, performance of work and verification activities including internal audit;
- e) The appointment of the Environmental Management Representative (EMR); and
- f) The arrangement for periodic management reviews.

The purpose of this Manual is to demonstrate that this EMS meets all best practice principles according to the *ISO 14001:2004* requirements and provide guidance and direction for the implementation and operation of the EMS to all personnel including all relevant documents.

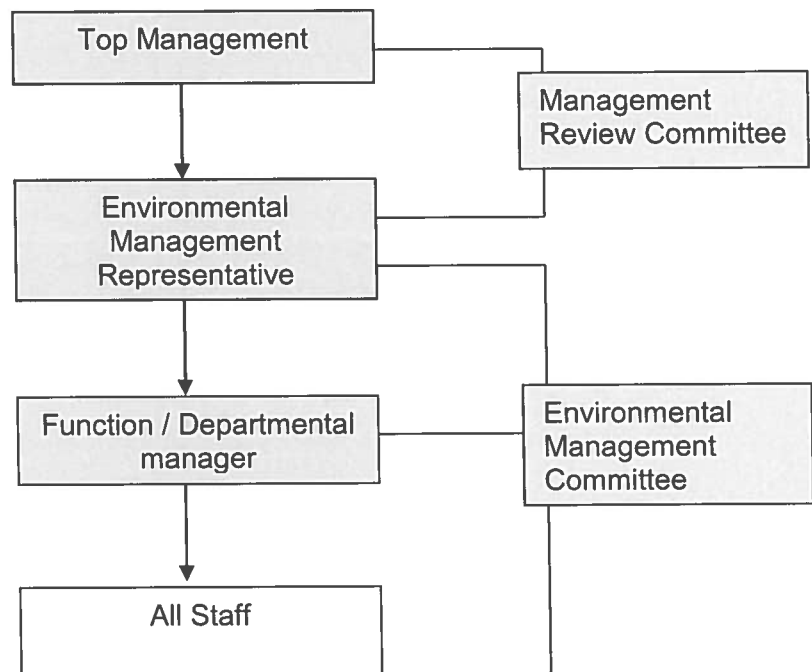
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1.3 Scope of EMS

The EMS covers the operational aspects of the WWTW's which includes sewage treatment, pump stations, sludge disposal, irrigation with waste water, effluent quality, emergency incidents, release of sewage by sewage tankers as well as disposal of screenings and grit.

Organisation

1.4 Organisation Chart



1.5 Responsibility

(Define the role and responsibilities of the staff / function / department involved in the EMS such as top management, Environmental Management Representative, Deputy Environmental Management Representative, Environmental Management System Committee and Management Review Committee.)

1.5.1 Top Management (Mike B)

(Top Management) is responsible for:

- a) endorsing the environmental policy;
- b) ensuring appropriate resource allocation to enable the effective operation and continual improvement of the EMS.

1.5.2 Environmental Management Representative (EMR)(Goosen LR)

The *(Position)* is the appointed EMR and has the responsibility and authority for:

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- a) ensuring that EMS requirements are established, implemented and maintained in accordance with the ISO 14001 standard;
- b) ensuring that sufficient resources are allocated for the proper implementation of the environmental policy and the EMS; (The EMR will not necessarily have the relevant authority to decide on budget allocations)
- c) regularly reviewing the policy and the effectiveness of the EMS, and ensuring that the necessary changes are made.

EMR is also the Chairman of the EMS Committee and has the responsibility and authority for : This responsibility will be allocated to the EMS Officer. The EMR can assist the EMS Officer with the performance of these duties, but the EMS officer remains the responsible person.

- a) leading the EMS Committee to establish and implement the EMS according to ISO 14001 standard, and monitoring the performance of the EMS;
- b) coordinating internal EMS audits to ensure the EMS has been properly implemented and maintained;
- c) handling and investigating nonconformity and ensuring corrective and preventive action has been taken to mitigate any impacts caused;
- d) reporting on the performance of the EMS to the top management for review and as a basis for improvement of the EMS.

The EMR, , the EMS Committee and (*Top Management*) shall undertake the EMS management review *annually* to ensure top management commitment and integration of the EMS with business strategies for its implementation and continual improvement.

1.5.3 Environmental Management System Committee (EMS Committee) (Who will be part of the EMS committee)

This committee is responsible for:

- a) the establishment and implementation of the EMS;
- b) the establishment and review of objectives, targets, and programmes;
- c) ensuring the effective implementation of environmentally-related operational controls and programmes;
- d) the internal communication of environmental matters between management and employees; and promoting environmental awareness among company staff;
- e) the review of complaint records, nonconformity, corrective action and preventive action reports and the adoption of preventive actions as necessary;
- f) providing leadership in the pursuit of environmental issues;
- g) any other EMS activities that are assigned by the EMR;
- h) holding regular meeting (at approximately *three-month* intervals).

1.5.4 Operational/Assistant Ops Manager

The Function / Departmental Managers are responsible for :

- a) establishing controls for the identified significant environmental aspects for

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his/her function team / department according to procedures and instructions;

- b) ensuring that the EMS is properly implemented and that environmental matters are properly handled at all stages;

1.5.5 All Employees

All employees are responsible for:

- a) working in accordance with the documented environmental procedures and instructions, specific responsibilities defined in individual procedures and instructions; and
- b) reporting problems or deviations associated with environmental issues and the EMS to the EMS Committee.

2.0 Environmental Management System Requirements

The EMS of Hermanus WWTW is developed to manage significant environmental aspects so as to limit their impacts on the environment. The EMS is established in accordance with *ISO 14001:2004*, and is described in this section. Procedures for each component is given in the relevant Environmental Procedures (EPs) listed in Appendix A.

2.1 Environmental Management System Documents

The purposes of these EMS documents are as follows:

Environmental Policy	Describes the intention and principles to be adopted in relation to environmental performance, including but not limited to legal compliance, continual improvements and pollution prevention.
Environmental Management System Manual (EMS Manual)	Describes the environmental management system and outlines how the best practice requirements of the International Standard (ISO 14001) are achieved. A cross-reference of the ISO 14001 clauses to the sections of this Manual is listed in Appendix A.
Objective(s) *	The overall environmental goals that Hermanus WWTW set to achieve.
Target(s) *	The set of measurable performance requirements that Hermanus WWTW establishes to achieve the objectives.
Programme(s) *	The programme and schedule which Hermanus WWTW implements to achieve the objectives and targets.
Environmental Procedures (EPs)	Define the roles, responsibilities, and actions to be taken to ensure that activities are performed and the EMS implemented in accordance with the environmental policy and the best practice requirements of ISO 14001. A cross-reference of the ISO 14001 clauses to the EPs is listed in Appendix A.

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Register of Environmental Aspects	Compiles the environmental aspects that are derived from the activities and services of Hermanus WWTW. The register also denotes the significance of the environmental aspects and the respective operational controls for significant environmental aspects.
Register of Legal and Other Requirements	Compiles the legal and other requirements, which include legislation, codes of practice, regulatory and non-regulatory guidelines that are applicable to Hermanus WWTW.
Environmental Instructions (EIs)	Describe which and how activities should be performed to manage significant environmental aspects and to achieve the best practice of the EMS ISO 14001 requirements.
Environmental Forms/Records	Record information for the audit trail and the assessment of environmental conditions and performance.

* Objectives and Targets, and associated Programmes are provided as a single document.

2.2 Environmental Policy

(ISO 14001 Standard Clause 4.2)

The environmental policy of Hermanus WWTW is included in Section 2 of this document. It outlines the environmental commitments of Hermanus WWTW with respect to its operations, activities, and overall environmental performance. During the development of this policy, the appropriateness to the nature, scale and environmental impacts of Hermanus WWTW activities, products and services has been considered. The policy is endorsed by the (*Top Management*) and the policy shall be reviewed during the management review meeting.

The policy shall stipulate the commitments of Hermanus WWTW to continually improve its environmental management and prevention of pollution. Hermanus WWTW is also committed to comply with applicable legal requirements and other requirements to which Hermanus WWTW subscribes which relate to its environmental aspects. The environmental policy shall provide a framework for setting and reviewing objectives and targets, and must be maintained, implemented and communicated to all employees of Hermanus WWTW and its contractors.

This policy shall be available to the public.

2.3 Planning

Hermanus WWTW shall follow a "plan-do-check-act" process to facilitate continual environmental performance improvements. The planning process includes the identification and updating of Hermanus WWTW's Register of Environmental Aspects, and the Register of Legal and Other Requirements. Together with Hermanus WWTW's environmental policy, Hermanus WWTW's objectives and targets are established, and appropriate programmes are formulated to achieve the objectives and targets.

2.3.1 Environmental Aspects

(ISO 14001 Standard Clause 4.3.1)

The planning process commences with the identification and updating of environmental aspects. In order to evaluate the impacts of its activities to the environment, Hermanus WWTW shall establish, implement and maintain a procedure to identify the environmental aspects of its activities, products or services that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services. These aspects, inclusive of those arising from works carried out by contractors, are registered in the "Register of Environmental Aspects".

Hermanus WWTW shall ensure that all environmental aspects that may pose significant impacts to the environment are under control and prioritised for improvements.

Hermanus WWTW shall keep this information up-to-date.

Relevant procedure : EP-01 Identification of Environmental Aspects and Significance Evaluation

2.3.2 Legal and Other Requirements

(ISO 14001 Standard Clause 4.3.2)

Hermanus WWTW shall establish, implement and maintain a procedure to identify and maintain access to legal requirements that are relevant to the municipality, as well as other requirements that the municipality subscribes to which relates to the municipality's environmental aspects

Hermanus WWTW shall identify all relevant regulations, codes of practice and guidelines that are applicable to the environmental aspects of its activities, products and services, and record this information in the Register of Legal and Other Requirements.

Hermanus WWTW shall keep this information up-to-date.

Relevant procedure : EP-02 Review of Legal and Other Requirements

2.3.3 Objectives, Targets and Programme(s)

(ISO 14001 Standard Clause 4.3.3)

Based on the environmental policy and significant environmental aspects, environmental objectives and targets shall be established, implemented and maintained at each function and level within Hermanus WWTW. Programmes are established, implemented and maintained for achieving its objectives and targets.

When establishing and reviewing its objectives, Hermanus WWTW shall take into consideration the legal and other requirements, significant environmental aspects, technological options, financial/operational/business requirements, and the views of interested parties, and ensure that the objectives and targets are consistent with the environmental policy, including commitment to pollution prevention, to compliance with applicable legal requirements and other requirements, and to continual improvement.

The programmes designate the responsibility for achieving objectives and targets at each function and level of the company, together with the means and time frame by which they are to be achieved.

The (*Top Management*) shall approve the objectives, targets and programmes proposed by the EMS Committee before implementation. The EMR shall ensure that the objectives and targets are measurable if possible, and that the progress towards achieving the objectives and targets is continually monitored and reviewed.

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The achievement of objectives, targets and programmes shall be reviewed by the EMS Committee *every 3 months*. The EMR shall lead the EMS Committee in revising the objectives, targets and programmes as necessary.

Hermanus WWTW shall ensure that the programmes are amended as appropriate for new projects and new or modified activities, products or services in order to ensure that environmental management applies to such projects and activities.

In the event that objectives and targets in the programmes are not met, the EMR shall revise the programme as necessary and maintain documented evidence / records for the actions taken to mitigate the problems.

The EMR shall also maintain obsolete objectives, targets and programmes as an EMS record for three years.

2.4 Implementation and Operation

The implementation of the EMS requires Hermanus WWTW to clearly define roles, responsibilities and authorities of key personnel, commit to staff training, maintain effective communication channels, adopt effective document and operational controls, and maintain sufficient awareness on emergency preparedness among the staff.

2.4.1 Resources, Roles, Responsibility and Authority

(ISO 14001 Standard Clause 4.4.1)

Top management of Hermanus WWTW shall commit to provide resources (including human resources and specialized skills, organizational infrastructure, technological and financial resources) essential to the implementation and control of the EMS. The roles, responsibilities and authorities of key personnel shall be defined, documented, and communicated in order to facilitate effective environmental management.

Hermanus WWTW has appointed the (*Position*) as the Environmental Management Representative (EMR), for the implementation and maintenance of the EMS. Their EMS responsibilities are described in section 3 of this manual.

2.4.2 Competence, Training and Awareness

(ISO 14001 Standard Clause 4.4.2)

Hermanus WWTW shall ensure all persons performing tasks for it or on its behalf, whose work may have a significant impact on the environment, are competent on the basis of appropriate education, training and/or experience, and shall retain associated records.

Hermanus WWTW will need to ensure that all people performing tasks for or on behalf of the organization, which includes contractors, sub-contractors, temporary staff and remote workers, have had an appropriate assessment for their potential to cause a significant environmental impact and the associated competence required.

Hermanus WWTW shall establish, implement and maintain procedures to identify the training needs associated with its environmental aspects and its EMS, and develop programmes to ensure awareness and competence, at each relevant function and level, by addressing:

- the roles and responsibilities in achieving conformity with the environmental management system;
- the importance of conformity with the environmental policy, the procedures and

the requirements of the structured EMS;

- the significant environmental aspects and related actual or potential impacts associated from their work activities and the environmental benefits of improved personal performance;
- the potential consequences of departure from specified operating procedures;

Relevant procedure : EP-03 Training

2.4.3 Communication

(ISO 14001 Standard Clause 4.4.3)

For internal communication, the EMR shall ensure information regarding the EMS (such as the policy, objectives, targets and programmes) and environmental performance is readily available to employees on notice board, or is published on the intranet or newsletters.

Employees with enquiries / complaints regarding to the EMS and/or environmental issues of Hermanus WWTW shall inform their Function / Departmental Manager. The designated member of EMS Committee representing each division shall maintain a log for the relevant enquiries / complaints. Depending on the nature and scope of the enquiry / complaint, the EMR shall determine the corresponding action and maintain relevant records to demonstrate the response / corrective actions taken.

For external communication, the environmental policy is available at the office and *company web page*. All internal and external enquiries / complaints / communications shall be discussed and reviewed during the EMS Committee meeting and the decision shall be recorded on meeting minutes.

The EMS Committee may discuss and decide whether to communicate externally about its significant environmental aspects, the decision shall be documented in the meeting minutes. If the decision is to communicate, the EMS Committee shall establish and implement a method(s) for this external communication, e.g. publish environmental report.

Relevant procedure : EP-07 Enquiry / Complaint / Nonconformity Handling

2.4.4 Documentation

(ISO 14001 Standard Clause 4.4.4)

The Environmental Management System documentation encompasses four levels as described below :

The first level is the *Environmental Management System Manual* (this document) which includes Hermanus WWTW's environmental policy (specifying the principal objectives and environmental commitments of Hermanus WWTW), and a broad description of how Hermanus WWTW addresses the ISO 14001 best practice requirements. The EMS Manual serves as an interface to interpret the relationship between Hermanus WWTW's EMS and the ISO 14001 Standard. An individual document of *Objectives, Targets and Programmes* is developed based on the company's environmental policy. It demonstrates the company's environmental commitment on continual improvement in environmental performance.

Environmental Management System Manual

The second level is the *Environmental Procedures (EPs)*, which include all procedures that Hermanus WWTW shall follow as specified in the ISO 14001 Standard. These procedures provide a detailed description of the EMS elements and define who should do what, how and when. Appendix A shows the relationship between various environmental procedures and the ISO 14001 Standard clauses. Register of Environmental Aspects, and Register of Legal and Other Requirements are derived from the procedures and act as the foundation of the EMS which the company subscribed to.

The third level is the *Environmental Instructions (EIs)*, which are operational control procedures or instructions, with defined responsibilities, to control the identified significant environmental aspects associated with Hermanus WWTW's operations and activities.

The fourth level is *Environmental Records*, which arise from the implementation of the Environmental Management System Manual, Environmental Procedures and Environmental Instructions. Environmental Records include various checklists, reports and meeting records, etc, as defined in each Environmental Procedure and Environmental Instruction.

2.4.5 Control of Documents

(ISO 14001 Standard Clause 4.4.5)

The essences of EMS documentation controls are:

- they shall be reviewed, revised as necessary and approved for adequacy by authorized personnel;
- that current version of relevant documents shall be available at all locations where operations essential to the effective functioning of the environmental management system are performed;
- that documents of external origin determined by the organization to be necessary for the planning and operation of the EMS are identified and their distribution controlled;
- obsolete documents shall be promptly removed from all points of issue and use, or are otherwise assured against unintended use; and
- any obsolete documents retained for legal and / or knowledge preservation purposes shall be suitably identified.

Hermanus WWTW shall ensure that documentation is legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner, and retained for a specified period. Hermanus WWTW shall establish, implement and maintain a procedure for the creation and modification of the various types of documents and the respective responsibilities for such creation and modifications.

Relevant procedure : EP-04 Control of Documents

2.4.6 Operational Control

(ISO 14001 Standard Clause 4.4.6)

Hermanus WWTW shall establish, implement and maintain operation control procedures to manage its significant environmental aspects.

Hermanus WWTW shall ensure that all operations and activities, carried out by Hermanus WWTW's employees or contractors, that are associated with the significant aspects are properly controlled, and that appropriate operational control procedures, in terms of Environmental Procedures (EPs) and Environmental Instructions (EIs), are communicated to personnel whose tasks may result in significant environmental aspects. Hermanus WWTW shall influence its staff and contractors by communicating its environmental policy and other relevant EPs and/or EIs to them.

Relevant instruction : EI-xx

2.4.7 Emergency Preparedness and Response

(ISO 14001 Standard Clause 4.4.7)

Hermanus WWTW shall establish, implement and maintain a procedure to identify potential emergency situations and responses to such situations in order to prevent and/or mitigate environmental impacts that may associate with them.

Hermanus WWTW shall review and revise its emergency preparedness and response procedures, in particular after the occurrence of accidents or emergency situations.

Hermanus WWTW shall also periodically test the procedure and the preparedness where practicable.

Relevant procedure : EP-05 Environmental Emergency Preparedness and Response

2.5 Checking

While implementing the EMS, Hermanus WWTW shall monitor and measure the key characteristics of its operations and activities on a regular basis. These results shall be recorded together with nonconformity and the corrective action and preventive action. As part of the checking process, a periodic audit on the EMS shall provide a basis for management review.

2.5.1 Monitoring and Measurement

(ISO 14001 Standard Clause 4.5.1)

Hermanus WWTW shall establish, implement and maintain procedures to monitor and measure, on a regular basis, the key characteristics of its operations and activities that have significant impacts on the environment. This shall include procedures for tracking of performance, applicable operational controls and conformity with the company's objectives and targets, as well as the calibration and maintenance of monitoring equipment. The information of environmental monitoring shall be documenting.

Relevant procedure : EP-06 Environmental Monitoring and Evaluation of Compliance

2.5.2 Evaluation of Compliance

(ISO 14001 Standard Clause 4.5.2)

To meet the municipality's commitment to compliance, Hermanus WWTW shall regularly monitor and evaluate the compliance status of the applicable environmental legal requirements (section 4.5.2.1) and other requirements (section 4.5.2.2) that the company subscribes to. The records of the results of the periodic evaluations shall be

retained.

Relevant procedure : EP-06 Environmental Monitoring and Evaluation of Compliance

2.5.3 Nonconformity, Corrective Action and Preventive Action

(ISO 14001 Standard Clause 4.5.3)

Continual improvement of the EMS can be achieved by identifying nonconformity, correcting nonconformity, and preventing nonconformity from occurring again. Regarding nonconformity and its subsequent corrective / preventive action, Hermanus WWTW shall establish, implement and maintain a procedure which defines the responsibilities and authorities to:

- handle and investigate nonconformity;
- take action to mitigate the impacts caused;
- initiate and complete corrective and preventive actions;
- ensure that the corrective or preventive actions taken to eliminate the causes of actual and potential nonconformity are appropriate to the magnitude of problems and commensurate with the environmental impacts encountered;
- record the results of corrective and prevention actions taken;
- review the effectiveness of corrective action and preventive action taken;
- implement and record any changes in the documented procedures resulting from corrective and preventive action; and

Hermanus WWTW shall also ensure that any necessary changes are made to environmental management documentation.

Relevant procedure : EP-07 Enquiry / Complaint / Nonconformity Handling

2.5.4 Control of Records

(ISO 14001 Standard Clause 4.5.4)

Records shall be maintained to keep track of Hermanus WWTW's environmental performance, to demonstrate conformity to the requirements of the EMS, legal compliance, and to maintain audit trails in accordance with the requirements of ISO 14001 Standard, and the results achieved.

Hermanus WWTW shall establish, implement and maintain a procedure to denote the identification, storage, protection, retrieval, retention and disposition of environmental records, to ensure that such records are legible, identifiable, and traceable to the activity, product or service involved, and that they are stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. The retention period of each type of environmental records shall be specified.

Relevant procedure : EP-08 Control of Records

2.5.5 Internal Audit

(ISO 14001 Standard Clause 4.5.5)

Hermanus WWTW shall plan, establish, implement and maintain a programme and procedures to carry out periodic environmental management system audits to:

Environmental Management System Manual

- a) determine whether or not the environmental management system:
- conforms to planned arrangements for environmental management including the requirements of ISO 14001; and
 - has been properly implemented and maintained;
- b) provide audit results and information for management review for environmental improvement.

The audit programme, including the schedule, shall be based on the environmental importance of the activities concerned and results from previous audits. The audit procedures cover the audit criteria, scope, frequency and methods, as well as responsibilities and requirements for conducting audits and reporting results and retaining associated records.

Hermanus WWTW shall conduct EMS audits on a regular basis. Timely site environmental audits are required to ensure appropriate preventive actions being taken as planned, and corrective actions being carried out on a timely basis.

Relevant procedure : EP-09 Internal Audit

2.6 Management Review

(ISO 14001 Standard Clause 4.6)

The "plan-do-check-act" cycle shall require the top management of Hermanus WWTW to act and review the environmental management system periodically to ensure its suitability, adequacy and effectiveness.

Before the Review, the EMR shall schedule for the management review and inform all the participants, and gather all relevant records/requirements (such as change in legal requirements) and prepare a summary report (if necessary) for discussion.

The (*Top Management*), EMR and together with the EMS Committee shall take part in the annual management review. They shall assess the work done in the past year in environmental management and evaluate the existing EMS with respect to changes in legislation, concerns of interested parties, (*BUSINESS ACTIVITIES*), technology and product requirements, and lessons gained from previous experience, etc.

Topics to be discussed in the management review shall include but not be limited to:

- review of the environmental policy, objectives, targets, and programmes;
- review of legal compliance and compliance with other requirements (including contractor compliance on Hermanus WWTW's activities);
- environmental aspects of activities and their disclosure to public;
- findings of the internal audits;
- review of nonconformities and the status of corrective/preventive actions;
- communications from external interested parties, including complaints;
- areas for improvement with respect to environmental performance;
- adequacy of emergency preparedness and response;
- changing circumstances, including developments in legal and other requirements related to its environmental aspects,

Environmental Management System Manual

-
- identify the need for modification of the existing EMS in light of the above items, and
 - follow-up action from previous management reviews.

The review shall initiate a new "plan-do-check-act" cycle with improvements in Hermanus WWTW's environmental performance and further enhancement of the EMS.

Findings from the management review shall be recorded in the meeting minutes and the EMR shall retain it as an EMS record. Maintenance of the records shall be in accordance with EP-08.

Environmental Management System Manual

Appendix A Cross Reference of ISO 14001 Requirements* and Sections in the EMS Manual and Environmental Procedures.

ISO Clause	EMS Manual Section No.	EP Ref. No.
4.1 General Requirements	4.1	–
4.2 Environmental Policy	4.2.	–
4.3 Planning	4.3	–
4.3.1 Environmental Aspects	4.3.1	EP-01
4.3.2 Legal and Other Requirements	4.3.2	EP-02
4.3.3 Objectives, Targets and Programme(s)	4.3.3	–
4.4 Implementation and Operation	4.4	–
4.4.1 Resources, Roles, Responsibility and Authority	4.4.1	–
4.4.2 Competence, Training, and Awareness	4.4.2	EP-03
4.4.3 Communication	4.4.3	–
4.4.4 Documentation	4.4.4	–
4.4.5 Control of Documents	4.4.5	EP-04
4.4.6 Operational Control	4.4.6	All EIs
4.4.7 Emergency Preparedness and Response	4.4.7	EP-05
4.5 Checking	4.5	–
4.5.1 Monitoring and Measurement	4.5.1	EP-06
4.5.2 Evaluation of Compliance	4.5.2	EP-06
4.5.3 Nonconformity, Corrective Action and Preventive Action	4.5.3	EP-07
4.5.4 Control of Records	4.5.4	EP-08
4.5.5 Internal Audit	4.5.5	EP-09
4.6 Management Review	4.6	–

* ISO 14001:2004 is referred.

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Environmental Management System Manual

Document Number : EM-01
Revision Number : 1
Date : 02-May-2016

Appendix B Controlled Document List

Document No.	Document/Form Name
	Environmental Policy
	Objectives, Targets and Programmes
	Register of Environmental Aspects
	Register of Legal and Other Requirements
	Environmental Management System Manual
	Identification of Environmental Aspects and Significance Evaluation
	Review of Legal and Other Requirements
	Training
	Control of Documents
	Environmental Emergency Preparedness and Response
	Environmental Monitoring and Evaluation of Compliance
	Enquiry / Complaint / Nonconformity Handling
	Control of Records
	Internal Audit
	Waste Management
	Water Pollution Control
	Noise Pollution Control
	Resource Conservation
	Handling and Storage of Chemicals

Environmental Emergency Preparedness and Response

1.0 Purpose

This procedure describes the preparedness and response procedures for potential Incidences and emergency situations that give rise to significant environmental impacts.

2.0 Scope

This procedure applies to pump stations, sewage treatment plant, sludge disposal and waste water irrigation associated with the Hermanus WWTW for which potential Incidences and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:

- Major spillage or leakage;
- Incidences as a result of equipment failure

3.0 Reference Documents

Section 4.4.7, EMS Manual

EP-04 Control of Documents

EP-08 Control of Records

4.0 Definitions

- EMR – Environmental Management Representative
- AD – Administration Department

5.0 Responsibility

5.1 Environmental Management Representative

The EMR in co-operation with the EMS officer shall review the suitability and effectiveness of the emergency procedures after each Incidence or emergency situation.

5.2 Function / Departmental Manager

The Function / Departmental Manager shall prepare an *Emergency Response Plan* to minimise the likelihood of Incidences and emergency situations. The Function / Departmental Manager shall ensure that all staff and contractors who work on site are aware of and familiar with the requirements of the emergency procedures. The Function / Departmental Manager shall arrange appropriate drills at various department / area and ensure that the requirements of the emergency procedures are communicated to all staff and are implemented. In case of emergency situations in the facility, the Function / Departmental Manager shall be informed and review the Incidence reports and remediation works taken by responsible staff.

5.3 Emergency Team

When emergency incidents occur, the Emergency Team is responsible for the execution of the appropriate emergency procedures as advised by the EMR and/or

Environmental Emergency Preparedness and Response

Function / Departmental Manager.

5.4 Staff of HERMANUS WWTW

All staff shall be familiar with the emergency procedures and follow them in case of Incidences or emergency situations.

6.0 Procedure

- 6.1 The EMR, EMS Committee, and Function / Departmental Managers shall identify dangers, take proactive steps to prevent emergency incidents, and complete tasks in preparation for emergencies.
- 6.2 The Operational Section shall coordinate the preparation and maintenance of an Emergency Response Plan that contains all emergency procedures.
- 6.3 The Operational Section shall compile an Emergency Response Plan relevant to their activities.
- 6.4 The Operational Manager/Assistant Ops Manager shall familiarise and train their staff and Emergency Team members on the procedures described in the Emergency Response Plan. This shall be accomplished in accordance with EP-03 Training Procedure.
- 6.5 The Operational Manager/Assistant Ops Manager and involved staff shall identify the root causes and any preventive actions, report the Incidence by completing an Incidence Report (Appendix 2) after each Incidence or emergency situation and submit the completed form to the EMR to review.
- 6.6 The Operational Manager/Assistant Ops Manager shall ensure emergency drill and periodic testing of the procedures is conducted where practical and maintains the emergency drill summary report (Appendix 1) for the EMR to review.
- 6.7 The EMS committee shall review the suitability, adequacy and effectiveness of the emergency plan after each Incidence or emergency situation and revise the emergency plan as necessary.
- 6.8 The EMR shall submit all documentation on emergency response and preparedness, and emergency incidents at the Record department of the Municipality for at least 3 years.

7.0 Records (To ensure that these records are incorporated with the current Health and Safety procedures)

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Emergency Drill Report (EF-EP05-01)	EMR	3 years
Incidence Report (EF-EP05-02)	EMR	3 years

8.0 Appendix

Appendix 1 : Emergency Drill Report (EF-EP05-01)

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Environmental Emergency Preparedness and Response

Procedure Number : EP-05
Revision Number : 1
Date : 02-May-2016

Appendix 2 : Incidence Report (EF-EP05-02)

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Emergency Drill Report

Form Number : EF-EP05-01
Revision Number : 1
Date : 02- May- 2016

Date of Emergency Drill	
Type of Emergency Drill	<input type="checkbox"/> Fires, explosions; <input type="checkbox"/> Chemical Spillage or leakage; <input type="checkbox"/> Incidences as a result of equipment failure
Department / Section	
Starting Time	
Completion Time	
Number of Participants (name list attached)	
Participation Rate	
Name of Fire Officer	
Suggestion Items	
Action Plan	

Prepared by : _____

Date : _____

Function / Departmental Manager

Hermanus
WWTW's

Incidence Report

Form Number : EF-EP05-02
Revision Number : 1
Date : 02- May-2016

Date of the Incidence : _____ **Time :** _____

Location : _____

Type of Incidence : _____

Detailed Description of the Incidence :

Responses / Corrective Actions :

Possible Causes(s) of the Incidence:

Suggested Preventive Measures:

Submitted by:		Position:	
Signature:		Date:	

Reviewed by : _____ **Date :** _____

HERMANUS
WWTW'S

Identification of Environmental Aspects and Significance Evaluation

Procedure Number : EP-01
Revision Number : 1
Date : 02-May-2016

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1.0 Purpose

This procedure describes the method for identifying and evaluating environmental aspects related to the (*BUSINESS ACTIVITIES*) carried out by Hermanus WWTW respectively and determining the significance of these aspects. The procedure also applies to those indirect aspects arising from works carried out by Hermanus WWTW's suppliers and contractors.

2.0 Scope

This procedure applies to all operations and activities, under normal conditions and reasonably foreseeable situations, in the *Office and Facilities* of Hermanus WWTW.

3.0 Reference Documents

EMS Manual

EAR-01	Register of Environmental Aspects
LR-01	Register of Legal and Other Requirements
EP-02	Review of Legal and Other Requirements
EP-04	Control of Documents
EP-08	Control of Records

4.0 Definitions

EMS Committee	– Environmental Management System Committee
EMR	– Environmental Management Representative
SEA	– Significant Environmental Aspects

5.0 Responsibility

5.1 EMS Committee

The EMS Committee shall identify the environmental aspects of all activities, products and services of Hermanus WWTW and its suppliers and contractors, and evaluate the significance of the environmental aspects.

The members of EMS Committee / shall prepare and maintain the Register of Environmental Aspects such that it contains the most up-to-date information.

5.2 (*Top Management*)

The (*Top Management*) shall review and approve the Register of Environmental Aspects.

Identification of Environmental Aspects and Significance Evaluation

6.0 Procedure

6.1 Basis for Aspect Identification

Hermanus WWTW's environmental aspects include those direct aspects arising from their activities, products and services; those indirect aspects that can be influenced, such as arising from the activities of their suppliers and contractors working on Hermanus WWTW's activities, and from customer use of product (wherever reasonably practicable). Aspects within the defined scope of the EMS with regards to resource inputs to each process / activity, the intermediate effects, and the outputs for past, present and future activities, under normal operating conditions and any reasonably foreseeable situations shall be considered e.g. planned or new developments, or new or modified activities, products and services.

6.2 Identification of Environmental Aspects

The environmental aspects of Hermanus WWTW shall be identified with respect to its major work activities. The aspects identified from business activities and office activities are consolidated to form the Register of Environmental Aspects.

Information reviewed for aspect identification shall include but is not limited to the following:

- Work process flow and procedures
- Legal requirements / non-statutory guidance notes
- General specifications and Particular specifications;
- Design reports
- Observations in site inspections;
- Records of complaints and/or non-compliance;
- Past monitoring records; and
- Records for past management reviews and/or environmental audits.

6.3 Identification of Environmental Impacts of Aspects

The environmental impacts of each aspect shall be identified with regards to:

- Resources utilisation (including use of raw materials, energy, etc.);
- Waste management;
- Soil, water and marine contamination;
- Others : Flora and Fauna, Visual impact; Community impact, Transportation impact, Nuisance, Site Security, etc.

6.4 Significance Evaluation of Environmental Aspects

The environmental aspects shall be evaluated for their significance according to the four criteria listed in Table 1 one by one. A score of "1" or "0" will be assigned. If an environmental aspect scores "1" for a criterion, it is considered as a significant environmental aspect (SEA) and evaluation against the remaining criteria is not

Identification of Environmental Aspects and Significance Evaluation

necessary (denoted by "-" in the Register of Environmental Aspects). If an environmental aspect scores "0" for a criterion, it shall be evaluated by the remaining criteria one by one. If an environmental aspect scores "0" for all 4 criteria, it is regarded as insignificant.

Significant Environmental Aspects shall be taken into account in establishing, implementing and maintaining the EMS, they shall be managed by operational control procedures or by establishing improvement objectives and targets.

Table 1 - Score assignment for evaluation criteria

Evaluation criteria	Conditions	Score
Legal requirement	The aspect is legally and contract regulated.	1
	The aspect is not legally regulated.	0
Environmental consequence	Expected release of pollutants of severe environmental consequence	1
	Unexpected situation such as emergency may cause uncontrolled release of pollutants, or serious damage to flora, fauna or historical heritage.	1
	The aspect does not have potential environmental impacts of severe consequence.	0
Use of materials	Large consumption of materials with significant potential to reduce, reuse and recycle.	1
	Consumption of materials that are hazardous in nature and can be replaced by more environmentally benign alternatives.	1
	Consumption of materials that originate from environmentally sensitive sources.	1
	Consumption of materials that have little or no potential for reduce, reuse, recycling, replacement, and are not from environmentally sensitive sources.	0
Corporate concerns	Hermanus WWTW has received valid, justifiable complaints for similar situations previously.	1
	The aspect concerns suppliers' or contractors' activities and can potentially be influenced by Hermanus WWTW.	1
	The aspect is about selection of suppliers or contractors	1
	The aspect is a corporate concern reflected in the corporate policy	1
	None of above	0

6.5 Development and Updating of the Register of Environmental Aspects

The EMS Committee shall identify Hermanus WWTW's environmental aspects and evaluate their significance through the following steps 6.1 to 6.4. The result shall be shown in the Register of Environmental Aspects (document EAR-01). The

Identification of Environmental Aspects and Significance Evaluation

information provided for each aspect shall include:

- The process / activity where the aspect is identified;
- A brief description of the aspect;
- The environmental impacts expected to result from the aspect;
- Score of the aspects based on the evaluation criteria;
- The control mechanism for each significant environmental aspect (e.g. operational control procedures, objectives and targets)

The members of EMS Committee shall prepare and review the Register of Environmental Aspects for approval by the (*Top Management*). The Register shall be updated :

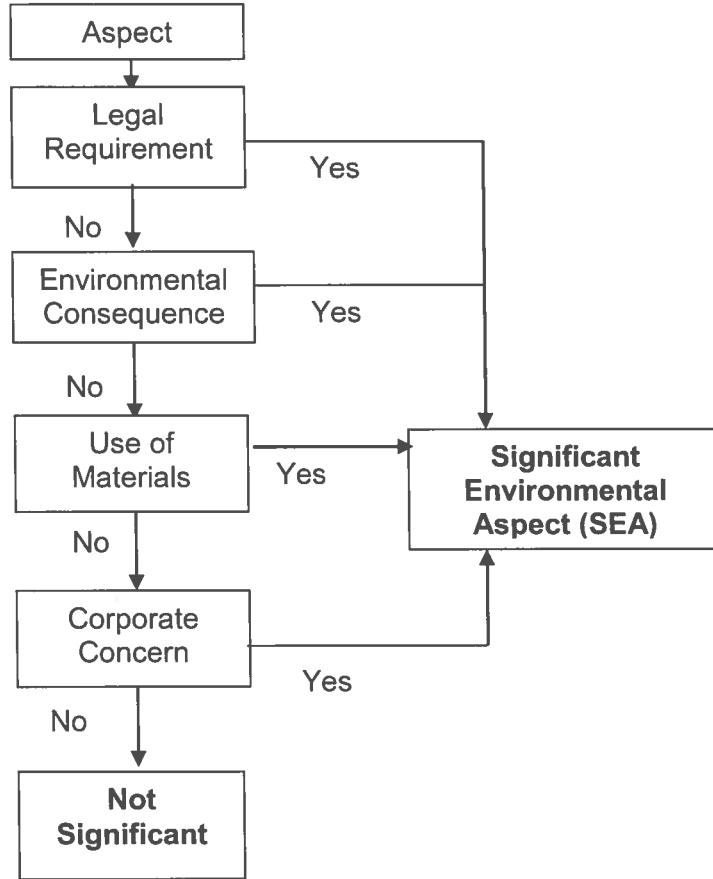
- on a regular basis after the Management Review as necessary; and
- whenever planned or new development, or new or modified activities, products or services are introduced by Hermanus WWTW or its contractors and suppliers.

7.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Register of Environmental Aspects (EAR-01)	EMR keeps the Master Copy	Two previous versions

Identification of Environmental Aspects and Significance Evaluation

Figure 1 – Workflow of Aspect Identification and Evaluation



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**DEPUTY DIRECTOR: ENGINEERING PLANNING
MEMORANDUM**

Attention	:	Environmental Officer : Penelope Aplon		
Reference	:	Environmental Management System	Date	6 May 2016

Herewith comments, as requested in your memorandum dated 12 April 2016, accompanying the CD with EMS information:

- All Overstrand Municipality's water and wastewater treatment plants and pump stations are being operated and maintained by a private contractor, i.e. Veolia Water Solutions & Technologies, since 1 November 2015. All personnel associated with the operation of these installations have been transferred to Veolia as from the same date.
- The contract is being managed by the Directorate Infrastructure & Planning (Hanré Blignaut and Goosen le Roux)
- All references to Overstrand operational personnel, Operational Manager, Assistant Operations Manager, Function/Departmental Manager, etc., should therefore be revised i.t.o. the relevant Infra & Planning and Veolia personnel, including membership of the various committees and top management, and the Organisational Chart in the EMS Procedure Manual, and the Emergencies, Monitoring, and Non-Conformance Files.
- The Aspects and Impacts files appear to be overlapping with the municipality's existing Waste Water Risk Abatement Plans (W2RAP).
- Veolia as a large international company has their own management systems, and care should be taken not to duplicate efforts. A workshop with Veolia on what is required from them i.t.o. the EMS may add value.
- The current focus is on the Hermanus WWTW. It is not clear what the planning is w.r.t. other functions and installations within the municipality.

Hanré Blignaut
Deputy Director: Engineering Planning

PO Box 20
HERMANUS
7200



Tel: (028) 313 8972

e-mail: mbartman@overstrand.gov.za

DEPUTY DIRECTOR: OPERATIONAL SERVICES

MEMORANDUM

Attention	: Environmental Officer		
Reference	: Environmental Management System	Date	18 April 2016

Penelope,
Herewith my comments as requested in your memorandum dated 12 April in the abovementioned regard.

- It should be pointed out that all our water and wastewater treatment plants as well as all our water and sewerage pumpstations are being operated and managed by a private contractor i.e. Veolia Water Solutions and Technologies.
- All personnel associated with the operation of these installations are in the service of Veolia.
- The contract is being managed by the Directorate Infrastructure and Planning (Hanre Blignaut and Goosen le Roux)
- All references to Overstrand operational personnel should therefore be revised.
- Membership of the Environmental Management System Committee as well as Top Management will therefore also be affected.
- The same applies to the responsibilities and procedures in case of an emergency (see para 5, 6 of Environmental Emergency Preparedness and Response (EP-05))
- The EMS procedure manual (para 1.4, 1.5, 2.4, 2.5, 2.6) will likewise be affected
Environmental Monitoring and Evaluation of Compliance (EP-06) & Enquiry Complaint / Nonconformity Handling (EP-07) - reference to the Function/departmental Manager should be revised.



M Bartman

Office of the Director:
Infrastructure & Planning
Environmental
Management

MEMORANDUM

Kantoor van die Direkteur:
Infrastruktuur & Beplanning
Omgewingsbestuur

Date : 10 May 2016
To: Mr H. Blignaut (Deputy Director: Engineering Planning)
From : Penelope Aplon (Environmental Management)
RE : **Environmental Management System**

Herewith response on comments received dated 6 May 2016, regarding the Environmental Management System and associated documents.

- It is noted that Veolia Water Solutions and Technologies has taken over the operation and maintenance of the all municipal water and wastewater treatment plants as well as all municipal water and sewerage pump stations.
- The Environmental Management section has been in meetings with Mr Vincent Strangefeld, Operations Manager in the Overstrand region, for Veolia Water Solutions and Technologies. The proposed IEMS will be integrated with the existing systems of Veolia to prevent duplication of processes.
- The documents will be revised to make reference to the relevant staff Infrastructure & Planning and Veolia personnel.
- Overstrand Municipality still has an environmental responsibility, as owners of the infrastructure.
- The IEMS will be rolled out to all other WWTW and Water Treatment Works of the Overstrand. Other operational aspects which will have an environmental impact will also be addressed.



Penelope Aplon
Environmental Officer

Office of the Director:
Infrastructure & Planning
Environmental
Management

MEMORANDUM

Kantoor van die Direkteur:
Infrastruktuur & Beplanning
Omgewingsbestuur

Date : 10 May 2016
To: Mr M. Bartman (Deputy Director: Operational Services)
From : Penelope Aplon (Environmental Management)
RE : **Environmental Management System**

Herewith response on comments received dated 18 April 2016, regarding the Environmental Management System and associated documents.

- It is noted that Veolia Water Solutions and Technologies has taken over the operation and maintenance of the all municipal water and wastewater treatment plants as well as all municipal water and sewerage pump stations.
- The Environmental Management section has been in meetings with Mr Vincent Strangefeld, Operations Manager in the Overstrand region, for Veolia Water Solutions and Technologies. The proposed IEMS will be integrated with the existing systems of Veolia to prevent duplication of processes.
- The documents will be revised to make reference to the relevant staff of Infrastructure & Planning and Veolia personnel.
- Overstrand Municipality still has an environmental responsibility, as owners of the infrastructure.



Penelope Aplon
Environmental Officer
