



**ENVIRONMENTAL MANAGEMENT SYSTEM
ISO 14001**

PROCEDURE 4.4.6.4

SOP EMP MONITORING



Tongaat Hulett
DEVELOPMENTS

Registration No. 81/12378/07

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Use of Information

Kerry Seppings Environmental Management Specialists prepared the information provided here for use by Tongaat Hulett Developments (Pty) Ltd only. As such this information may only be used in the preparation of EIA's, reports, EMP's etc for use by Tongaat Hulett Developments (Pty) Ltd and may not be used in the preparation of reports for any other company or individual without the express permission of Kerry Seppings Environmental Management Specialists.

KERRY SEPPINGS ENVIRONMENTAL MANAGEMENT SPECIALISTS



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1.0 AIM

To provide a Standard Operating Procedure (SOP) for monitoring of Environmental Management Plans (EMP's). Although each EMP will be project specific, this will provide a standard to which all EMP's must comply.

2.0 RESPONSIBLE PERSON/S

The Town Planner (Planning Manager) and ESH Officer are to ensure that Consultants use and review SOP's and templates in EIA's and EMP's and add to these where applicable.

The Project Managers are to ensure implementation of the EMP.

The Environmental Consultant is to develop the EMP and audit compliance with the EMP on a regular basis and provide audit reports to the Planning Administrator.

The ECO is to monitor compliance with the EMP on a regular basis and is responsible for ensuring that the contractor and construction staff are trained and understand the EMP and relevant SOPs.

The Contractors are responsible for ensuring conformance with the EMP.

3.0 METHODOLOGY

This SOP should be used as a guideline for monitoring and ensuring compliance with the EMP.

4.0 ENVIRONMENTAL IMPACTS

An EMP is designed with a view to managing construction activities so as to avoid and minimise environmental impacts during development. Non compliance with the EMP can therefore result in severe environmental impacts. EMP compliance is usually stipulated in the Record of Decision for most EIA's. Therefore failure to follow the directives of the EMP can result in the provincial department closing the site and halting development. EMP compliance can ultimately save on costly rehabilitation and ensure that sensitive systems are maintained in their original state.

5.0 PROCEDURE

- 5.1 The Environmental Consultant is to prepare the EMP (refer to SOP 4.4.6.9 Guideline EMP). The Environmental Consultant may refer to the [eThekweni Municipality Generic EMP](#) for Construction Activities and use it as a basis for developing the EMP provided that the EMP is specific to the nature of the site. The consultant may not copy the Generic EMP verbatim.
- 5.2 The Environmental Consultant and Project Manager must hold a meeting with all primary suppliers and contractors prior to start of construction in order to discuss the EMP.
- 5.3 Suppliers and contractors are to be provided with a copy of the EMP, Tongaat Hulett Development's environmental policy ([Record 4.2](#)) and Ground Rules ([Record 4.2.1.1](#)) and a list of their responsibilities in terms of maintaining the ISO 14001 program ([Record 4.4.1](#)), copy of the non-conformance report and instructions for filling this out ([Record 4.5.2](#)) and a copy of the complaints register ([Record 4.4.3.1](#)). They must also be supplied with a list of Tongaat Hulett Development's significant aspects as these apply to their own work.
- 5.4 Suppliers and contractors to be made aware of the consequences of non –compliance with the EMP and are to be held responsible for ensuring compliance of all sub contractors.
- 5.5 Suppliers and contractors are to refer to the Raw Material SOP ([4.4.6.5](#)) and complete the Raw Material Record ([4.5.1.3.1](#)) to ensure that raw materials are appropriately sourced.
- 5.6 Records of on site training must be kept.
- 5.7 The Environmental Consultant will carry out environmental audits of the site on a regular basis (time period according to stipulations of ROD and the activities occurring at a point in time but should be done at least once a month). Audit reports will be submitted to Tongaat Hulett Development and to DAEA. The consultant must schedule audit dates and ensure that all necessary parties are made aware of these dates. The consultant must consult with DAEA compliance officer to ensure that the officer is able to attend some of the audits.
- 5.8 Any suggestions regarding changes to the EMP must be submitted in writing to the environmental consultant for approval. A record of this must be kept.
- 5.9 All issues of non-conformance must be added to the [non conformance/incident Record](#). The [EMP Compliance/Non Compliance Record](#) must also be maintained.

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References

Every effort has been made to reference all sources used, however, some of the information gathered was taken from our own reports and sources of information and have not been referenced here.

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- 2) Proposed Development Of A Petrol Filling Station Along The M4 Between Umhlanga And Umhloti. Environmental Scoping Report. August 2000. Michelle Yates.
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- 6) Scoping Report. M4 Realignment. Zimbali. November 1998. Van Riet And Louw.
- 7) Sibaya Resort And Entertainment World. Draft Environmental Impact Assessment. October 1998. Afrisun.
- 8) Afrisun KZN's Proposed Sibaya Casino Development. Baseline Report On The Terrestrial Fauna, With Special Reference To The Avifauna, Predicted Environmental Impacts And Suggested Mitigatory Measures. October 1998. Boon. Wildlife And Environment Society Of South Africa.
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- 12) La Lucia Ridge Office Estate Extensions. Scoping Report. November 1998. Gibb Africa.
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19) HAWAAN FOREST ESTATE ENVIRONMENTAL IMPACT ASSESSMENT REPORT DESIGN DEVELOPMENT By Geoff Nichols May 2003

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<http://sacoast.uwc.ac.za/education/resources/sacoast/Biophysical/sandybeaches.htm>
<http://www.csir.co.za>

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