

Please find Health and safety file requirements that are required for any contract work that would take place on ACSA premises. Please submit a fully compliant file to the ACSA Safety Department at King Shaka International Airport.

### **Safety file requirements**

1. Company Health, Safety and Environmental Policy
2. Company HIV and AIDS Policy
3. Letter of good standing (Department of labour)
4. Company letterhead with contact details
5. Company Profile
6. Proof of company registration
7. Proof of SARS registration
8. Public Liability (insurance cover)
9. Company Organogram (showing company reporting structure)
10. Site Team organogram with names and cell numbers of the specific team working on specific site
11. Scope of work
12. List of employees working on this project (with their ID numbers and positions listed)
13. List of tools and equipment to be used on this project
14. Sub-contractor's internal Employee induction (focusing on specialist work, specific tasks, risk assessments related to these tasks, methods to be used and general site safety)
15. Letter of appointment from Principal Contractor or Client
16. Agreement with Mandatory signed by contractor and principal contractor (Section 37-2)
17. Statutory Legal Appointments – (application to all contractors)
  - CEO's delegation of duties – attach ID, CV & certificates
  - Supervisor of works– attach ID, CV & certificates
  - Subordinate supervisor of construction work – attach ID, CV & certificates
  - Fall protection plan developer – attach ID, CV & certificates
  - Risk assessor – attach ID, CV & certificates
  - Portable electrical tools inspector
  - Accident/Incident Investigator – attach ID, CV & certificates
  - Safety committee member
  - Stacking and storage inspecting
  - Hand Tools inspector
  - Disposal certificates need to be handed in for proof of disposal
18. Other appointments (if required)
  - Safety officer – attach ID, CV & certificates
  - First aider (must be certified and certificate attached)
  - SHE representative (must be certified and certificate attached)
  - Emergency Evacuation Planner
19. Company's Health and Safety Plan (must be site specific and related to your scope of work and signed by the CEO/owner)

20. Environmental Management Plan (include waste management which must be signed by the CEO/owner)
21. Method statement (how you are going to do your work)
22. Hazard identification and risk assessments – based on method statement
23. Registers and checklists – general (if required as per scope of work)
  - Material Safety Data Sheet register and supporting documentation if hazardous substances will be used
24. Accident/Incident Procedure
  - Appointment of accident/incident investigator
  - Proof of competency of investigator (certificate and CV)
  - Accident/Incident Register
25. Certificate of competency
  - First aider (training record)
  - SHE representative (training record)
26. Medical Certificates for persons conducting the cleaning
27. Certificates of competency of operators
  - Medical Certificates for drivers and operators (to include lung function, hearing and eye tests)
  - Vehicle maintenance records
  - Operators appointments
  - Inspector appointments
  - Explosive power tools
  - Portable electrical tools
28. Toolbox talks
29. Awareness training records (how to use equipment correctly/waste management/site safety rules)
  - Recording of the accident/ incident
  - Employers report of the accident (WCL1 and WCL2)

Please ensure that your safety file is created in this order.

One hard copy of all the information above must be given to the ACSA Safety department for approval and will be kept.

All information in this file must be specific to the site/project.

You are responsible to provide the necessary PPE for your employees to conduct their work.

You are also responsible to ensure that all work contracted out complies with these requirements.

Kind Regards,

**Fikile Zungu**  
Manager: Occupational Health and Safety Compliance  
King Shaka International Airport

**Permit Reference (contractor log book to be signed prior to work authorization)**

<b>Permit Title</b>					<b>Planned work</b>			<b>Unplanned Work</b>		<b>Site Meetings</b>			
					<b>Contractors</b>		<b>M &amp; E</b>		<b>All</b>		<b>Contractor</b>		
					Access Permit No.	Order No.	Job Card No.		Help Desk No.		PR No.		
<b>Job Location</b>													
Airfield	Terminal	Landside	Offsite	Other									
<b>Business Risk</b>				<b>Safety, Health and Environmental Risk</b>									
Disruption to Airport Operations	Disruption to Tenant Operations	Customer Inconvenience	Other	Hot Work	Elevated Areas - Scaffold	Excavation	Hazardous Material	Hazardous Location	Environmental Impact	Noise Zone	Electrical Machinery (HT)	Mechanical Machinery	Other
<b>(Additional note on risks and hazards) All precautionary measures and safety compliance to be adhered to. All painting work to be done at night.</b>													
<b>Precautions Required</b>					<b>Personal Protective Equipment Required (PPE)</b>								
Electrical Isolation	Mechanical Isolation	Physical Barricades	Warning Signs	Other	Eye Protection	Hearing Protection	Hand Protection	Safety Shoes	Hard Hat	Safety Harness	Breathing Apparatus	Welding PPE	Other
<b>Authorizing Signatures</b>				<b>Acceptance (PTW and Conditions)</b>				<b>Period of Validity</b>					
H.O.D: (Responsible for Work)			H.O.D: Safety	Contractor				Date of Issue		Date of Expiry		Days	
<b>Extension of PTW (Signature)</b>			<b>Hand over of Completed Work to ACSA</b>	<b>Hand over of Completed Work to ACSA</b>				<b>Hand over of Completed Work to ACSA</b>		<b>Hand over of Completed Work to ACSA</b>		<b>Hand over of Completed Work to ACSA</b>	
Date Signed			New Expiry date	Work Completed to Specification		Lock out revoked. System Ready for Service		Area Restored to a Safe Condition		PRA Form Signed		PRA Form Signed	
H.O.D: (for work) H.O.D: Safety Contractor ACSA Person responsible for contractor			H.O.D: (for work) H.O.D: Safety Contractor ACSA Person responsible for contractor	H.O.D: (responsible for Work)		H.O.D: (responsible for Work)		Completion Date:		Completion Date:		Completion Date:	

**AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED**  
**ENVIRONMENTAL MANAGEMENT**  
**POLICY - T010P**

Airports Company South Africa SOC Limited, as a world-class airport operator acknowledges that airport activities and operations may have diverse impacts on the environment and therefore accepts our stewardship role of responsible care for the environment. Consequently, we are committed to implementing and maintaining an Environmental Management System.

Airports Company South Africa SOC Limited (the group) is committed to:

- Maintain an Environmental Management System based on the ISO 14001 specifications, and shall conduct regular audits of the Environmental Management System to ensure its adequacy and effectiveness.
- Monitor and measure significant environmental aspects and impacts of airport activities and operations and provide a framework for the setting and reviewing of environmental objectives and targets.
- Ensure employees, operators, tenants, concessionaires, contractors and supply chain that fall within the scope of the Environmental Management System are aware of the environmental aspects and impacts associated with their activities and operations and of the requirements of the Environmental Management System.
- Report its environmental performance indicators in the integrated annual report.
- Continual improvement of our environmental performance.
- Prevent environmental pollution resulting from airport activities and operations
- Ensure storm water runoff leaving the airport remains unpolluted, and groundwater remains free from pollution resulting from airport operations.
- Actively seek opportunities to reduce overall aircraft noise footprint of airports.
- Monitor aircraft noise at Cape Town, King Shaka and O R Tambo International Airports.
- Actively seek opportunities to reduce energy consumption.
- Actively seek out opportunities to reduce our carbon footprint, as well as that of the aviation industry.
- Measure our carbon footprint at Cape Town, King Shaka, O R Tambo and Port Elizabeth International Airports.
- Monitor air quality at Cape Town, King Shaka and O R Tambo International Airports.
- Actively seek opportunities to reduce water consumption.
- Ensuring all waste generated is minimised, or otherwise reduced, re-used or recycled.
- Conserve biodiversity where feasible on its property.
- Collaborating with and engage surrounding communities to seek opportunities to minimise the environmental impact of airport operations on the environment.
- Comply with relevant environmental legislation, associated regulations and other applicable requirements.

The scope of the Environmental Management System extends to all Airports Company South Africa SOC Limited buildings, infrastructure and geographical areas within the group operates its aeronautical business. Where the group does not directly control the impacts at Corporate Office or Business Units, we shall work in partnership with operators, contractors, tenants, concessionaires and supply chain to improve performance. The group's managers and staff acknowledge that the implementation of this Environmental Policy is their responsibility and are committed to it. This policy statement shall be reviewed by Management every three (3) years and made available to any interested parties upon request.

**Signed:**



**Date: 17<sup>th</sup> January 2017**

**Issue No: 10**

**Chief Executive Officer: Airports Company South Africa SOC Limited**



**ACSA Service & Maintenance Contractors  
Environmental Terms and Conditions to Commence Work - EMS 048**

The following Environmental Terms and Conditions shall be strictly adhered to by all contractors when conducting works for ACSA. ACSA shall audit contractor activities, products and services on an ad hoc basis to ensure compliance to these environmental conditions. Any pollution clean-up costs shall be borne by the contractor.

ISSUE	REQUIREMENT
<b>Environmental Policy</b>	ACSA's Environmental Policy shall be communicated, comprehended and implemented by all ACSA appointed contractor staff (see attached Environmental Policy).
<b>Stormwater, Soil and Groundwater Pollution</b>	<ul style="list-style-type: none"><li>• No solid or liquid material may be permitted to contaminate or potentially contaminate stormwater, soil or groundwater resources.</li><li>• Any pollution that risks contamination of these resources must be cleaned-up immediately. Spills must be reported to ACSA immediately. Contractors shall supply their own suitable clean-up materials where required.</li><li>• Washing, maintenance and refuelling of equipment shall only be allowed in designated service areas on ACSA property. It is the contractor's responsibility to determine the location of these areas.</li><li>• No leaking equipment or vehicles shall be permitted on the airport.</li></ul>
<b>Air Pollution</b>	<ul style="list-style-type: none"><li>• Dust: Dust resulting from work activities that could cause a nuisance to employees or the public shall be kept to a minimum.</li><li>• Odours and emissions: All practical measures shall be taken to reduce unpleasant odours and emissions generated from work related activities.</li><li>• Fires: No open fires shall be permitted on site.</li></ul>
<b>Noise Pollution</b>	<ul style="list-style-type: none"><li>• All reasonable measures shall be taken to minimise noise generated on site as a result of work operations.</li><li>• The Contractor shall comply with the applicable regulations with regard to noise.</li></ul>
<b>Waste Management</b>	<ul style="list-style-type: none"><li>• Waste shall be separated as general or hazardous waste.</li><li>• General and hazardous waste shall be disposed of appropriately at a permitted landfill site should recycling or re-use of waste not be feasible.</li><li>• Under no circumstances shall solid or liquid waste be dumped, buried or burnt.</li><li>• Contractors shall maintain a tidy, litter free environment at all times in their work area.</li><li>• Contractors must keep on file:<ol style="list-style-type: none"><li>1. The name of the contracting waste company</li><li>2. Waste disposal site used</li><li>3. Monthly reports on quantities – separated into general, hazardous and recycled</li></ol></li></ul>



	<p>4. Maintained file of all Waste Manifest Documents and Certificates of Safe Disposal</p> <p>5. Copy of waste permit for disposal site</p> <p>This information must be available during audits and inspections.</p>
<b>Handling &amp; Storage of Hazardous Chemical Substances (HCS)</b>	<ul style="list-style-type: none"><li>• All HCS shall be clearly labelled, stored and handled in accordance to Materials Safety Data Sheets.</li><li>• Materials Safety Data Sheets shall be stored with all HCS.</li><li>• All spillages of HCS must be cleaned-up immediately and disposed of as hazardous waste. (HCS spillages must be reported to ACSA immediately).</li><li>• All contractors shall be adequately informed with regards to the handling and storage of hazardous substances.</li><li>• Contractors shall comply with all relevant national, regional and local legislation with regard to the transport, storage, use and disposal of hazardous substances.</li></ul>
<b>Water and Energy Consumption</b>	<p>ACSA promotes the conservation of water and energy resources. The contractor shall identify and manage those work activities that may result in water and energy wastage.</p>
<b>Training &amp; Awareness</b>	<p>The conditions outlined in this permit shall be communicated to all contractors and their employees prior to commencing works at the airport.</p>

### Penalties

Penalties shall be imposed by ACSA on Contractors who are found to be infringing these requirements and/or legislation. The Contractor shall be advised in writing of the nature of the infringement and the amount of the penalty. The Contractor shall take the necessary steps (e.g. training/remediation) to prevent a recurrence of the infringement and shall advise ACSA accordingly.

The Contractor is also advised that the imposition of penalties does not replace any legal proceedings, the Council, authorities, land owners and/or members of the public may institute against the Contractor.

Penalties shall be between R200 and R20 000, depending upon the severity of the infringement. The decision on how much to impose will be made by ACSA's Airport Environmental Management Representative in consultation with the Airport Manager or his/her designate, and will be final. In addition to the penalty, the Contractor shall be required to make good any damage caused as a result of the infringement at his/her own expense.

I, \_\_\_\_\_ (name & surname) of \_\_\_\_\_ (company)

agree to the above conditions and acknowledge ACSA's right to impose penalties should I or any of my employees or sub-contractors fail to comply with these conditions.

Signed: \_\_\_\_\_ on this date: \_\_\_\_\_ (dd/mm/yyyy)  
at: \_\_\_\_\_ (airport name).



## **Service & Maintenance Contractors**

### **1. Scope**

This procedure is intended for all Service and Maintenance Contractors whose activities, products and services may produce a negative impact on the environment at operated Airports.

### **2. Objective**

To incorporate all service and maintenance contractors into the Company's Environmental Management System (EMS), to align activities, products and services with the EMS and the Group's Environmental Policy.

### **3. Definitions and Abbreviations**

#### **AEMR**

Airport Environmental Management Representative

#### **ARFFS**

Aerodrome Rescue and Fire Fighting Services

#### **Group/Organisation/Business**

Airports Company South Africa SOC Ltd

#### **HCS**

Handling & Storage of Hazardous Chemical Substances

#### **SHE**

Safety, Health and Environment

#### **Service & Maintenance Contractor**

An appointed service or maintenance provider assigned to carry out repairs, upgrades, installations and on-going maintenance of airport infrastructure. Service contractors (e.g. cleansing, landscaping, pest removal, hygiene, sanitation) or maintenance contractors (e.g. electricians, plumbers, mechanics) may have long-term contracts or provide services on an ad-hoc basis.

### **4. Procedure General**

4.1 All departments shall contact the airport's AEMR prior to appointing a service or maintenance contractor on the airport.

4.1.1 All new or renewed service and maintenance contractors shall be screened for significant environmental aspects by the airport's AEMR. Refer [EMS Department Determining Significant Environmental Aspects Procedure - T010 001M](#). Any new significant environmental aspects shall be documented in the aspects register, and control measures implemented accordingly.

4.2 The AEMR shall decide whether or not the contractor requires formal environmental induction training based on Point 4.1.1 above. If training is required, it shall be conducted

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**Service & Maintenance Contractors**

by the relevant contractor’s responsible person/supervisor prior to commencing work on the airport.

- 4.3 The Department responsible for appointing service or maintenance contractors shall append the [Service and Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048](#) permit to tender documents, contract documents, service level agreements or bill/schedule of quantities specifications. This will allow contractors to accommodate any unforeseen costs, to minimise environmental risk, or ensure compliance. Prior to commencement of works, contractors shall sign this permit, a copy of which shall be kept by both the responsible Department and the contractor.
- 4.4 The contractor’s representative shall ensure the conditions set out in the [Service and Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048](#), along with the [Environmental Management System Policy](#) are communicated to, comprehended and implemented by all contractor staff.
- 4.5 All Departments making use of contractors shall keep an up-to-date register of contractors on site. This register shall include the name of the contracting company, the site supervisor/manager and his/her contact number, the nature of works and work area, the date of commencement and expected completion of the work, and whether the [Service and Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048](#) permit has been duly signed. In addition, contractor tender documents, contract documents, service level agreements or bill/schedule of quantities specifications shall be available for audit/inspection by the AEMR.
- 4.6 Contractor activities shall be audited at the discretion of the AEMR depending on the nature of risks and environmental aspect significance.

**5. Accountabilities and Responsibilities**

<b>Issues</b>	<b>Person Accountable</b>	<b>Alternate</b>
Has overall accountability for adherence to this Operational Procedure	General Manager or Airport Manager	Relevant designated person shall assume responsibility
<b>Issues</b>	<b>Person Responsible</b>	<b>Alternate</b>
Has responsibility for adherence and implementation of this Operational Procedure	Safety Manager/ ARFFS Manager/ HOD: SHE/ AEMR	Relevant designated person shall assume responsibility

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**Service & Maintenance Contractors**

**6. Verification**

This procedure shall be verified in accordance with [Verification Policy, Procedure and Working Instruction - Z001 002M.](#)

**7. Non Conformance**

Any deviation from this procedure shall be identified and registered with corrective and preventative measures for continual improvement in accordance with the [Non Conformance Policy, Procedure and Working Instruction - Z001 001M.](#)

**8. References**

Non Conformance Policy, Procedure and Working Instruction - Z001 001M  
 Verification Policy, Procedure and Working Instruction - Z001 002M  
 Change Control Policy, Procedure and Working Instruction - Z001 003M  
 Document Control Procedure - Z001 006M  
 Record Keeping Requirements Procedure - Z001 008M  
 Airfield Standard Operating Procedure Manual

**9. Change Control**

This procedure shall only be changed with the authorisation of the Group Executive: Airports and in accordance with [Change Control Policy, Procedure and Working Instruction - Z001 003M.](#)

**10. Records**




Record Name	Storage Location	Record Number	Responsible Person	Retention Time
Service & Maintenance Contractors Environmental Terms and Conditions to Commence Work	Safety Department	EMS 048	AEMR	Five (5) years
Service and Maintenance Contractors Procedure	Master in Corporate Policy Document Store	T050 009M	Senior Administrator: Policies and Procedures	Five (5) years

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**Service & Maintenance Contractors**

**11. Endorsement (See Master in Corporate Policy Document Store)**

Activity	Name	Signature	Date
Approval	Group Specialist: Aviation Compliance and Policy Kenton Sim		28/03/2013
Authorisation	Group Executive: Aviation Services John Neville		28/03/2013
Quality Assurance: Policy and Procedure	Corporate Specialist: Aviation Services and Technical Policy Michelle Erasmus		03/04/2013

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