



Stefanutti Stocks Marine Environmental Method Statement

Heritage and Archaeological Procedure



SSM/EMS/M033/MS10 v00

**Provision of Services for the
Rehabilitation of Port Nolloth
Infrastructure**

Contract No.: TNPA CPT 597



Contract No. : **TNPA CPT 597**
Contract : **Provision of Services for the Rehabilitation of Port Nolloth Infrastructure**
Client : **Transnet National Ports Authority**
Engineer : **N/A**
Revision : **00**
Date Start : **29 July 2016**
Date End : **29 October 2017**

COMPILED BY:  _____ Environmental Officer	DATE: <u>08/08/2016</u>
VERIFIED BY:  _____ Project Manager/Site Agent	DATE: <u>08/08/2016</u>



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References

Stefanutti Stocks Environmental Policy	N/A
Stefanutti Stocks Environmental Management System	N/A
Stefanutti Stocks Marine site-specific Environmental Management Plan	SSM//M033/EMP
Transnet Project Environmental Specification (PES)	ENV-FAT-0001
Transnet Construction Environmental Management Plan (CEMP)	ENV-STD-001 Rev02
Transnet Standard Environmental Specification (SES)	ENV-STD-002 Rev02
Environmental Management Programme as set out by Blue Pebble Independent Environmental Agency (site-specific)	N/A
National Heritage Resources Act	Act 25 of 1999
Method Statement 03: Environmental Awareness Training	SSM/EMS/M033/MS03
Method Statement 13: Waste Management	SSM/EMS/M033/MS13
SSS Core Procedure: Nonconformity, Corrective and Preventative Action	SSS/SEQ/CPR012
SSS Core Procedure: Incident Management and Investigation	SSS/SEQ/CPR008

Forms and Templates

Attendance Register	SSS-EMS-DOC04
Environmental Corrective Instruction Form	SSS-EMS-DOC06
ECI Register	SSS-EMS-DOC07



1. Introduction

Stefanutti Stocks Marine, a division of Stefanutti Stocks Business Unit, prescribes to the Environmental Policy and ISO14001 accredited Environmental Management System (EMS) developed and implemented by the business unit.

This method statement addresses the heritage and archaeological procedure.

2. Purpose

This method statement has been developed to promote compliance to the requirements of:

- The Stefanutti Stocks environmental policy.
- The Stefanutti Stocks EMS.
- The Stefanutti Stocks Marine site-specific Environmental Management Plan (SSM-EMP).
- The Transnet Project Environmental Specification (PES).
- The Transnet Construction Environmental Management Plan (CEMP).
- The Transnet Standard Environmental Specification (SES).
- Environmental Management Programme as set out by Blue Pebble Independent Environmental Agency (site-specific)
- Legal and other considerations.

3. Site Environmental Objectives Associated with this Method Statement

The objective of this method statement is to identify items of heritage value, including grave sites, during works, in order to ensure these items are dealt with in a manner appropriate to the National Heritage Resources Act (No.25 of 1999).



4. Environmental Aspects and Impacts Associated with Planned Activity

- Damage to archaeological resources.
- Loss of archaeological/ heritage resources.
- Discovery of archaeological resources or graves and middens.

5. Method statement

5.1 Procedure / Method to Follow

In order to ensure that items of heritage and archaeological value are dealt with in a manner appropriate to the National Heritage Resource Act, 25 of 1999 during works conducted on the various sites, the following requirements apply:

- All on-site personnel will undergo training in identifying possible heritage and archaeological resources (including graves and middens), and will be informed of known sites, if any.
- All excavations will be monitored for burials, fossils, middens and other items of heritage or archaeological value.
- Should any finds be discovered, all work in the vicinity will be stopped immediately and the area barricaded. No personnel will be allowed to interfere with the discovery in any way, unless instructed by the Environmental Officer (EO) or the client.
- Personnel will be instructed to report any possible findings to their supervisor and the site (EO) immediately.
- All finds will be reported to South African Heritage Resources Agency (SAHRA) and Ngwao-Boswa Jwa Kapa Bokone (NBKB) (the Provincial Heritage Resources Authority of the Northern Cape Province).

5.2 Archaeological Sites

- Should archaeological artefacts be discovered, work in the direct vicinity will be stopped immediately. All reasonable precautions to prevent the removal of or damage to the artefact will be taken, including erecting barricading and declaring the immediate vicinity a no-go area. The client will be informed and will advise on further required actions.



5.3 Graves and Middens

- If a grave or a midden¹ is uncovered on site, or discovered before the commencement of work, all work in the immediate vicinity of the grave/midden shall be stopped and the EO and client will be informed of the discovery.
- SAHRA and NBKB will be contacted, and in the case of graves, arrangements made for the undertaker to carry out the exhumation and reburial.
- The undertaker will together with SAHRA and NBKB be responsible for attempts to contact family of the deceased and for the site where the exhumed remains can be interred.

Any deviations from the requirements of this method statement will be raised as an incident or non-conformance on the environmental corrective instruction form and addressed as per Stefanutti Stocks Structures Core Procedure: Incident Management and Investigation, or Stefanutti Stocks Structures Core Procedure: Nonconformity, Corrective and Preventative Action (as required).

6. Roles and Responsibilities

6.1 Site Manager / Agent

The Site Manager / Agent² is responsible for:

- Ensuring that this method statement is communicated to all personnel working on site, including sub-contractors.
- Ensuring that the necessary documentation for this method statement is in place, available and retained as required.
- Ensuring that any resources required for this method statement are made available.

¹ A midden is defined as a mound or deposit containing shells, animal bones, and other refuse that indicates the site of a human settlement.

² The Site Manager/Agent may delegate responsibilities pertaining to this method statement to other competent persons on site. However, the Site Manager/Agent remains the responsible person in terms of the EMS for the implementation of this method statement.



6.2 Environmental Site Officer/ Representative:

The site Environmental Officer / Representative is responsible for:

- Ensuring compliance to this method statement on site.
- Ensuring that appropriate non-conformances and/or complaints are identified and reported to the Site Manager and that Environmental Corrective Instructions are completed and closed out as per Stefanutti Stocks Core Procedure: Environmental Inquiry Complaint Non-conformance Corrective Preventative Handling.

6.3 All Personnel

All personnel are required to adhere to the specifications of this method statement.

7. Training Requirements

Training to be conducted as per MS04: Environmental Awareness Training.

- Toolbox talk: Heritage and Archaeological Procedure method statement

8. Records to Maintain as Part of this Method Statement

- Attendance registers for the abovementioned communication.
- Environmental Corrective Instruction and ECI Register.