

Draft Environmental Management Plan (EMP) for:

**The Operation of a Bulk Fuel Storage Depot for NAMCOR in
Otjiwarongo, Otjozondjupa Region**



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TABLE OF CONTENTS

LIST OF FIGURES ii

LIST OF TABLES ii

1 INTRODUCTION 1

 1.1 Project Background and Locality 1

 1.2 The Purpose of the Draft Environmental Management Plan (EMP) 3

 1.3 Appointed Environmental Assessment Practitioner 3

2 LEGAL FRAMEWORK: PERMITTING AND LICENSING 4

3 EMP IMPLEMENTATION ROLES AND RESPONSIBILITIES 5

4 IMPACTS AND ENVIRONMENTAL MANAGEMENT AND MITIGATION MEASURES 6

 4.1 Key Identified Negative Impacts 6

 4.2 Environmental Management and Mitigation Measures- Operation and Maintenance 6

 4.3 Environmental Management and Mitigation Measures- Decommissioning 17

LIST OF FIGURES

Figure 1-1: The Locality of the Bulk Fuel Storage Facility in Otjiwarongo of the Otjozondjupa Region 2

LIST OF TABLES

Table 2-1: The list of applicable of legal requirements and permits to the project activities 4

Table 3-1: The list of responsible parties and their roles in implementing the EMP 5

Table 5-1: The Environmental management and mitigation measures for the Operational and Maintenance Phase 7

Table 5-2: The Environmental management and mitigation measures for the Decommissioning Phase (as adopted from DP Fuel Tank Services, 2016)..... 18

1 INTRODUCTION

1.1 Project Background and Locality

This Environmental Management Plan (EMP) report is prepared on behalf of the National Petroleum Corporation of Namibia (Pty) Ltd (hereinafter referred to as *NAMCOR* or *The Proponent*). NAMCOR is the national distributor of a diverse range of products from its network of depots around the country supplying diesel, petrol, paraffin, lubricants and engine oils.

The Proponent operates an 8,200m²-bulk fuel storage facility in the Town of Otjiwarongo in the Otjozondjupa Region (20°27'48.60"S; 16°38'1.64"E). The locality map of the facility is shown in Figure 1-1 As part of the Environmental Management Act (EMA) No. 7 of 2007 and its Environmental Impact Assessment (EIA) Regulations on listed activities that are required to be environmentally cleared for them to be implemented in the environment, the facility was issued with an Environmental Clearance Certificate.

The updated EMP report provides a summary of the environmental performance of the bulk fuel storage property/facility. The audit report is prepared as per the requirements of the EIA Regulations No. 30 of 2012 gazetted under the EMA No. 7 of 2007, and a condition of the ECC issued for operation of the facility.



Figure 1-1: The Locality of the Bulk Fuel Storage Facility in Otjiwarongo of the Otjozondjupa Region

1.2 The Purpose of the Draft Environmental Management Plan (EMP)

An Environmental Management Plan (EMP) Report provides the link between the impacts identified in the EIA Process and the required environmental management measures and preparedness responses on the ground during project implementation and operation, as assessed during compliance monitoring.

The compilation of this updated EMP and/or Audit Report is one of the requirements (scope of work) presented to Excel Dynamic Solutions Pty Ltd (EDS Namibia) by NAMCOR, to ensure environmental compliance with reference to the EMP, which was prepared as a legal requirement by Section 8 of the EMA and its 2012 EIA Regulations.

The Report serves to document the progress made, in terms of environmental compliance, on the operations of the fuel storage facility. The phases of the project are summarized below:

- **Operation and maintenance** - This is the phase during operation where the Proponent carries out storage of fuel in bulk capacity and undertakes related activities on site. It is also the phase during which maintenance of the area, equipment and machinery is done by the Proponent.
- **Environmental Monitoring Requirements** - To support and ensure that the proposed mitigation measures are achieving the desired results, a monitoring plan must be implemented alongside the mitigation plan.
- **Decommissioning and Rehabilitation** – This is the phase during which operations at the fuel storage facility cease. The decommissioning of operations may be considered once the need for the fuel storage facility diminishes. During the operational phase and before decommissioning, the Proponent will need to put site rehabilitation measures in place.

It is expected of NAMCOR and their employees and/or contractors, in guiding them during the operations on site, to ensure that impacts on the environment are avoided or limited if they cannot be avoided completely.

1.3 Appointed Environmental Assessment Practitioner

Excel Dynamic Solutions (Pty) Ltd has been appointed as the external Environmental Control Officer (ECO) to ensure EMP compliance of operations at the Otjiwarongo Bulk Fuel Storage Facility. This is done in line with the conditions of authorization, in performing environmental monitoring and auditing, to produce an updated EMP and environmental compliance report for

NAMCOR. The site has been audited for the period of January 2017 – December 2022. This document was compiled by Mr. Nerson Tjelos.

The purpose of this document is, therefore, to guide environmental management throughout the operation and maintenance phase (including upgrading works), and decommissioning phase:

2 LEGAL FRAMEWORK: PERMITTING AND LICENSING

The Proponent has the responsibility to ensure that the project activities conform to the principles of the EMA and must ensure that employees act in accordance with such principles. Table 2-1 below lists the requirements of an EMP as stipulated by Section 8 (e) of the EIA Regulations, primarily on specific approvals and permits that may be required for the project activities.

Table 2-1: The list of applicable of legal requirements and permits to the project activities

Legislation / Policy / Guideline: Custodian	Relevant Provisions	Project Activity Licensing and Contact Details
Environmental Management Act (No. 7 of 2007) and its 2012 Environmental Impact Assessment (EIA) Regulations (Government Gazette (GG) No. 4878 Government Notice (GN) No. 30)	The EMA has stipulated requirements to complete the required documentation to obtain an Environmental Clearance Certificate (ECC) for permission to undertake certain listed activities.	The ECC should be renewed every 3 years, counting from the date of issuance. Contact details at the Department of Environmental Affairs and Forestry (DEAF), Ministry of Environment, Forestry and Tourism (MEFT), Office of the Environmental Commissioner Mr. Timoteus Mufeti Tel: +264 61 284 2701
Petroleum Products and Energy Act (No. 13 of 1990) Regulations (2001):	Regulation 3(2)(b) states that “No person shall possess or store any fuel except under authority of a licence or a certificate, excluding a person who possesses or stores such fuel in a quantity of 600 litres or less in any container kept at a place outside a local authority area”	The Proponent should obtain the necessary authorisation from the MME for the storage of fuel on-site. Mr. Carlo Mcleod (Ministry of Mines and Energy: Acting Director – Petroleum Affairs) Tel: +264 61 284 8291

Legislation / Policy / Guideline: Custodian	Relevant Provisions	Project Activity Licensing and Contact Details
Road Traffic and Transport Act 52 of 1999 and its 2001 Regulations	Provides for the control of traffic on public roads and the regulations pertaining to road transport, including the licensing of vehicles and drivers.	<p>A site access road permit from the existing road should be formalized by applying for it and obtained from the Roads Authority.</p> <p>Mr. Eugene de Paauw (Roads Authority – Specialist Road Legislation)</p> <p>Tel.: +264 61 284 7027</p>

3 EMP IMPLEMENTATION ROLES AND RESPONSIBILITIES

The Proponent has the overall responsible for the implementation of the EMP. However, the Proponent may delegate this responsibility or part of it to someone else at any time, as they deem necessary. The roles and responsibilities of all delegates/parties involved in the effective implementation of this EMP are set in Table 3-1.

Table 3-1: The list of responsible parties and their roles in implementing the EMP

Role (Person and or Institution)	Responsibilities
The Proponent	<ul style="list-style-type: none"> -Managing the implementation of this EMP and updating and maintaining it when necessary. -Management and monitoring of individuals and/ or equipment on-site in terms of compliance with this EMP and issuing fines for contravening EMP provisions.
Environmental Control Officer (ECO) or Safety, Health & Environmental (SHE) Officer	<p>Environmental Control Officer (ECO) or SHE Officer. The ECO will have the following responsibilities:</p> <ul style="list-style-type: none"> -Management and facilitation of communication between the Proponent and Interested and Affected Parties (IAPs) regarding this EMP. -Conducting site inspections of all areas with respect to the implementation of this EMP (monitor and audit the implementation of the EMP). -Advising the Proponent on the removal of person(s) and/or equipment not complying with the provisions of this EMP.

Role (Person and or Institution)	Responsibilities
	-Undertaking an annual review of the EMP and recommending additions and/or changes to this document.
Site Operator	-Collaborate with the ECO to ensure the implementation of the EMP, especially on the technical aspects and operations of the project operations.

4 IMPACTS AND ENVIRONMENTAL MANAGEMENT AND MITIGATION MEASURES

4.1 Key Identified Negative Impacts

Potential Negative impacts:

- Improper handling fuels may lead to pollution of soil and water resources.
- Noise (nuisance)
- Vehicular traffic: potential increase in local traffic during fuel delivery and loading/offloading of other services and goods.
- Waste generation leading to environmental pollution.
- Occupational / community health & safety risks
- Accidental fire outbreaks and Site safety and security

The recommended measures to be implemented to mitigate and manage the adverse negative impacts listed above are provided under the next chapter and Tables.

4.2 Environmental Management and Mitigation Measures- Operation and Maintenance

The management actions are aimed at avoiding the above-listed potential negative impacts, where possible. Where it is impossible to avoid these impacts, measures are provided to reduce the impacts' significance. The measures recommended (Table 4-1) for the potential impacts are as described and assessed in the Scoping Report were based on the operations phase.

Table 4-1: The Environmental management and mitigation measures for the Operational and Maintenance Phase

Aspect	Impact	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
Site Operations and Maintenance Phase					
EMP implementation and training	Lack of EMP awareness and implications thereof	<ul style="list-style-type: none"> -EMP trainings should be provided to all new workers on site. -All site personnel should be aware of necessary health, safety, and environmental considerations applicable to their respective work. -The implementation of this EMP should be monitored. <p>The site should be inspected, and a compliance audit done throughout <u>the project activities, monthly.</u></p> <ul style="list-style-type: none"> -Implement an EMP non-compliance penalty system onsite. 	<ul style="list-style-type: none"> -Compliance monitoring conducted bi-annually and should be recorded. -The ECC is renewed every 3 years -Bi-annual reports -Records of EMP training conducted. 	-ECO	Throughout the project cycle
Bulk fuel supply	Insufficient and inconveniences due to the unavailability of bulk fuel supply would lead to interruption of services	<ul style="list-style-type: none"> -Ensure that the Fuel Depot has sufficient fuel always. -The Depot should consider putting up business arrangements with local and regional small business such as fuel stations that are interested in buying bulk fuel for further supply in their areas 	<ul style="list-style-type: none"> -There is always sufficient fuel supply for customers -Information is shared with regional business to enter into supply agreements with NAMCOR for their businesses 	-Proponent	Throughout the project cycle and when deemed necessary
Employment opportunities	Unfair practices of labour recruitment an opportunity may lead to conflicts	<ul style="list-style-type: none"> -It should be mandatory to contractors to give all unskilled and semi-skilled work to be given to the locals before considering outsiders (anyone from outside Otjiwarongo). -There should be transparency in the notification of anticipated work opportunities and number of positions onsite. 	<ul style="list-style-type: none"> -There is a fair recruitment process -Locas are given preference for the work they can perform (positions they can occupy). 	-Proponent (Human Resources Department)	When deemed necessary during operations

Aspect	Impact	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
		<ul style="list-style-type: none"> -Equal opportunities should be given to both men and women, where possible. -Have a plan to meet the Labour Act's requirements when retrenchment of staff is considered. -Where possible staff can be relocated to another facility or town where business continues in the same way. 			
Goods and services procurement	The procurement of goods and service from outsiders over local business may lead to conflicts and overlooking local suppliers	<ul style="list-style-type: none"> -The procurement of goods and services should follow a fair and transparent process. -Procurements for goods and services should be open only to local and Namibian companies with strong local participation. A percentage of the scope should be reserved for Small-Medium Enterprise (SME) contractors who may be recruited on a sub-contract basis to build local capacity. -The business opportunities such as cleaning services and site maintenance should be given to local companies 	<ul style="list-style-type: none"> -Goods and services are procured from Otjiwarongo -Local businesses are considered for procurement opportunities 	-Proponent (Procurement Department)	When deemed necessary during operations
Soils	Physical soil / land disturbance and loss of topsoil during continual site improvements	<ul style="list-style-type: none"> -The topsoil that was stripped from certain site areas to enable project works and can be returned to its initial position, should be returned. This is to avoid unnecessary stockpiling of site soils which would leave them prone to erosion. -All trenches and pits excavated on site should be backfilled and areas rehabilitated. 	<ul style="list-style-type: none"> -No proliferation of informal vehicle tracks. -No new erosion gullies. 	-ECO	Throughout the project cycle
Site Fires	Accidental fire outbreaks and Explosion risks	<ul style="list-style-type: none"> -Safe Offloading/Loading Procedures must be followed: -No locomotives may enter the rail gantry – fire risk. 	-No wildfires recorded caused by site personnel	<ul style="list-style-type: none"> -Proponent -ECO 	Throughout the project cycle

Aspect	Impact	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
		<ul style="list-style-type: none"> -Coupling of hoses should be tight and old perished materials should be replaced before leaks occur. -Use non-sparking tools and explosion-proof equipment. Use in well-ventilated area away from all ignition sources. -Keep product away from high-energy ignition sources, heat, sparks, pilot lights, static electricity, and open flames. -Warning signs of "NO SMOKING" and "NO THROWING USED CIGARETTES near or inside the site" should be clearly written and pasted around the site and rail siding. -Consider fencing the site using concrete wall (instead of a see-through fence) to reduce the risk of smokers throwing newly used cigarettes into the Depot or even tanks. -The site fire extinguishers should be serviced accordingly, and personnel trained on how to use them. -No open fires to be created by project personnel onsite. -Potential flammable areas and structures such as fuel storage tanks should be marked as such with clearly visible signage. -The contact details of fire services should be readily and visibly displayed in both the office and warehouse buildings for site personnel. -All fire precautions and fire control at the site must be in accordance with SANS 089-1, or better. Firefighting measures as per the Material Safety Data Sheets of the product should be adhered to. 	<p>-Fire extinguishers are readily available and up to date with service</p>	<p>-Site Operator</p>	

Aspect	Impact	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
		-All personnel must be sensitised about responsible fire protection measures and good housekeeping such as the removal of flammable materials (e.g., rubbish, dry vegetation, and hydrocarbon-soaked soil) from the vicinity of the gantry and tank areas. Regular inspections should be carried out to check for these materials at the site.			
Storage and handling of hydrocarbons in relation to fire hazards	The risk of fire outbreaks due to poor storage and handling of hydrocarbons and other flammables substances	-Electrical equipment and fittings must comply with local fire prevention regulations for this class of product. Refer to national or local regulations covering safety at petroleum handling and storage areas for this product -Emergency training and an emergency drill program must be implemented to be given at least every 6 months on Emergency Procedures.	-All fire procedures and measures are implemented -All personnel are trained and understand these requirements	-ECO -Site Operator	Throughout the project cycle
	Safe Offloading Distance in relation fire occurrences	-The distance from the main railway line to the gantry railway line must meet the required safety distance for offloading. If the distance does not meet the stipulated requirements, then a concrete protection wall must be erected between the gantry railway line and the main railway line. -Regular testing of automated fire and leak response systems. -Record any irregularities and refer to operation manuals provided by MME for the monitoring of bulk fuel tanks.	-The safe offloading and loading distances are adhered to -Fire emergency procedures are understood by site personnel and personnel trained on responsiveness.	-ECO -Site Operator	Throughout the project cycle
Site safety and security	Compromising site security and safety	-The entrance should be equipped with an alcohol testing device to ensure that no visitor or employee is allowed onsite when under the influence of alcohol or any narcotic substances.	-The site fencing and all raised security concerns are up to standards	-Proponent -Site Operator	Throughout the project cycle

Aspect	Impact	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
		<p>-A warning siren should be installed at the site office building to notify the site employees, contractors, and visitors of danger.</p> <p>-the site should be equipped with 24-hour security surveillance in case of opportunistic activities such as theft and vandalism.</p>			
<p>Occupation and community health and safety</p>	<p>Project related injuries and other health and safety related issues on personnel and locals</p>	<p>-As part of their induction, the Project personnel should be provided with an awareness training of the risks of mishandling equipment and materials on site as well as health and safety risk associated with their respective jobs.</p> <p>-The contact details of ambulance and other extensive health care services should be readily and visibly displayed in both the office and warehouse buildings for site personnel.</p> <p>-the First aid kit should always be fully furnished and ensure that 2 or 3 site personnel are trained on administering first aid.</p> <p>-Employees and visitors should be properly equipped with adequate personal protective equipment (PPE) such as coveralls, gloves, safety boots, earplugs, or safety glasses (depending on the job and site area visited, etc.</p> <p>-The heavy vehicle, equipment and fuel storage area should be properly secured to prevent any harm or injury to the Proponent's personnel.</p> <p>-Protective equipment such as handrails should be installed on top of rail or road tankers.</p>	<p>-Comprehensive health and safety plan for all project activities compiled.</p> <p>-Occupational Health and Safety Personnel</p> <p>-Health and Safety Trainings</p> <p>-Fully equipped first aid kits onsite</p> <p>-Trained workers to administer first aid</p>	<p>-ECO</p> <p>-Site Operator</p>	<p>Throughout the project cycle</p>

Aspect	Impact	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
		<p>-The Material Safety Data Sheets (MSDS) should be reviewed, and training provided to all site personnel.</p> <p>-An emergency preparedness plan should be compiled, and all personnel appropriately trained.</p> <p>-Personnel should not be allowed to drink alcohol prior to and during working hours nor allowed on site when under the influence of alcohol as this may lead to mishandling of equipment which results into injuries and other safety risks.</p> <p>-The site areas that are considered risks should be equipped with "danger" or "cautionary" signs written in English, Afrikaans and Otjiherero for easy understanding by the residents (locals).</p>			
Stormwater management	rainwater stagnation and possible overtopping during rainy seasons (site damage and flooding)	<p>-Stormwater management systems should be improved and incorporated into the site layout to ensure that the rainwater is collected and diverted to specific rainwater collection area (point) and not idle on site.</p> <p>-A runoff diversion ditch must be constructed and maintained.</p>	-Stormwater discharge systems are improved and incorporated in the continued site improvements	-Proponent	During site improvement
Water Resources Use	Over-abstraction (water demand and availability)	<p>-Water reuse/recycling methods should be implemented as far as practicable.</p> <p>-Project water storage tanks should be inspected daily to ensure that there is no leakage, resulting in wasted water.</p> <p>-Water conservation awareness and saving measures training should be provided to all the project workers in both phases so that they understand the importance of conserving water and become accountable</p>	<p>-No water leakages from site water storage tanks</p> <p>-Water is recycled where possible</p>	-ECO	Throughout the project life cycle

Aspect	Impact	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
Soils and water resources	Soils and water resources pollution	<ul style="list-style-type: none"> -Spill control preventive measures should be in place on site to management soil pollution, thus preventing and or minimizing soil and water resources pollution. -The underground storage tanks should be equipped with double layer to minimize the pollution of groundwater in case of tank burst or leaks. -The fuel tanks should be equipped with fuel leakage detectors to ensure that the leak is detected on time to avoid major leakage leading to significant pollution to soil and groundwater. -Spill control structures and procedures must be in place according to SANS 089-1 and SANS 089-3 standards or better, including impounding around the loading areas by bunding with appropriate slopes of 1:100. -All fuelling should be carried out on dedicated surfaces, i.e., concrete slabs with regularly maintained seals between slabs. -Any spillage of more than 200 litre must be reported as per the Petroleum Products License. -Spill clean-up kit must be available on site as per the relevant Material Safety Data Sheets. -Personnel should be sensitized on the impacts of soil pollution and advised to follow appropriate fuel delivery and handling procedures. -Ensure basic Spill Prevention, Control, and Countermeasure (SPCC) Plan training for all personnel. -Position tankers over bunded areas to prevent soil contamination, especially during rainy season to prevent 	<ul style="list-style-type: none"> -No complaints of pollutants on the soils and eventually in the water due to project activities -No visible oil spills on the ground or pollution spots. -Sufficient waste containers provided onsite -Non-permeable material to cover the ground surface at areas where hydrocarbons and potential pollutants are utilized. 	-ECO	Throughout the project life cycle

Aspect	Impact	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
		<p>runoff to nearby drainage systems or infiltration towards the water table.</p> <p>-Polluted soil should be removed immediately and put in the designated hazardous waste storage containers for later disposal.</p> <p>-Drip trays must be readily available at filling areas and monitored to ensure that accidental fuel spill is cleaned on time (soon after the spill has happened).</p> <p>-Polluted soil must be collected and transported away from the site to an approved and appropriately classified hazardous waste treatment facility.</p> <p>-The oil-water separator should be properly and regularly maintained (drained and cleaned) by a specialized contractor to ensure that the levels of oil in the released water do not go beyond the limits of the pit.</p> <p>-Washing of equipment contaminated hydrocarbons, as well as the washing and servicing of vehicles should take place at a dedicated area (impervious surface), where contaminants cannot contaminate soil or water resources.</p>			
Biodiversity	Loss Fauna and Flora	<p>-Avoid unnecessary removal of nearby vegetation, thus promoting a balance between biodiversity and project operations.</p> <p>-Avoid the killing or hurting of all kinds of animals, birds and reptiles encountered onsite.</p> <p>-Environmental awareness on the importance of biodiversity preservation should be provided to workers.</p>	<p>-No killing or disturbance of biodiversity</p> <p>-Visible preservation of onsite vegetation</p>	<p>-Site Operator</p> <p>-ECO</p>	Throughout the project cycle

Aspect	Impact	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
Road use and safety	Increase in vehicular traffic flow	<ul style="list-style-type: none"> -The transportation of fuel should be limited to twice a week only to reduce the pressure on local roads. -Ensure that the access roads are frequently maintained and have sufficient road signs. -Ensure that the fuel trucks do not use roads that pass-through town to avoid traffic congestions owing to slow moving heavy trucks. -The heavy truck loads should comply with the maximum allowed speed limit for respective vehicles while transporting materials and equipment/machinery on the public and access roads is 40km/h. -Vehicles drivers should be in possession of valid and appropriate driving licenses and adhere to the road safety rules. -Drivers should drive 40km/hour and be on the lookout for people on roadsides, especially children. -Vehicle's drivers should not be allowed to operate vehicles while under the influence of alcohol. -The deliveries and collection to and from site should be done during weekdays between the hours of 8am and 5pm. 	<ul style="list-style-type: none"> -No complaints from members of the public regarding vehicular traffic issues related to the project activities. -A formal road access permit has been obtained from Roads Authority -All personnel operating the project vehicles and machinery are appropriately licensed and possession of valid driving licenses. -Demarcated areas for parking, offloading, and loading zones are on sites. 	<ul style="list-style-type: none"> -Proponent -ECO 	Throughout the project life cycle
Archaeology and heritage	Accidental disturbance of archaeological or heritage objects	<ul style="list-style-type: none"> -Adhere to the provisions of Section 55 of the National Heritage Act in event significant heritage and culture features are discovered when conducting site upgrading works that require digging or trenching. -When the removal of topsoil and subsoil on the site for site upgrading purposes, the site should be monitored for 	<ul style="list-style-type: none"> -Preservation of all artefacts and objects that are discovered on and around project site during earthworks 	<ul style="list-style-type: none"> -Site Operator -ECO 	As and when required, i.e., and during site upgrading works

Aspect	Impact	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
		subsurface archaeological materials by Environmental personnel.			
Littering and waste management (general waste and sanitation)	Environmental Pollution	<ul style="list-style-type: none"> -Project personnel should be sensitized to dispose of waste in a responsible manner and not to litter. -Ensure that there are no wastes left on the sites at the end of each day. -All domestic and general operational waste produced daily should be contained onsite until such that time it is removed by the Municipal waste removal staff / contractor. -No waste may be buried or burned on site or anywhere else. -Maintain separate waste bins for different wastes, i.e., hazardous, and general/domestic waste should be in separate waste bins. -A penalty system for irresponsible disposal of waste on site and anywhere in the area should be implemented. -Used fuels should be contained on site and disposed of in accordance with municipal waste disposal standards. -An emergency plan should be available for major/minor spills at the site during operations and maintenance. 	<ul style="list-style-type: none"> -No visible litter within and around the Project area owing to the Project -Provision of sufficient waste storage containers -Waste management awareness -Waste disposal permits to municipalities -Environmental, Health and Safety Statements and Policy in place -Waste storage containers 	-ECO	Throughout the project cycle
	Wastewater (sewage)	<ul style="list-style-type: none"> -Ensure that there are sufficient and accessible toilets for both day and night shift (for security guards) 	<ul style="list-style-type: none"> -Adequate toilet and basic ablution facilities on site. 	<ul style="list-style-type: none"> -Proponent -ECO 	Throughout the project cycle
Air Quality	Dust generation, fumes and fuel	Vehicles should only be driven at the authorized site speed to avoid dust generation onsite and surroundings.	<ul style="list-style-type: none"> -No complaints from the public about vehicle 	-Site Operator	Throughout the project cycle

Aspect	Impact	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
	vapours emission (poor air quality)	<p>-Ensure that the fuel refill and delivery is limited to working days to minimize heavy vehicle-related dust level in the area from the unpaved/untarred access roads.</p> <p>-The heavy vehicles and fumes generating equipment (during maintenance) should not be left idling when not in use.</p> <p>-The venting systems and procedures should be designed according to South African National Standards to minimize fuel vapour emissions</p>	<p>emissions and dust generation.</p> <p>-Visible efforts to curb dust</p>	-ECO	
Noise	Nuisance	<p>-Noise from operations' vehicles and equipment on the sites should be at acceptable levels.</p> <p>-The project activities should not be carried out during the night or before 08h00 in the morning and should be carried out during weekdays only.</p> <p>-Working hours, including site upgrading works should be restricted to between 08h00 and 17h00 to avoid noise and vibrations generated by equipment and the movement of vehicles before or after hours.</p> <p>-Site workers and contractors should be equipped with personal protective equipment (PPE) such as earplugs to reduce exposure to excessive noise.</p>	<p>-No complaints from local communities such as neighbours about excessive noise from site</p> <p>-Noise protective equipment for workers</p>	<p>-Site Operator</p> <p>-ECO</p>	Throughout the project cycle

4.3 Environmental Management and Mitigation Measures- Decommissioning

The measures provided in Table 4-2 below are aimed at decommissioning the Depot and associated infrastructure, when the Proponent can no longer operate or supply fuel from the Depot. These measures will be implemented to ensure that the Depot site does not pose an environmental and social risk post its operations.

The first step to decommissioning a Depot and its infrastructures, particularly the fuel tanks is to:

- Notify to the licensing authority: The Petroleum Officer / Commissioner at the Ministry of Mines and Energy must be advised on which course of action it is proposed to take to render a decommissioned tank safe and can be in attendance when tanks are filled.

Table 4-2: The Environmental management and mitigation measures for the Decommissioning Phase (as adopted from DP Fuel Tank Services, 2016)

Aspect	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
Decommissioning Phase and Site Rehabilitation				
Fuel tanks	<p>1. <u>Abandoning tanks in-situ</u>:¹</p> <p>Any tank to be abandoned in place should be rendered safe by one of the following methods:</p> <ul style="list-style-type: none"> -by filling with cement slurry using the following procedure: -drain back all pipelines associated with the tank and remove all residual petrol the tank must then be bottomed out which involves the removal of that quantity of petrol and deposits which remain below the pump suction pipeline, using a hand pump or a flame-proof electrical pump. This procedure should be performed by a specialist contractor -the atmosphere in the tank must inerted by means of nitrogen, nitrogen foam or carbon dioxide (see guidance on these inerting methods in HSE Guidance Note CS 15) -disconnect all pipework entering the tank via the tank lid. Flush through and cap at each end all pipelines previously connected to the tank or compartment -remove the tank lid. (It should be remembered that this can be a hazardous exercise unless great is care taken.) In the case of old tanks without tank 	-Implementation of the measures	-Proponent (by appointing a specialized contractor for decommissioning fuel tanks)	Upon cessation of operations

¹ DP Fuel Tank Services. (2016). Methods of Fuel Tank Decommissioning: <https://dptanks.co.uk/methods-fuel-tank-decommissioning/>

Aspect	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
	<p>lids the suction pipe should be unscrewed leaving a hole approximately 75mm through which slurry of a thin consistency can be poured</p> <p>-the area surrounding the tank as far as boundaries permit should normally be classed as a hazardous area whilst filling the tank is taking place and all necessary precautions should be taken to prevent any source of ignition</p> <p>-fill the tank with 20 to 1 mix of concrete slurry. Wherever possible the slurry should be assisted to the extremities of the tanks by means of a vibrating device. (It is important to remember the previous point). It is essential that a Petroleum Officer of the Trading Standards Service is in attendance when the slurry fill takes place. Only when the slurry filling has been completed to the satisfaction of the Petroleum Officer is the manhole chamber to be filled with concrete.</p> <p><u>2. Removal of tanks</u></p> <p>Before excavation work starts, any tank to be removed from the ground should be rendered safe.</p> <p>For a tank without leaks the following initial procedure should be followed:</p> <p>-drain all pipelines associated with the tank and remove all residual petrol</p> <p>-the tank must then be bottomed out which involves the removal of that quantity of petrol and deposits which remain below the pump suction pipeline, using a hand pump or a flame-proof electrical pump. This procedure should be performed by a specialist contractor</p> <p>-fill the tank or compartment with water to ensure a liquid seal</p> <p>-disconnect all pipelines (except vent pipes) and add water to the tank or compartment until clear water appears at the vent pipe opening</p> <p>-cap or blank off all openings to the tank or compartment</p> <p>flush through and cap at each end all pipelines previously connected to the tank or compartment</p>			

Aspect	Management and Mitigation Measure(s)	Key Performance Indicator (KPI)	Implementation Responsibility	Timeline
Disposal of tanks	<p>-Any tank which has been removed from its excavation should be disposed of safely as soon as possible. Preparation for and removal by road should be in accordance with the provisions of the current legislation in force at the time.</p> <p>-The person responsible for removal of a tank from a filling station should ensure that the recipient of the tank is made aware of the tank’s previous use and of the need to take adequate precautions against fires and explosions when dealing with it.</p> <p>-Cleaning or demolition of any tank on site should not take place without the agreement of the appropriate authority.</p> <p>-The location of any abandoned tank should be recorded in the site register and brought to the attention of any person who subsequently becomes responsible for the site.</p> <p>-Further, the Trading Standards Service (in this case MME) should be made aware of the destination of any tank which has been removed from the ground.</p>	-Implementation of the measures	-Proponent (By appointing a specialized contractor for decommissioning fuel tanks)	Upon cessation of operations
Alternative use of tanks	<p>The tank may be used for the storage of diesel or gas oil providing the petrol tank has had all residual of petrol removed from it and been bottomed out (which involves the removal of that quantity of petrol and deposits which remain below the pump suction pipeline, using a hand pump or a flame-proof electrical pump.) This procedure should be performed by a specialist contractor.</p> <p>-The tank must be filled totally to dispel any petroleum vapour. It is important to remember to drain down the pump and pipelines thereby removing all petrol before introducing an alternative fuel</p>	-Implementation of the measures	-Proponent (By appointing a specialized contractor for decommissioning fuel tanks)	Upon cessation of operations
Infrastructure and structures:	-Dismantling of temporary structures and office spaces and donate them to the Municipality to be utilized for other purposes in the town. Or if cannot	-Structures are sold or donated to the Municipality	-Proponent	At the end of the

- <https://www.nqpetro.com.au/tank-decommissioning/> and <https://jwhinchliffetanks.co.uk/fuel-oil-tank-decommissioning-guide/>.

Environmental Audit Report for the Operation of a Bulk Fuel Storage Facility for NAMCOR in Otjiwarongo, Otjozondjupa Region.



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TABLE OF CONTENTS

LIST OF FIGURES ii

1 INTRODUCTION 3

 1.1 Project Background 3

 1.2 Purpose of the Environmental Compliance (Audit) Report..... 5

 1.3 Appointed Environmental Assessment Practitioner 6

2 EMP ROLES AND RESPONSIBILITIES 6

 2.1 Environmental Management Plan Actions and Audit..... 6

3 ENVIRONMENTAL AUDIT 6

 3.1 Project Activity Summary and Compliance Audit..... 7

 3.2 Management Action Plan: Operation (and Maintenance) Phase 8

 3.3 Management Action Plan: Decommissioning Phase 19

4 CONCLUSION AND RECOMMENDATIONS26

LIST OF FIGURES

Figure 1: Location of the bulk fuel storage facility in Otjiwarongo 4

1 INTRODUCTION

1.1 Project Background

This environmental management plan report is prepared on behalf of the National Petroleum Corporation of Namibia (Pty) Ltd (hereinafter referred to as *NAMCOR* or *The Proponent*). NAMCOR is the national distributor of a diverse range of products from its network of depots around the country supplying diesel, petrol, paraffin, lubricants and engine oils.

NAMCOR was issued an Environmental Clearance Certificate (ECC) on 27 February 2017, to permit for the bulk storage of fuel at the facility in Otjiwarongo (20°27'48.60"S; 16°38'1.64"E) in the Otjozondjupa Region. The facility is 0.82 Ha in size. The locality map of the facility is shown in **Figure 1**.

The updated environmental management plan report provides a summary of the environmental performance of the bulk fuel storage property/facility. The audit report is prepared as per the requirements of the Environmental Impact Assessment (EIA) Regulations No. 30 of 2012 gazetted under the Environmental Management Act, (EMA), 2007, (Act No. 7 of 2007), and a condition of the Environmental Clearance Certificate (ECC) issued for operation of the facility.



Figure 1: Location of the bulk fuel storage facility in Otjiwarongo

1.2 Purpose of the updated Environmental Management Plan Report

An Environmental Management Plan Report provides the link between the impacts identified in the EIA Process and the required environmental management measures and preparedness responses on the ground during project implementation and operation, as assessed during compliance monitoring.

The compilation of this updated Environmental Management Plan and/or Audit Report is one of the requirements (scope of work) presented to EDS by NAMCOR, to ensure environmental compliance with reference to the Environmental Management Plan (EMP), which was prepared as a legal requirement by Section 8 of the Environmental Management Act (EMA), No.7 of 2007 and its 2012 Environmental Impact Assessment (EIA) Regulations.

The Report serves to document the progress made, in terms of environmental compliance, on the operations of the fuel storage facility. The phases of the project are summarized below:

- **Operation and maintenance** - This is the phase during operation where the Proponent carries out storage of fuel in bulk capacity and undertakes related activities on site. It is also the phase during which maintenance of the area, equipment and machinery is expected to be done by the Proponent.
- **Environmental Monitoring Requirements** - In order to support and ensure that the proposed mitigation measures are achieving the desired results, a monitoring plan must be implemented alongside the mitigation plan.
- **Decommissioning and Rehabilitation** – This is the phase during which operations at the fuel storage facility cease. The decommissioning of operations may be considered once the need for the fuel storage facility diminishes. During the operational phase and before decommissioning, the Proponent will need to put site rehabilitation measures in place.

It is expected of NAMCOR and their employees and/or contractors, in guiding them during the operations on site, to ensure that impacts on the environment are avoided or limited if they cannot be avoided completely

1.3 Appointed Environmental Assessment Practitioner

Excel Dynamic Solutions (Pty) Ltd has been appointed as the external Environmental Control Officer (ECO) to ensure EMP compliance of operations at the Otjiwarongo Bulk Fuel Storage Facility, with the conditions of authorization, in performing environmental monitoring and auditing, in order to produce an updated EMP and environmental compliance report for NAMCOR. The audit period is January 2017 – December 2022.

This document was compiled by Mr. Nerson Tjelos.

2 EMP ROLES AND RESPONSIBILITIES

As the ECC holder, NAMCOR is ultimately responsible for the implementation of the updated EMP and has delegated the responsibility for the effective implementation of the EMP to Excel Dynamic Solutions (Pty) Ltd, through the time period covered by this audit.

2.1 Environmental Management Plan Actions and Audit

The aim of the management actions of the EMP is to avoid potential negative impacts where possible. Where impacts cannot be avoided, measures are provided to reduce the significance of these impacts. It is therefore important for the Proponent/Environmental Manager to ensure adherence to the management actions.

Management actions recommended for the potential impacts rated in the EIA carried out for the prospecting and exploration activities were based on the three project phases listed below:

- Phase 1: Planning (completed),
- Phase 2: Construction (completed),
- Phase 3: Operational (current and active phase) - **Table 1**, and
- Phase 4: Decommissioning and Rehabilitation (**Table 2**).

The responsible persons at NAMCOR should assess these commitments in detail and should acknowledge their commitment to the specific management actions detailed in the EMP. The compliance, thereof, is measured in **Tables 1** and **2**.

3 ENVIRONMENTAL AUDIT

3.1 Project Activity Summary and Compliance Audit

The last environmental audit was conducted on the Property in December 2016. Therefore, this audit assessment and updating of EMP covers the period January 2017 – December 2022.

EDS has performed an Environmental Site Audit, in conformance with the Scope of Work developed in cooperation with the client and the provisions of EMA 7 of 2007. This assessment has revealed no evidence of Recognized Environmental Conditions (RECs) in connection with the Depot.

Site observation details are presented in **Appendix A**.

3.2. Management Action Plan: Operation (and Maintenance) Phase

The management actions recommended for this phase are presented in **Table 1** below.

Table 1: Audit on Management Action Plan for the Operation and Maintenance Phase

Environmental Feature	Management Actions	Observations	Compliance comment	Corrective Action/Recommendation
EMP availability	Employees appointed for operation and maintenance on respective site must ensure that all personnel have access to a copy of the EMP	Personnel on the site have been informed of all the OHS&E issues in the EMP	NON-COMPLIANT	Environmental Coordinator/Proponent to ensure a copy of the updated EMP is made available at the Property
EMP training	Employees appointed for operation and maintenance on respective site must ensure that all personnel are aware of necessary health, safety and environmental considerations applicable to their respective works.	Personnel on the site have been informed of all the OHS&E issues	NON-COMPLIANT	Environmental Coordinator/Proponent to ensure Property employees and contractors are afforded training opportunities on the updated EMP.
Employment and skills transfer	Provision of employment to residents of Otjiwarongo	Employment of residents is prioritised	COMPLIANT	N/A

Environmental Feature	Management Actions	Observations	Compliance comment	Corrective Action/Recommendation
Visual Impacts (sense of place)	All the necessary options to improve the aesthetic of the site should be considered and incorporated in the activities of the operation of the facility.	The site is kept tidy and shows consideration of the natural aesthetic of the site and conforms to the standard industrial set up of the neighbourhood.	COMPLIANT	N/A
Ecological Impact	All the necessary options to preserve the natural ecological settings	Due to the nature of the operation, there environment is not in the natural state. No fauna or flora on site.	COMPLIANT	N/A
Air Quality	All venting systems and procedures must be designed according to SANS standards	Vapour emissions are minimal and site specific and pose a limited threat to personnel on site.	COMPLIANT	N/A

Environmental Feature	Management Actions	Observations	Compliance comment	Corrective Action/Recommendation
<p>hydrocarbon vapours are released during delivery due to incomplete containment of fuel and venting of tanker's compartments. Vapours can also be released during the filling of road tankers.</p>				
<p>Waste Generation</p>	<p>Contaminated fuel products that can no longer be used in the market must be disposed of in the hazardous waste section of a municipal dump or where possible transferred to waste oil recycling facilities.</p>	<p>Hazardous waste is collected and removed from the site regularly.</p>	<p>COMPLIANT</p>	<p>N/A</p>
	<p>All other domestic waste should be disposed of timeously to maintain visual orderliness, but more importantly, to avoid liquid waste entering the soil substrate</p>		<p>COMPLIANT</p>	<p>N/A</p>

Environmental Feature	Management Actions	Observations	Compliance comment	Corrective Action/Recommendation
	Contaminated soil can be remediated in accordance with accepted procedures at a site dedicated for this purpose.		COMPLIANT	N/A
	Liaise with the Municipality regarding waste and handling of hazardous waste.		COMPLIANT	N/A
	A register of hazardous waste disposal should be kept. This should include type of waste, volume as well as disposal method/facility.		COMPLIANT	N/A
	Any complaints received regarding waste should be recorded with notes on action taken		COMPLIANT	N/A
Health and Safety	<p>Implementation of a health and safety management system will reduce health and safety related risks.</p> <p>Typical mitigating measures within the health and safety management systems are:-</p> <ul style="list-style-type: none"> • Job hazard analysis • Operational and procedural manuals • NEBOSH (or equivalent) certified Health and Safety training of staff • Regular inspections and maintenance of all safety equipment and structures 	<p>Implemented.</p> <p>A bi-annual report of all incidents reported is compiled, including inspection and maintenance dates of equipment and structures .</p> <p>Health and Safety Training is conducted</p>	COMPLIANT	N/A

Environmental Feature	Management Actions	Observations	Compliance comment	Corrective Action/Recommendation
	<ul style="list-style-type: none"> • Implement housekeeping rules • Colour coding areas, pipes, equipment and substances • Signage for Personal Protective Equipment (PPE) (e.g., protective clothing like safety boots and hard hats) • Safe work procedures and permits to work • Clearance certificates for confined spaces • Emergency response plans • Regular reviews of Material Safety Data Sheets(MSDS) in training • First aid training of supervisors and volunteering staff and treatment • Medical procedures and emergency services must be available on site or close by • Daily safety moments and/or drills • Protective equipment e.g., handrails on top of rail or road tankers • Implement regulations for handling fuel 			

Environmental Feature	Management Actions	Observations	Compliance comment	Corrective Action/Recommendation
Noise	<p>The World Health Organization (WHO) guideline on maximum noise levels (Guidelines for Community Noise Levels, 1999) to prevent hearing impairment must be followed. Noise levels in industrial areas are limited to an average of 70 db over a 24-hour period with maximum noise levels not exceeding 110 db during the period.</p> <p>All noise complaints and additional data must be included in the health and safety report.</p>	<p>A bi-annual report of all incidents reported is compiled, including inspection and maintenance dates of equipment and structures</p>	<p>COMPLIANT</p>	<p>N/A</p>
Groundwater Contamination	<p>Spill control structures and procedures must be in place according to SANS 089-1 and SANS 089-3 standards or better, including impounding around the loading areas by bunding with appropriate slopes of 1:100.</p>		<p>COMPLIANT</p>	<p>N/A</p>
	<p>All fuelling should be carried out on surfaces provided for this purpose. E.g., Concrete slabs with regularly maintained seals between slabs.</p>		<p>COMPLIANT</p>	<p>N/A</p>
	<p>The procedures followed to prevent environmental damage during service and maintenance, and compliance with these procedures, including the correct use of</p>		<p>COMPLIANT</p>	<p>N/A</p>

Environmental Feature	Management Actions	Observations	Compliance comment	Corrective Action/Recommendation
	sumps and regular reporting of spillages, must be audited and corrections made where necessary.			
	Proper training of operators must be conducted on a regular basis.		COMPLIANT	N/A
	Any spillage of more than 200 litre must be reported as per the Petroleum Products License. Spill clean-up kit must be available on site as per the relevant Material Safety Data Sheets		COMPLIANT	N/A
	Contingencies for the changes in pressure and temperature between Otjiwarongo and the destination must be in place when filling rail tankers in Otjiwarongo. Avoid overfilling of tanks in Otjiwarongo Position tankers over bunded areas to prevent soil contamination, especially during rainy season to prevent runoff to nearby drainage systems or infiltration towards the water table.		COMPLIANT	N/A
Fire and Explosion Hazard	<i>Safe Offloading/Loading Procedures must be followed:</i> <ul style="list-style-type: none"> • No locomotives may enter the rail gantry – fire risk. 		COMPLIANT	N/A

Environmental Feature	Management Actions	Observations	Compliance comment	Corrective Action/Recommendation
	<ul style="list-style-type: none"> • Coupling of hoses should be tight and old perished materials should be replaced before leaks occur. • Rail tanks should not be overfilled in Otjiwarongo as the changes in pressure and temperature may cause leakages at the release valves on top of the tankers. 			
	<p>Safe Handling Procedures must be followed:</p> <ul style="list-style-type: none"> • Use non-sparking tools and explosion-proof equipment. Use in well-ventilated area away from all ignition sources. • Keep product away from high-energy ignition sources, heat, sparks, pilot lights, static electricity, and open flames. 		COMPLIANT	N/A
	<p>All liquid hydrocarbon storage containers should be grounded and bonded.</p> <p>Products must be stored where they are not affected by heat.</p>		COMPLIANT	N/A
	<p>Storage and Handling Procedures must be followed:</p>		COMPLIANT	N/A

Environmental Feature	Management Actions	Observations	Compliance comment	Corrective Action/Recommendation
	<ul style="list-style-type: none"> • Electrical equipment and fittings must comply with local fire prevention regulations for this class of product. Refer to national or local regulations covering safety at petroleum handling and storage areas for this product • Emergency training and an emergency drill program must be implemented to be given at least every 6 months on Emergency Procedures. 			
	<p><i>Safe Offloading Distance must be adhered to:</i></p> <ul style="list-style-type: none"> • The distance from the main railway line to the gantry railway line must meet the required safety distance for offloading. If the distance does not meet the stipulated requirements, then a concrete protection wall must be erected between the gantry railway line and the main railway line. • Regular testing of automated fire and leak response systems. • Record any irregularities and refer to operation manuals provided by MME for the monitoring of bulk fuel tanks. 		<p>COMPLIANT</p>	<p>N/A</p>

Environmental Feature	Management Actions	Observations	Compliance comment	Corrective Action/Recommendation
	<p><i>Fire Fighting and Fire Prevention:</i></p> <ul style="list-style-type: none"> • All fire precautions and fire control at the site must be in accordance with SANS 089-1, or better. Firefighting measures as per the Material Safety Data Sheets of the product should be adhered to. • All personnel must be sensitised about responsible fire protection measures and good housekeeping such as the removal of flammable materials (e.g., rubbish, dry vegetation, and hydrocarbon-soaked soil) from the vicinity of the installation. Regular inspections should be carried out to check for these materials at the site. • All fuel storage and handling facilities in Namibia must comply with strict safety distances as prescribed by SANS. • There must be sufficient water available for firefighting purposes, as according to the SANS 089-1 specifications • A holistic fire protection and prevention plan, including an emergency response plan, a firefighting plan and a spill recovery plan is needed. • Regular surveys of the fire-fighting equipment and water supply should be conducted. • The operations must have an integrated fire prevention plan, which considers the regulations stipulated in sections 47 and 48 of the Petroleum 		<p>COMPLIANT</p>	<p>N/A</p>

Environmental Feature	Management Actions	Observations	Compliance comment	Corrective Action/Recommendation
	Products and Energy Act, 1990 (Act No. 13 of 1990).			
Traffic	Uploading of fuel should remain within the working hours as agreed upon in writing for operations of the facility, in order to limit traffic congestion.		COMPLIANT	N/A
	An efficient fuel uploading schedule must be implemented		COMPLIANT	N/A
Security	<p>Strict security at entry points to prevent unauthorised entry into the facility must be in place.</p> <p>'Fitness for work' certificates for every security officer to be issued on a monthly basis. Daily alcohol testing should be carried out by an authorised person at the start and end of a shift.</p>		COMPLIANT	N/A
Terrorism	<p>A comprehensive the emergency plan is communicated to all staff and relevant outside institutional bodies. Scheduled drills must include all stakeholders</p> <p>Suspicious persons, vehicles and activities should be noted and approached with caution.</p>		COMPLIANT	N/A
COVID-19	<ul style="list-style-type: none"> The workers should be engaged in health talks and training about the dangers of infections such as COVID-19. 	Included in Induction	COMPLIANT	N/A

Environmental Feature	Management Actions	Observations	Compliance comment	Corrective Action/Recommendation
	<ul style="list-style-type: none"> Provision of any available public health education information to workers. 	Included in induction	COMPLIANT	N/A

3.3 Management Action Plan: Decommissioning Phase

Table 4: Management action plans for the Decommissioning Phase

Environmental Feature	Management Actions/Monitoring Objectives	Observation	Compliance	Recommended Action
Waste production	<p>All re-usable pipelines, pumps, tanks, valves and other equipment must be removed to another site or sold.</p> <p>Those items that cannot be used again must be scrapped in the appropriate manner.</p> <p>Upon demolition of buildings and concrete, the rubble must be removed from the property and taken to an approved</p>	The project has not reached this stage	COMPLIANT	N/A

Environmental Feature	Management Actions/Monitoring Objectives	Observation	Compliance	Recommended Action
	dumpsite designated by the Otjiwarongo Municipality. Rehabilitation, if necessary, is to be done using funds designated for the purpose.			
Ecological Impact	Dismantling and removal of any structure should not affect any faunal or floral habitats formed during operation, or any organism that has become dependent on those structures for survival, shelter or breeding.	. The project has not reached this stage	COMPLIANT	N/A
	The possibility of relocating the fauna or flora must be investigated and executed. Should the species be listed as vulnerable to extinction, the MEFT must be contacted, in order to determine the appropriate handling of the situation		COMPLIANT	N/A

Environmental Feature	Management Actions/Monitoring Objectives	Observation	Compliance	Recommended Action
Employment	<p>Have a plan for meeting the Labour Act's requirements, in the case where the Proponent is considering retrenching of staff.</p> <p>Where possible staff can be relocated to another facility or town where business continues in the same way.</p>	The project has not reached this stage	COMPLIANT	N/A
Dust generation	<p>Regular dust suppression should be included in the Decommissioning Plan, for cases of excessive dust.</p> <p>Personnel should be issued with dust masks for health and safety reasons.</p> <p>Accumulation of rubble that may cause dust must be taken to the dumpsite within reasonable time</p>	The project has not reached this stage	COMPLIANT	N/A

Environmental Feature	Management Actions/Monitoring Objectives	Observation	Compliance	Recommended Action
Noise	The World Health Organization (WHO) guideline on maximum noise levels (Guidelines for Community Noise, 1999) to prevent hearing impairment can be followed during the decommissioning phase.	The project has not reached this stage	COMPLIANT	N/A
Visual Impact	Visual impacts could be limited through keeping all decommissioned areas clean and orderly always. Good housekeeping also reduces the risk of injuries	The project has not reached this stage	COMPLIANT	N/A
	Notice of the commencement of the decommissioning should be given to the local authorities with an invitation to give feedback at any time with regards the visual impact	The project has not reached this stage	COMPLIANT	N/A

Environmental Feature	Management Actions/Monitoring Objectives	Observation	Compliance	Recommended Action
	<p>Avoid combining of hazardous and non-hazardous waste by providing separate waste containers (bins) for hazardous and domestic / general waste</p>	<p>The project has not reached this stage</p>	<p>COMPLIANT</p>	<p>N/A</p>
<p>Surface and groundwater contamination</p>	<p>Pollutants in the soil and building rubble must be transported away from the site to an approved, appropriately classified, waste disposal site.</p> <p>Confirm MSDS information of any remaining fuels, oils or lubricants that must be discarded.</p> <p>Regulations on sewerage discharge and the chemicals that may and may not be put into the sewerage system must be followed.</p>	<p>The project has not reached this stage</p>	<p>COMPLIANT</p>	<p>N/A</p>
<p>Health, Safety and Security</p>	<p>Adequate health and safety measures must be included in the decommissioning plan to ensure safety of staff on site, and include:</p>	<p>The project has not reached this stage</p>	<p>COMPLIANT</p>	<p>N/A</p>

Environmental Feature	Management Actions/Monitoring Objectives	Observation	Compliance	Recommended Action
	<ul style="list-style-type: none"> • Proper training of operators; • First aid treatment; • Medical assistance; • Emergency treatment; • Prevention of inhalation of fumes (fuel); • Protective clothing, footwear, gloves and belts; safety goggles and masks; • Manuals and training regarding the correct handling of materials should be in place and updated as new or updated material safety data sheets become available; Risks might be lower, but still exist especially if tanks must be entered for inspections. Confined space training will be required. • 24-hour security surveillance in case of opportunistic activities. 			

Environmental Feature	Management Actions/Monitoring Objectives	Observation	Compliance	Recommended Action
<p>Fire and Explosion Hazard</p>	<p>All relevant regulations and precautions should be in place as it was during the Operational Phase.</p> <p>All personnel must be sensitised about responsible fire protection measures and good housekeeping</p> <p>Regular inspections should still be carried out to inspect and test firefighting equipment and pollution control materials at the fuel storage facility.</p> <p>All fire precautions and fire control at the fuel storage facility must be in accordance with SANS or better.</p> <p>The holistic fire protection and prevention plan should still be utilised.</p>	<p>The project has not reached this stage</p>	<p>COMPLIANT</p>	

SUMMARY OF COMPLIANCE

This environmental audit has identified 24 management actions. After on site observation, two (2) out of the 24 management actions have been identified as **Non-Compliant**. Twenty-two (22) of the management actions were observed as **Compliant**. All 18 monitoring actions were identified as **Compliant**. The large proportion of **Compliant** action recorded for the environmental site audit, therefore, renders the Proponent generally Compliant to the management and monitoring action plans for the project.

NAMCOR has, thus far, paid attention to the environmental aspects and compliance of this project. There were no serious issues of Non-Compliance identified during this Environmental Audit

The 2 non-compliances may be regarded jointly as one issue, requiring a single solution/intervention. The identified issue has, thus far, had no significant negative effects to the bulk fuel storage operations, the employees and the environment; and is, therefore, regarded as minor. The issue of Partial Compliance identified is:

1. Absence of the EMP copy on site and training of employees on its content that needs to be done by a qualified environmental professional.

Although, considered minor at this stage, training of employees and readily access to a copy of the EMP will be relevant in the cases of observed irresponsible and/or unsustainable activity in the environment.

4 CONCLUSION AND RECOMMENDATIONS

The minor non-compliances identified in this environmental site audit report need corrective action for the operations of NAMCOR Otjiwarongo Depot to reach a 100% Compliance rate. The assessment has revealed no evidence of HRECs in connection with the Depot. Recommendations for corrective action are as follows:

- Provide a copy of the updated EMP and follow up with training of all involved employees and stakeholders on the EMP content
- Implement a penalty system for EMP Compliance to enforce accountability towards environmental management within Depot operations.

The potential positive and negative impacts stemming from the fuel storage activities were identified, assessed and mitigation measures made thereof. Mitigation measures need to be always adhered to. Most importantly, monitoring of the environmental components described in the Environmental Management Plan should be conducted by the Proponent and an appointed Environmental Officer or any applicable Competent Authority.

The next site inspection will be undertaken in January 2023, and a resultant biannual report will be produced thereafter.

APPENDIX A: ENVIRONMENTAL SITE VISIT AUDIT AND INTERVIEW REPORT



July 2022

1 EXECUTIVE SUMMARY

Excel Dynamic Solutions Pty Ltd (EDS) has performed a Phase I Environmental Site Audit (“ESA”) of the Commercial Fuel Depot located at 20°27'48.60"S; 16°38'1.64"E in Otjiwarongo Industrial Area in the Otjozondjupa Region. EDS was authorized to perform this work on July 22, 2022, by National Petroleum Corporation of Namibia (NAMCOR) The ESA was performed in conformance with the scope and limitations of Environmental Management Act No. 7 of 2007 and the EIA Regulations of 2012, the Petroleum Products and Energy Act of 1990 and its regulations, and the South African National Standards (SANS) 10089. This ESA has been performed by an independent and qualified environmental professional.

As shown in Figures 2 the Depot consists of a rectangular shaped parcel of land totaling 0.82 Ha. The Depot comprises of building structures constituting a reception area, kitchen, toilets, offices and a laboratory for conducting products quality tests. The remainder of the Depot area comprises storage tanks (about 8 with a capacity of 83 m³ each), a warehouse for storing lubricants, water storage tank, fire extinguishers, fire hydrants for emergency control, product pipelines and control room for monitoring and controlling products movement. The loading and offloading areas have drainage pits connected to the separator pit for wastewater collection. The type of fuel stored is 50 ppm diesel and unleaded petrol (ULP). The area between office building and the tanks is covered with some grass and paved in some parts.



Figure 2. Location of the bulk fuel storage facility in Otjiwarongo

1.1 Summary of the findings of this ESA of the Subject Depot

EDS has performed an Environmental Site Audit, in conformance with the Scope of Work developed in cooperation with the client and the provisions of EMA 7 of 2007. This assessment has revealed no evidence of Recognized Environmental Conditions (RECs) in connection with the Depot.

A de minimis condition is a condition that generally does not present a threat to human health or the environment and that generally would not be the subject of an enforcement action if brought to the attention of appropriate governmental competent bodies. This assessment has revealed no evidence of de minimis conditions.

An historical recognized environmental condition (HREC) refers to an environmental condition which would have been considered a REC in the past, but which is no longer considered a REC based on subsequent assessment and/or remediation of any contaminants to below the most restrictive (generally residential) cleanup target concentrations or regulatory closure with no formal or implied restricted uses. The assessment has revealed no evidence of HRECs in connection with the Depot

1.2 Recommendations and Conclusions

Based on the information provided in this report, EDS recommends that No Further Action is required at the Depot and that the MEFT renews the Environmental Clearance Certificate (ECC).

2. INTRODUCTION

2.1 Purpose of the Assessment

Excel Dynamic Solutions Pty Ltd (EDS) has performed a Phase I Environmental Site Audit ("ESA") of the Commercial Fuel Depot located at 20°27'48.60"S; 16°38'1.64"E in Faraday Street in Otjiwarongo Industrial Area in the Otjozondjupa Region. EDS was authorized to perform this work on July 22, 2022, by National Petroleum Corporation of Namibia (NAMCOR).

This ESA has been performed by an independent environmental professional as described in the Environmental Management Act, No.7 of 2007. Any exceptions to, or deletions from, this practice are described Section 1.0 of this report. The location of the Subject Depot and surrounding properties is shown on Figures 1.

The purpose of the ESA is to identify Recognized Environmental Conditions (RECs), Controlled Recognized Environmental Conditions (CRECs) and Historical Recognized Environmental Conditions (HRECs) and de minimis conditions normally associated with petroleum products facilities, and as stipulated in the EMA of 2007.

The term REC is defined as “the presence or likely presence of any hazardous substances or petroleum products in, on, or at a depot: (1) due to release to the environment; (2) under conditions indicative of a release to the environment; or (3) under conditions that pose a material threat of a future release to the environment.”

The term CREC is defined as “a recognized environmental condition resulting from a past release of hazardous substances or petroleum products that has been addressed to the satisfaction of the applicable regulatory authority (for example, as evidenced by the issuance of a no further action letter or equivalent, or meeting risk-based criteria established by regulatory authority), with hazardous substances or petroleum products allowed to remain in place subject to the implementation of required controls.”

The term HREC is defined as “a past release of any hazardous substances or petroleum products that has occurred in connection with the depot and has been addressed to the satisfaction of the applicable regulatory authority or meeting unrestricted use criteria established by a regulatory authority, without subjecting the depot to any required controls.”

The term de minimis condition is defined as “a condition that generally does not present a threat to human health or the environment and that generally would not be the subject of an enforcement action if brought to the attention of appropriate governmental agencies. Conditions determined to be de minimis are not RECs nor CRECs.”

The term Business Environmental Risk (BER) is used to describe environmental risks considerations that do not rise to the level of a REC, but which EDS is of the opinion should be brought to the attention of Client and addressed during this assessment.

Typically, a Phase I ESA does not include sampling or testing of air, soil, groundwater, surface water, or building materials. These activities would be carried out in a Phase II ESA, if required.

2.2 Special Terms and Reliance

It is EDS's understanding that this report is to be used and distributed exclusively for purposes of renewing the ECC. This report of findings was prepared for the exclusive use of the NAMCOR, their contractors and competent government bodies such as the Ministry of Environment, Forestry and Tourism (MEFT) and the Ministry of Mines and Energy (MME). The contents of this report may not be copied, provided or otherwise communicated to any party other than those associated with NAMCOR and without the express written consent of NAMCOR.

2.3 Significant Assumptions

The following assumptions are made by EDS in this report. EDS relied on information derived from secondary sources including the project coordinator, governmental agencies, the Client (Coordinator), designated representatives of the Client and personal interviews. Except as set forth in this report, EDS has made no independent investigation as to the accuracy and completeness of the information derived from secondary sources including government agencies, the Client, designated representatives of the Client, depot personal interviews and has assumed that such information is accurate and complete. EDS assumes information provided by or obtained from the client is accurate and complete. EDS assumes that the Client Coordinator, Client representatives including the Site Manager used good faith in answering questions and in obtaining information for the subject depot. This would also include obtaining those helpful documents from previous consultants, etc. EDS also assumes the Client will designate appropriate and knowledgeable people for performance of the Phase II Environmental Assessment including the Site Managers if required in the future.

3. SCOPE OF WORK:

The scope-of-work for this investigation was consistent with the Environmental Management Planning Practice and SANS and was designed to meet the objective above by performing the following tasks:

- Environmental Records (i.e., EMP and previous audit report) Review;
- Site Reconnaissance; and
- Interviews.

Each of these tasks is more specifically described in greater detail below.

Task 1: Records Review

EDS examined reasonably available records namely the environmental audit performed in 2016 by Outrun Investments CC and other environmental reports produced in the Otjiwarongo area to evaluate current and historic activities that suggest the potential for recognized environmental conditions at the site. The specific items implemented under this task were as follows:

- Review databases of national and/or local agencies to identify past and current activities at the site, to the extent possible, with respect to the generation, treatment, storage, disposal and/or release of hazardous substances and/or petroleum products;
- Review and summarize of at least one of the following readily available sources: historic topographic maps, aerial photographs, and/or other historic data of the site to identify previous uses; and
- Review of available national and/or local publications regarding hydrogeology.
- Review of available national and/or local publications regarding health and safety.

Task 2: Site Reconnaissance

EDS conducted a site reconnaissance of the depot to identify recognized environmental conditions as indicated by:

- Stained or disturbed soils and/or pavement;
- Stressed vegetation;
- Sheen or iridescence on surface water;
- Unusual odors;
- Unusual corrosion;
- Drums and containers;
- Storage tanks;
- Pits, ponds, pools, drains and sumps;
- Landfilling;
- Spills or releases;
- Storage, treatment and/or disposal of hazardous substances and/or petroleum products;
- Wastes generated at the subject site and associated waste disposal practices;
- Level of EMP knowledge and implementation status quo; and
- Health, safety, and environment (HSE) preparedness

EDS performed a visual reconnaissance of adjacent properties and observed for similar obvious concerns referenced above. Additionally, the general surrounding area land usage was observed to the extent identified while accessing the Depot.

Task 3: Interviews

EDS contacted the client site representative(s) and readily available knowledgeable persons to obtain information indicating recognized environmental conditions in connection with past operations at the Depot.

4. SITE DESCRIPTION

4.1 Subject Depot

Fuel Depot located at 20°27'48.60"S; 16°38'1.64"E in Faraday Street in Otjiwarongo Industrial Area in the Otjozondjupa Region.

4.2 Adjoining and Surrounding Properties (to the extent identified)

North – The Depot is bounded to the north by a commercial lot occupied by Agrimark Otjiwarongo etc, and C33 Rd further north

South – The Depot is bounded to the old buildings and open space and rail line further south.

East – The Depot is bounded to the old buildings, businesses such as FabuPharm and rail line

West –The Depot is bounded to the west by Faraday Rd followed by a commercial building such as Blaauwberg Auctioneers and Agape Dunamis Otjiwarongo.

5. PHYSICAL SETTING

5.1 General Topographic Setting

The elevations of the Otjiwarongo Town range between 1 471 and 1 504 and meters above sea level. The elevation of the Depot is approximately 1,450 m above mean sea level and the surface is relatively flat.

5.2 Surface Water

The Region is home to one ephemeral river systems namely the Large Omuramba Omatako drainage line. On the northern side of the town is a creek that runs in a western-eastern side. The creek is dry most of the year and only flows during rainy seasons. The stream runs from the westerneasterly direction but cut off (ended) by the tarred road bordering the site to the east Depot. No surface water is located on the Depot.

5.3 Soils

The Otjiwarongo soils are classified as Leptic-Skeletal Regosols. The dominant soil type in the area is the Regosols. According to the International Soil Reference and Information Centre (ISRIC), regosols are very weakly developed mineral soils in unconsolidated materials that have only an ochric surface horizon and that are not very shallow (Leptosols). Regosols are extensive in eroding lands, arid and semi-arid areas and in mountain regions.

5.4 Geology /Hydrology

The geology of Otjiwarongo area is characterized by Damara Supergroup and Gariep Complex comprising of rock units such as granites, marbles, schists and quartzites. The Town of Otjiwarongo is situated in the karst environment (dolomite aquifers) of the Otavi Mountain Land groundwater basin.

6. RECORD REVIEW

6.1 Environmental Records Review

Environmental records (environmental audit report) from the from the previous environmental professional were obtained for EDS by the Project Coordinator (Client).

6.2 Historical Information Review


The following historical use information was reviewed:

6.2.1 Historical Topographic Map

EDS reviewed a historical topographic map of the Depot and surrounding properties for using a google earth platform. No special hazards, such as sinkholes, gravel pits, landfills, pipelines, open pits, stockpiled soils or railroad tracks and spurs, were indicated on the Depot or an adjoining depot.

6.2.2 Previous Environmental Reports

A previous environmental audit assessment of the Depot was conducted Outrun Investments CC in 2016. The report identified the following RECs:

ACTIVITY / FACILITY	STATUS	OCCURENCE	COMMENT and / OR CORRECTIVE MEASURE(S)
<p>Concrete floor and bund walls containing storage tanks.</p> 	<p>Non conformity</p>	<p>The bund-walled floor containing these fuel storage tanks are cracked. Reports from the Operator indicate that at least 2000 litres were lost after</p>	<p>The concrete floor should be sealed and protected by an organic resistant material.</p>

		a spillage during offloading.	
	Non conformity	-The offloading zone in front of the storeroom is not concretized and oil spills are evident.	Put a concrete flow on the offloading zone and protect it from rain to avoid overflows onto the ground.
	Non conformity	-The rail offloading zone is not protected from the surface runoff to avoid overflowing of the drain containing spillage.	The offloading zone should be protected from rain and surface runoff to avoid overflows.
	Non conformity	-Poor housekeeping leading to blockage of drains.	-Check and clean drains regularly to allow free flow of spillage.
Human resources skills	Non Compliant	-The team did not receive basic training in environmental management.	Send employees for basic training in environmental management, its importance etc.

Based on this information, EDS prepared a site assessment checklist for work carried on 22 July 2022.

7. DATA GAPS

After reviewing the above sources of information regarding the historical information on the Depot, EDS determined that there were no data gaps that would affect the ability of the environmental professional involved on this project to identify RECs in connection with the Depot except the absence of the Environmental Management Plan.

8. INTERVIEWS AND SPECIALIZED KNOWLEDGE

8.1 Depot Representative Interview

An interview with Mr. Eugene Murphy, a representative of the Client at the Otjiwarongo Depot site. The site audit visit was conducted on July 22, 2022. Mr. Murphy was not aware of any other environmental issues with the depot and was not aware of any environmental violations or liens on the depot and indicated that he had no knowledge of any storage, handling or dumping of hazardous materials on the Depot.

8.2 Specialized Knowledge and Reason for Completing Phase I Audit

Pursuant to EMA 2007, EDS asked a representative of the user of the report, the owner of the Depot, if he had any specialized knowledge of environmental conditions associated with the Subject Depot. EDS requested that he provide a completed environmental checklist that is included in **Appendix B**.

9. SITE RECONNAISSANCE

EDS conducted a site visit of the Depot and observed the condition of the depot on July 22, 2022. A depiction of the Depot and surrounding area configuration is provided in the Figures 1. Weather conditions at the time of the site reconnaissance were sunny. The visual reconnaissance consisted of observing the fuel storage containers and systematically traversing the site to provide an overlapping field of view, wherever possible. The periphery of the on-site structures was observed along with interior accessible common areas, storage and maintenance areas.

During the depot reconnaissance, EDS looked for the following items, which could indicate the potential presence of RECs on the Depot.

- ***Hazardous Substances and Petroleum Products in Connection with Identified Uses***

No significant use or generation of hazardous substances is known to occur at the Depot. No manufacturing, fabrication or assembly operations are conducted on the depot.

- ***Odors***

No strong, pungent or noxious odors were noted or reported that would indicate the potential for RECs at the Depot were noted emanating from either the Depot or an adjacent depot.

- ***Pools of Liquids***

No pools containing liquids likely to be hazardous substances or petroleum products were observed or reported on or adjacent to the Depot.

- ***Drums & Hazardous Substance, Petroleum Products and Unidentified Substance Containers***

No drums containing liquids likely to be hazardous substances or petroleum products were observed or reported on or adjacent to the Subject Depot.

- ***Heating and Cooling Source***

The office area is heated by electricity supplied by CENORED and cooled by a window-installed air conditioners located at the rear of the building.

- ***Interior Stains or Corrosion***

No evidence of stains or corrosion on the floors, walls or ceilings at the Depot were noted or reported.

- ***Drains and Sumps***

No evidence of sumps was observed.

- ***Pits or Ponds***

The site has a separator pit. No ponds associated with hazardous substance, petroleum products or industrial activities at the Depot.

- ***Stained Soil & Pavement***

No significant stained soil or pavement was observed or reported at the Depot.

- ***Stressed Vegetation***

No areas of stressed vegetation were observed or reported on or adjacent to the Depot.

- ***Solid Waste***

EDS did not observe any areas that appeared to have been filled or graded that would suggest the presence of waste including, but not limited to, construction debris, demolition debris or other solid waste. No improperly stored solid waste was noted.

- ***Wastewater***

No operations, likely to require a significant wastewater discharge, were noted or reported. Waters that enter the sanitary system go to the town's waste collection facilities.

- ***Wells***

No drinking water wells, dry wells, irrigation wells, injection wells, abandoned wells or other wells were observed or reported.

- ***Septic Systems***

EDS did not observe any on-site septic systems

- ***Copy of EMP***

There is not copy of EMP or EMP training manual on site

10. RECOMMENDATIONS AND CONCLUSIONS

EDS has performed an Environmental Site Audit, in conformance with the Scope of Work developed in cooperation with the client and the provisions of EMA 2007. This assessment has revealed no evidence of RECs in connection with the Depot.

A de minimis condition is a condition that generally does not present a threat to human health or the environment and that generally would not be the subject of an enforcement action if brought to the attention of appropriate governmental agencies. This assessment has revealed no evidence of de minimis conditions.

An historical recognized environmental condition (HREC) refers to an environmental condition which would have been considered a REC in the past, but which is no longer considered a REC based on subsequent assessment and/or remediation of any contaminants to below the most restrictive (generally residential) cleanup target concentrations or regulatory closure with no formal or implied restricted uses. The assessment has revealed no evidence of HRECs in connection with the Depot except for the following:

No significant data gaps were identified that would affect the ability of the environmental professional to identify RECs at the Depot.

It is possible for there to be business environmental risks (BERs) related to facility operations that do not meet the definition of a REC. This assessment has revealed no evidence of BERs associated with the daily operations

Based on the information provided in this report, EDS recommends that No Further Action is required at the Depot, and that the MEFT considers renewal of the ECC.

11. LIMITATIONS

No environmental assessment or investigation is infallible. Some uncertainty will always exist concerning the presence or absence of potential Recognized Environmental Conditions at a particular depot, irrespective of the rigor of the investigation. Accordingly, EDS does not warrant

that Recognized Environmental Conditions, other than those identified in this report, do not exist at the subject depot or may not exist there in the future.

The findings and opinions presented in this report are partially based on information obtained from a variety of sources which EDS has no control over but believes are reliable. Nonetheless, EDS does not warrant the authenticity or reliability of the information from these sources.

EDS believes that it has performed the services summarized in this report in a manner consistent with the level of care and skill ordinarily exercised by members of the environmental risk assessment profession practicing at the same time and under similar conditions in the area of the project.

Conclusions regarding the condition of the site do not represent a warranty. If additional information becomes available concerning this site after the date of this report, EDS is under no obligation to revise the conclusions and recommendations of this report.

APPENDIX B: Site Audit and Inspection Checklist

INSPECTION FOCUS AREA	COMMENT
FORECOURT	
Tank tops empty of water	
Tanks with caps, locks and grade labels	
Offset fills with caps, locks and grade labels	
Vapour recovery with caps, locks and warning signs	
Oil/water separators clean and free from debris	
DISPENSERS	
Panels free of leaks and seals in good condition	
Waste disposal area is clean and regularly cleared	
Fire extinguishers and sand buckets present at each dispenser island	
All public warning and information labels are posted	
Car wash area (if any) is clean and free of hazards	

Tank vents free of debris	
No audible noise from vent valves during delivery	
GENERAL AREAS	
Emergency doors free from obstruction and open outwards	
Emergency stop button working	
PA in working condition	
Electrical cupboard free of combustibles and locked	
Fire action notice displayed and complete	
Assembly point sign displayed	
OFFICE AREA	
Petroleum licence available with plans (expiry date)	
DCD licence available	
Vapour recovery authorisation (expiry date)	
Electrical test available and current	
Petroleum filling station register up-to-date and complete	

EMP/Risk assessments complete and up-to-date	
EHS Policy Statement is prominently displayed	
Emergency telephone numbers are up-to-date and displayed	
Accident book available and used (review trends)	
First aid box complete and clean	
Good housekeeping standards are maintained	
All weekly checklist actions are completed as planned	
Vapour recovery maintenance log available	
Vapour recovery instructions available	
Dispenser Islands	
Visually check dispenser housings internally for fuel	
Check hoses for kinks and damage	
Check nozzle cut-off device is working	
Individual dispenser isolation switches are working	
Pipework & Vent Pipes	

Remove any shrubs around vent pipes etc. within a 3 metre radius	
Check all pipes are adequately labelled	
Check the condition of pipes and valves for signs of leaks, corrosion or damage	
Storage Tanks & Fill Points	
Check tanks for water build up	
Check tank top manholes free from water, product and are adequately labelled	
Check tank fill pipes are locked	
Check below ground offset fill point chambers are free from product, debris and labelled adequately	
Check manhole covers are seated correctly and can easily be lifted using appropriate lifting device	
Lighting Levels	
Check lighting levels are adequate in all areas, tankfarm, forecourt, office and shop	
Fire Fighting Equipment & Emergency Equipment	

Check that all fire extinguishers are present, fully charged and the correct number are present with no signs of damage	
Check sand buckets are full of dry sand and test fire alarms are working	
Check emergency switches (panic button) and loudspeaker system are functioning properly	
Check contents of first aid box are all present and correct	
Warning / Advice Notices	
Check all notices are posted as required, are undamaged, clean and legible	
Oil/Water Separator	
Check all chambers for the presence of petrol / oil and build up of grit and debris.	
Check drains are not blocked or full	
COMPLETED BY: (Signature)	