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|---|---------------------------------|--------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 1 of 43 |

Environmental Management System Manual

EN ISO 14001:2004


Revision list

| Revision no. | Description | Written By/Revised By | Date |
|--------------|--|-----------------------|------------|
| 0 | First issue | C. Abela | 25.11.2010 |
| 1 | Updating of Section 3.3 to include relationship between Environmental improvement objectives and the rating for "Opportunities for Improvement" Criterion in the Environmental Aspects Register | C. Abela | 08.02.2011 |
| 2 | Updating of Section 4.1 Resources, Roles, Responsibility and authority to include details with respect to job description Updating of Section 4.2 Competence, Training and Awareness to include competence of EMC employees and recruitment of employees vis-à-vis competence and job description Updating of Section 4.3 Communication Inclusion of statement in this same section re publishing of environmental aspects and objectives to the general public | C. Abela | 04.07.2011 |
| 3 | Changing reference from Enemalta Corporation to Enemalta plc Inclusion of information about Delimara 3 plant Updating of all outdated reference, with links to the Enemalta Intranet Portal General revision of all document | P. Conti | 15.06.2015 |
| 4 | Drawings removed by transferring them to internal portal links | P. Conti | 12.06.2016 |

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| Revised by: [signed] P. Conti Environment and Safety Management System Coordinator | Verified by: [signed] S. Scicluna EMS Management Representative | Approved by: [signed] G. Agius Executive Director Projects, Regulatory Affairs and Corporate Services |
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ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL EN ISO 14001:2004

| | | |
|---|---------------------------------|--------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 3 of 43 |

Contents:

| | | |
|----------|---|-----------|
| 1 | Introduction..... | 4 |
| 1.1.1 | Enemalta plc | 4 |
| 1.2 | Environmental Management System Scope..... | 5 |
| 1.3 | Environmental policy | 6 |
| 2 | Description of Enemalta plc plants and activities within the EMS scope | 6 |
| 2.1 | Marsa Power Station | 6 |
| 2.1.1 | Steam production system..... | 8 |
| 2.1.2 | Cooling system | 9 |
| 2.2 | Delimara power station | 10 |
| 2.2.1 | Steam production system..... | 11 |
| 2.2.2 | Cooling system | 12 |
| 2.2.3 | Gas turbine plant..... | 13 |
| 2.2.4 | Diesel Engines Plant | 14 |
| 2.3 | Distribution | 15 |
| 3 | Planning | 18 |
| 3.1 | Environmental aspects | 18 |
| 3.2 | Legal and other requirements | 19 |
| 3.3 | Objectives, Targets and Program..... | 20 |
| 4 | Implementation and operation..... | 23 |
| 4.1 | Resources, Roles, Responsibility and Authority | 23 |
| 4.1.1 | Organisation within the Environmental Management System | 23 |
| 4.2 | Competence, Training and Awareness | 24 |
| 4.3 | Communication..... | 25 |
| 4.4 | Ems documents..... | 28 |
| 4.5 | Control of documents and records..... | 29 |
| 4.6 | Operational control | 30 |
| 4.7 | Suppliers and Contractors | 31 |
| 4.8 | Emergency preparedness and response..... | 32 |
| 5 | Checking..... | 34 |
| 5.1 | Monitoring and measurement | 34 |
| 5.1 | Evaluation of compliance..... | 35 |
| 5.2 | Non conformity, corrective action and preventive action | 35 |
| 5.3 | Internal audit | 37 |
| 6 | Management review | 38 |
| 7 | Terms and Definitions | 40 |
| 8 | Acronyms | 43 |

| | | |
|---|---------------------------------|--------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 4 of 43 |

1 INTRODUCTION

1.1.1 Enemalta plc

Enemalta plc offers a broad range of services to the industrial, commercial and domestic sectors in the energy field. Set up in 1977, Enemalta today undertakes a broad range of operations, incorporating the generation and distribution of electricity to all sectors of Maltese society.


Throughout the years, Enemalta has been instrumental in pioneering the use of new technology to reach its corporate objectives whilst at the same time offering better products and services.

Employing a workforce of more than 900 people, Enemalta plays a significant role in the economic development of the country, contributing towards the growth of both the industrial and commercial sectors by strengthening the island's infrastructural base.

The last few years have seen Enemalta extending and consolidating the electricity transmission system whilst upgrading its generation facilities. At the same time, Enemalta is bracing itself to face the challenges of globalisation and a fast developing new world economy. Today, the Company is becoming more focused on environmental considerations to create a safer and more sustainable habitat for the Maltese people.

Our mission statement is:

*To meet the energy needs and expectations of the
customer in a safe, efficient and profitable manner
whilst safeguarding the environment.*

| | | |
|---|---------------------------------|--------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 5 of 43 |

1.2 ENVIRONMENTAL MANAGEMENT SYSTEM SCOPE

Enemalta plc's EMS has been planned, designed and implemented for the following activities:

- Electric power generation
- Electric power distribution

All plants and sites where production or distribution activities are carried out by Enemalta have been included into the EMS scope:


- Marsa Power Station and administrative offices (Enemalta plc headquarters)
- Delimara Power Station
- Distribution Centres
- District Offices
- Stores
- Substations
- Power cable lines and underground cables

The organisation structure within Enemalta, falling under the EMS scope, is illustrated in the **EMS Organisation Chart**, available from the Enemalta Intranet Portal at location:

[Documents/Environmental Management System \(EMS\)/EMS Organisation/EMS Organisational Chart](#)

All employees pertaining to these sections are included within the EMS scope.

Most environmental aspects of Enemalta plc activities are related to the activities included into the EMS scope.

| | | |
|---|---------------------------------|--------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 6 of 43 |

1.3 ENVIRONMENTAL POLICY

The latest revision of the Environmental Policy was approved by the Executive Chairman and Director. This is available from the Enemalta Intranet Portal at location:

[Documents/Environmental Management System \(EMS\)/Environmental Policy](#)


2 DESCRIPTION OF ENEMALTA PLC PLANTS AND ACTIVITIES WITHIN THE EMS SCOPE

2.1 MARSALA POWER STATION

This station is situated at the Marsala end of the Grand Harbour. The original station ('A' Station) was built underground beneath Jesuits Hill and was commissioned in 1953. The overall capacity of the plant was 15 MW. Due to the increase in electricity demand, this station was expanded further to a final total capacity of 30 MW. The plant was made up of 5 steam units rated at 5 MW each and a gas turbine of a similar rating. The station was finally de-commissioned in 1993.

In 1966, the first two units at 'B' Station were commissioned. There was further expansion of this station later on to meet the electrical load and currently this plant is made up of the following units.

| Boiler | Commissioned | Capacity | Remarks |
|--------|--------------|---------------|---------------------------|
| 1 | 1966 | 90 tons/hour | Decommissioned 1994 |
| 2 | 1966 | 90 tons/hour | Decommissioned 1999 |
| 3 | 1969 | 135 tons/hour | Decommissioned 2014 |
| 4 | 1970 | 135 tons/hour | Decommissioned 2014 |
| 5 | 1982 | 150 tons/hour | Currently on cold standby |
| 6 | 1983 () | 150 tons/hour | Currently on cold standby |
| 7 | 1984 () | 300 tons/hour | Currently on cold standby |
| 8 | 1987 () | 300 tons/hour | Currently on cold standby |

| | | |
|---|---------------------------------|--------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 7 of 43 |


| Steam Turbine | Commissioned in Malta in: | Capacity (MW) | Remarks |
|---------------|--|---------------|----------------------------|
| 1 | 1966 | 10 | Decommissioned 2014 |
| 2 | 1966 | 10 | Decommissioned 2014 |
| 3 | 1970 | 30 | Decommissioned 2014 |
| 4 | 1970 | 30 | Decommissioned 2014 |
| 5 | Refurbished, assembled and recommissioned in 1982 * | 30* | Currently on cold standby, |
| 6 | Refurbished, assembled and recommissioned in 1983 * | 30* | Currently on cold standby. |
| 7 | Refurbished, assembled and recommissioned in 1984 * | 30* | Currently on cold standby |
| 8 | Refurbished, assembled and recommissioned in 1987 ** | 60 | Currently on cold standby |

| Open Cycle Gas Turbine | Commissioned in Malta in: | Capacity (MW) | Remarks |
|------------------------|---------------------------|---------------|-------------------------|
| 9 | 1990 | 35 | Operating when required |

* The steam turbines are refurbished plants, which were first commissioned in 1956 at Palermo in Sicily.

** The steam turbine is a refurbished plant, which was first commissioned in 1959 at Little Barford in the UK. In 1996, this unit was refurbished again to extend its lifetime for a further 15 years.

() These units were run on coal between their respective commissioning date and 1995 when coal firing was stopped.

| | | |
|---|---------------------------------|--------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 8 of 43 |

Total generation capacity of this station stands now at 185MW.

All the steam units burn 0.7% sulphur fuel oil and the gas turbine burns distillate fuel oil.

The plant consists of four steam plants, comprising of heavy fuel oil fired boilers and conventional steam turbines, and one open cycle diesel fired gas turbine.


2.1.1 Steam production system

Fuel is burnt in the boilers to produce steam to power the turbines. The gas resulting from the combustion is discharged to the atmosphere.

Seawater evaporators produce distilled water for the boilers and discharge the concentrated brine into the seawater outlet. The distillate is further treated in a demineralisation plant. Anti-scaling chemicals used in the evaporators are formulated to be environmentally friendly and the sulphuric acid and sodium hydroxide used to regenerate the demineralisation (DM) plant are neutralized before discharge into the sea. From the turbines the steam is exhausted into the condensers, which are cooled by seawater. The cooling water is then discharged into the sea. This cooling water is treated with the addition of biocide chemical to prevent the accumulation of marine growths in the water passages.

The general cycle and infrastructure are as follows:

1. Steam for the evaporators is supplied by Boiler No.8 and by Boilers No.5, 6 & 7
2. The evaporators draw sea water from the tunnels.
3. The distilled water produced from the seawater by the evaporator is then passed into the Demineraliser and then into the new DM plant. The remaining sea water consisting of brine is discharged into the seawater outlet.
4. The new DM Plant pumps demineralised water to the raw tank of the old DM Plant
5. This demineralised water is fed into the old DM Plant for further demineralisation

| | | |
|---|---------------------------------|--------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 9 of 43 |

6. The demineralised water produced at the old DM plant is stored in a treated water tank which is in turn pumped to the storage facilities. These storage facilities consist of 5 tanks having the following capacities: 320m³, 600m³, 700m³, 830m³ and 830m³.
7. Anti-foam and anti-scale additives are continuously dozed into the evaporator.
8. Regeneration of resin used in 4 lines in the new DM plant and 2 mixed beds in the old DM plant is carried out periodically using caustic soda and sulphuric acid.
9. Sulphuric acid is stored in the Acid house in four separate tanks. During the regeneration process the sulphuric acid is injected into the beds.
10. Caustic soda is supplied in pellets in 25kg sacks. This is mixed with water to form a solution in the DM plant and, stored in a tank within a contained area.
11. The sludge and Chemicals resulting from the regeneration process are transferred to a neutralizing pit prior to discharge to the sea.
12. Boilers 6, 7 and 8 have Electrostatic precipitators ESPs, and almost all dust particulates are collected in dedicated fly ash hoppers. When these are almost full, a contractor (with a period contract) takes care to collect this accumulated fly ash in jumbo bags and disposes of them as hazardous waste.


Using HFO with low ash and sulphur content than used previously minimizes the production of wastes from boiler operations.

2.1.2 Cooling system

From the turbines, the steam is exhausted into the condensers, which are cooled by seawater. The cooling water is then discharged into the sea. This cooling water is treated with the addition of biocide chemical to prevent the accumulation of marine growths in the water passages.

The following information is relevant to the cooling system:

1. Seawater passes through the bar screen at the jetty, through the rotating drums at the cup screen and then pumped by the CWP's to the condensers. Two screen houses are present, one below Turbine #8 and the other close to Boiler #7.
2. Anti-fouling is done by means of chlorine dioxide. This is produced in situ by mixing Sodium Chlorite and sulphuric acid under seawater.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 10 of 43 |

Note: the MPS schematic of the Steam Plant layout can be found on the portal link below:

[Documents/Environmental Management System \(EMS\)/ Drawings / MPS / EMC-XZ-178 MPS Schematic Steam Plant and Materials Input and Discharge Levels/](#)


2.2 DELIMARA POWER STATION

This station is situated in the south easterly part of the island and was first commissioned in 1992 and consists of the following units:

| | Units | Commissioned |
|-----|--|--------------|
| D 1 | 2 x 60MW Conventional Steam Blr/Tur Units | 1992 |
| D2A | 2 x 37MW Open Cycle Gas Turbines | 1994 |
| D2B | 1 x 110MW Combined-Cycle Plant comprising of: <ul style="list-style-type: none"> - 2 x 37MW Gas turbines, - 2 x HRSG, - 1 x 36MW Steam turbine | 1999 |
| D3 | 1 x 150MW Diesel engines plant, comprising of: <ul style="list-style-type: none"> - 8 x Wartsila 18V46, 4 stroke medium speed diesel engines, operating in combined cycle mode, - 8 heat recovery boilers - 1 steam turbine | 2012 |

The total generation capacity of this station stands at 454MW. The steam units burn 0.7% sulphur fuel oil, while the gas turbines and the Combined Cycle, burn distillate fuel oil.

It consists of basically two steam plants, comprising heavy fuel oil fired boilers and conventional steam turbines, and a combined cycle unit comprising two diesel fired gas turbines, unfired HRSG's and a steam turbine, and two open cycle diesel fired gas turbines.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 11 of 43 |

The plant was installed in different stages as follows:

D1 consists of 2 steam units each consisting of a boiler, a steam turbine and a generator with a capacity of 60 MW. The fuel is heavy fuel oil (HFO). The plant runs at base load.

D2A consists of 2 open cycle gas turbine / generator units each rated at 37.5 MW. The fuel is gas oil and the plant is used for peak loads. This plant may also be used for synchronous compensation.


D2B consists of a combined cycle gas turbine block consisting of 2 gas turbines, 2 heat recovery steam generators and a steam turbine and associated generators with a total capacity of 110 MW. The fuel is gasoil and the plant is used for mid-range loads.

D3 consists of 8 Internal Combustion, 18V46, 4 stroke medium speed diesel engines, which operate in a combined cycle mode. Each diesel engine is equipped with a heat recovery boiler, and a steam turbine is then operated through the heat recovered of the eight units. This amounts to a total capacity of 150MW. This plant is also equipped with emission abatement. The fuel can be heavy fuel oil or gasoil.

2.2.1 Steam production system

In the steam plant the fuel is burnt in the boilers to produce steam to power the turbines. The flue gas resulting from the combustion is discharged to atmosphere through 2 flues in a single concrete windshield chimney stack.

Three seawater evaporators produce distilled water for the boilers using seawater and discharge the concentrated brine into the seawater outlet at Hofra ż-Żgħira. The distillate is further treated in a demineralisation plant. Anti-scaling chemicals used in the evaporators are formulated to be environmentally friendly. The sulphuric acid and sodium hydroxide used to regenerate the resins are neutralized before discharge into the sea.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 12 of 43 |

In respect of the steam plant the following are relevant:

1. Evaporated storage facilities consist of 2 tanks of 700m³ each and 3 tanks of 600m³ each.
2. Anti foaming and anti scale additives are used in the evaporators.
3. Evaporated water is treated to produce demineralised water.
4. Demineralised storage facilities consist of 2 tanks of 600m³ each and 5 tanks of 700m³ each.
5. The resin within the demineralising water plant is regenerated using sulphuric acid and caustic soda.
6. Sulphuric acid is stored in a steel tank inside the plant itself within a contained area.
7. Caustic Soda is received in sacks; these are mixed with a defined amount of water inside a mixing tank at the plant itself and stored in a tank situated within a contained area for when required.
8. All drains are directed to a neutralizing pit where the effluent's pH is tested and neutralized before it is discharged to the outfall which leads to the sea.
9. Phases 1 and 2 do not have any fly ash collecting facilities and most of the particulates of combustion are discharged through the chimney.


Using HFO with lower ash and sulphur content than that used previously minimizes the production of wastes during boiler operations.

2.2.2 Cooling system

From the turbines the steam is exhausted into the condensers, which are cooled by seawater drawn from Marsaxlokk Bay. The cooling water is then discharged through a tunnel to the other side of the peninsula in the Ħofra ż-Żgħira Bay. This cooling water, which is also used for the combined cycle plant and the seawater evaporator, is treated with the addition of biocide chemical to prevent the accumulation of marine growths in the water passages.

In respect of the cooling plant the following points are relevant:

1. The amount of seawater passing through the system is approx 21,000m³ per hour for phase 1 turbines and approx 8,500 m³ per hour for phase 2B.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 13 of 43 |

2. The sea water passes through the bar screen, rotating drum screens and finally through the condensers before discharging to the outfall
3. Anti-fouling is done by means of chlorine dioxide. Chlorine dioxide is generated on site by mixing two chemicals Sodium Chlorite and Hydrochloric Acid under seawater.

Note: the DPS schematic of the Steam Plant layout can be found on the Enemalta Intranet portal at the link below:

[Documents/Environmental Management System \(EMS\)/Drawings/DPS / DPS-XZ-52 DPS Schematic Steam Plant and Materials Input and Discharge Levels/](#)

2.2.3 Gas turbine plant


For the gas turbine plants the fuel is burnt in the gas turbines that provide the motive power for the generators. In the case of the combined cycle plant the exhaust gas delivers its heat energy to the heat recovery steam generators and is then emitted through one chimney for each gas turbine/HRSG unit.

The open cycle gas turbines exhaust directly to the atmosphere. Each turbine has its own chimney. With respect to the Gas Turbine plants the following points are relevant:

1. Fuel is treated by means of centrifuge separation.
2. Gas turbine operates on gas oil and all combustion products are discharged to the chimney.
3. The gas turbines have a closed cooling system with the final heat sink being either air as in the case of John Brown Gas turbines, or seawater in the case of the combined cycle plants.

For the DPS Schematic layout of Combined Cycle Gas turbine refer to the Enemalta Intranet portal link below:

[Documents/Environmental Management System \(EMS\)/Drawings / DPS / DPS-XZ-51 DPS Schematic CCGT and Material Inputs and Discharge Levels /](#)

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 14 of 43 |

2.2.4 Diesel Engines Plant

For the diesel engines plants the fuel, either diesel oil or heavy fuel is burned to drive the diesel engines. The plant reaches high efficiencies when run in closed cycle by HFO. The plant is equipped by an abatement system that includes;

- Flue Gas desulphurisation (FGD) plant whereby Sodium by Carbonate is injected to reduce the sulphur emitted in the atmosphere, The FGD also reduce the dust emissions to the atmosphere by of Gortex bags;
- Selective Catalytic Reactor (SCR) system where injected Urea reacts with flue gas to reduce the NOx levels in the exhaust.


The plant can be run and meet emission limits in Bypass mode with DO or in FGD mode with HFO/DO fuel. When in FGD mode the exhaust gas is passed through an Exhaust Gas Boiler where heat energy is recovered and the steam produced is supplied to a steam turbine.

In by pass mode the boiler and FGD are bypassed, while exhaust gas is still passed through the SCR.

1. Fuel is treated by means of centrifuge separation.
2. The plant has an internal closed cooling (evaporated) water system with final heat exchange to seawater via plate heat exchangers.
3. The plant is equipped with 2 fresh water generators that produce evaporated water from the heat absorbed by the internal cooling system of the engines.

For the Diesel Engines plant layout refer to the Enemalta Intranet portal link below:

[Documents Environmental Management System \(EMS\)/ Drawings / DPS / Delimara D3 Diesel Engines Plant Diagram](#)

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 15 of 43 |


2.3 DISTRIBUTION

The high-voltage (HV) network is under continuous development in order to meet the energy needs and expectations of the customer in a safe, secure and efficient manner which is both environmentally and economically sustainable.

The high voltage (HV) network essentially consists of 132kV, 33kV and 11kV underground cables and overhead lines connected to the two Power Stations, the Distribution Centres (DCs) and the distribution substations.

The 132kV and 33kV circuits are the backbone of the HV network and convey power from the Power Stations to 21 strategically located distribution centres. 11kV circuits then distribute power from the distribution centres to approximately 1,300 distribution substations dispersed all over the inhabited parts of the Maltese Islands to serve around 271,400 consumers. Large industrial and commercial establishments are connected directly to the distribution substations, whilst the small to medium industrial and commercial entities and the domestic consumers are serviced through a low voltage network supplied from the distribution substations.


The Distribution Centres transform power from the 132 kV and 33kV feeders to be distributed at 11kV, which in turn is converted to 400V and 230V by the distribution substations. The 132kV and 33kV network is essentially a radial network with few interconnections between the various distribution centres, while the 11kV network has over the years developed from an open ring structure to an interconnected network.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 16 of 43 |

The table below shows the transformer rating of each distribution centre in service.

| Distribution Centre | Transformers | Transformation (kV) | Total Transformer Rating (MVA) |
|------------------------|--------------|---------------------|--------------------------------|
| Qala D.C. | 2 x 30 MVA | 33/11 | 60 |
| Comino D.C. | 2 x 6.3 MVA | 33/11 | 12.6 |
| Vendome D.C. | 2 x 6MVA | 33/1 | 12 |
| Mellieha DC | 2 x 10 MVA | 33/11 | 20 |
| Mosta D.C. (132kV) | 2 x 50 MVA | 132/11 | 100 |
| | 2 x 90 MVA | 132/33 | 180 |
| Bugibba DC | 2 x 30 MVA | 33/11 | 60 |
| St. Venera D.C. | 2 x 30 MVA | 33/11 | 60 |
| Msierah DC | 2 x 30 MVA | 33/11 | 60 |
| Paceville D.C. | 2 x 30 MVA | 33/11 | 60 |
| Pembroke D.C. | 2 x 12.5 MVA | 33/6.3 | 25 |
| New Hospital D.C. | 2 x 15 MVA | 33/11 | 30 |
| Mater Dei DC | 1 x 22.5 MVA | 33/11 | 22.5 |
| Valletta D.C. | 3 x 22.5 MVA | 33/11 | 67.5 |
| Marsa South DC (132kV) | 2 x 50 MVA | 132/11 | 100 |
| | 1 x 90 MVA | 132/33 | 90 |
| Kirkop D.C. | 2 x 22.5 MVA | 33/11 | 45 |
| Tarxien D.C. | 3 x 22.5 MVA | 33/11 | 67.5 |
| Marsascala D.C. | 2 x 22.5 MVA | 33/11 | 45 |
| Hal Far D.C. | 2 x 22.5 MVA | 33/11 | 45 |
| Freeport DC | 1 x 30 MVA | 33/11 | 30 |
| Kappara DC | 2 x 90MVA | 132/33 | 180 |
| Maghtab TS | 2 x 250MVA | 230/132 | 500 |
| | | TOTAL | 1872.10 MVA |

The 11kV reinforcement projects and the construction and commissioning of new distribution substations are generally considered as routine works. These 11kV reinforcement projects are usually included in short-term plans that extend between one and two years, with new projects being proposed annually. Twenty five to thirty new distribution substations are added to the network each year. About two thirds of these are installed in substation rooms constructed by

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 17 of 43 |


third parties while the rest are fully provided by Enemalta on land acquired mainly from the Government. The low voltage system in the Maltese Islands is a three phase, 4 wire, 400/230V system. The acceptable tolerance on the voltage level for consumers is +10% to -10%. The low voltage system consists mainly of overhead lines except in Valletta and Floriana, where the system is mainly underground.

In order to safeguard further the environment and to enhance system reliability, Enemalta's policy is that future 11/33kV circuits shall be installed underground.

Gozo is supplied with electricity from Malta via three submarine cable circuits which pass over the island of Comino where there is a 33/11kV distribution centre to supply electricity to Comino.

For the Distribution Transmission System layout refer to the Enemalta Intranet portal link below:

[Documents Environmental Management System \(EMS\)/Drawings / Distribution High Voltage - HV - Transmission System Network](#)

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 18 of 43 |

3 PLANNING

3.1 ENVIRONMENTAL ASPECTS

MP 5 - Procedure for Environmental Aspects Evaluation has been defined to detail rules and responsibilities to identify and evaluate direct and indirect environmental aspects. This procedure is available on the Enemalta Intranet Portal at location:

[Documents/Environmental Management System \(EMS\)/Manual & Management Procedures/EMS - Management Procedures/](#)

The aim of the environmental aspects evaluation is to identify those aspects which have significant environmental impacts.

ENE plans improvement programs or defines operative procedures to keep significant environmental aspects under control within the EMS.

Relationships between ENE activities and the environment are analysed and documented into the “environmental analysis review”.


In the environmental review, the following are described and regularly updated:

- the established activities and processes;
- the environment (surface water, air, etc.) on which environmental impacts effect;
- the more significant environmental aspects.

The environmental aspects identification and evaluation is documented in the “Environmental Aspect Register”, available for Marsa Power Station, Delimara Power Station and Distribution, which is regularly updated.

Environmental data are summarised into the “matrix of environmental data” (e.g. resources consumption, waste production, atmospheric and wastewater discharge analysis, etc.).

The environmental aspects evaluation is also discussed in the Management Review.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 19 of 43 |

The Environmental aspects evaluation procedure establishes responsibilities to identify and evaluate direct and indirect environmental aspects of the energy production and energy distribution activities.

The evaluation is carried out using criteria specified into the procedure for direct and indirect aspects in normal and anomalous conditions and emergency conditions. When an aspect is considered to have a significant impact, the organisation shall prepare a "response" which may be an improving objective or more control through procedures or monitoring.

3.2 LEGAL AND OTHER REQUIREMENTS

MP 7 - Legal Requirements Procedure defines responsibilities and detailed rules used by ENE to identify all relevant legal requirements, to define how to comply with them and to plan proper monitoring to ensure continuous compliance. This procedure is available on the Enemalta Intranet Portal at location:

[Documents/Environmental Management System \(EMS\)/Manual & Management Procedures/EMS - Management Procedures/](#)


MP 3 - Environmental Data Monitoring and Surveillance Procedure defines responsibilities and rules use by ENE to plan and carry out environmental surveillance regarding EMS performances and legal compliance. This procedure is available on the Enemalta Intranet Portal at location:

[Documents/Environmental Management System \(EMS\)/Manual & Management Procedures/EMS - Management Procedures/](#)

Regulatory Office is to be provided with adequate means and has to keep regularly up-to-date with any new/revised legislation or other new/revise legal requirements, be it an EU or Local legislation. This procedure defines specific responsibilities to identify legal requirements relevant for Enemalta's activities and to identify actions to be planned to reach and maintain the conformity.

The identification of applicable legal requirements is documented into **DOC 4 - Legislation Summary List**, available on the Enemalta Intranet Portal at location:.

[Documents/Environmental Management System \(EMS\)/DOCs/](#)

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 20 of 43 |

Monitoring of legal compliance is to be regularly performed through internal audits and action plans are to be planned and implemented to achieve and maintain compliance where non-conformities are identified. New or modified plants or devices, monitoring, applications, procedures, licenses or permits and documents are all to be audited with respect to legal compliance. All involved Enemalta plc sections shall cooperate to define what needs to be done in order to comply with the requirement and to consequently define action plans. Where necessary, Enemalta plc top management is also to be involved to grant adequate resources.


In order to plan the legal compliance surveillance, the internal audit program and the environmental data monitoring and surveillance plans will be used to establish which information needs to be analysed in order to assess the availability of the environmental permits and the compliance to legal requirements.

3.3 OBJECTIVES, TARGETS AND PROGRAM

This section of the EMS manual defines how Enemalta identifies and reviews its environmental improvement objectives and targets. No specific management procedure is established, and this procedure is carried out in the Management Review.

According to the ISO 14001:04 definitions, the Environmental Coordinator shall cooperate with all Environmental Representatives and with any other interested Enemalta responsible person to identify improvement objectives according to Enemalta's environmental policy and to ensure continual improvement of the EMS performances. Quantified targets shall be identified by the EC whenever possible.

One or more improvement objective(s) shall be defined in the case where in the Environmental Aspects Register described in Section 3.1, a significant environmental aspect scores a "3" or a "4" in the 4th criterion "Possibility of Improvements". In order to do this, proper targets and indicators are defined and chosen by the EC for each quantified objective.

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|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 21 of 43 |

To establish the objectives and targets, the EC should take into account:

- company or corporate strategic/major projects in place
- legal requirements and other subscribed requirements
- significant environmental aspects
- technological options
- financial, operational and business requirements
- the views of interested parties


Objectives and targets are listed in a document which is issued once a year, called the **Environmental Improvement Program (EIP)**. The EC is responsible to prepare and update this document, supported by the MR. This document is discussed with the concerned Enemalta personnel prior to the Management Review meeting and is then presented to Enemalta top management during the said meeting where it is approved or otherwise. During this meeting, , the status of the previous year objectives is analysed to determine whether the target set can be achieved within specified time frames.

This document includes:


- Objectives description
- Targets
- Deadlines
- Implementation Responsibilities
- Resources
- Links with other projects
- Action Plan Number
- Budget Allocation

Resources, which can be human, financial, economical, technical means, etc and responsibilities for each objective and target shall be approved by and made available by the Board of Management or by the appropriate Manager/s competent to the required management level.

When required, objectives and targets may also be approved/authorised by the Executive Chairman or by other relevant top management.

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|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 22 of 43 |

Should there be reasonable justification for a particular objective to be updated/removed, this has to be clearly documented in the Management Review and also approved by the MR. Actions to reach legal compliance may also be included into the Environmental Improvement Program and managed following the same criteria and rules.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 23 of 43 |

4 IMPLEMENTATION AND OPERATION

4.1 RESOURCES, ROLES, RESPONSIBILITY AND AUTHORITY

This section describes how Enemalta plc plans the EMS organisation in order to provide adequate resources, while putting into practice the EMS policy, objectives and achieve continuous improvement of the Environmental Management System. Such resources will be provided by the Board of Directors or top management, for example, human and financial resources in order to establish, implement, maintain and improve the EMS. Structural and technical means, specialised skills, etc. may also be provided by the Board of Directors or Enemalta plc top management. The Executive Chairman and Enemalta plc Top Management have the responsibility to define how to use and allocate resources.

Duties and responsibilities for each title/position within Enemalta plc are documented in the “job descriptions” together with the required skills. Enemalta plc Human Resources Section is responsible to document and communicate roles and responsibilities of people working for Enemalta plc.

The EMS Organisational Chart is available on the Enemalta Intranet Portal at location:

[Documents/Environmental Management System \(EMS\)/EMS Organisation/EMS Organisational Chart](#)


4.1.1 Organisation within the Environmental Management System

Within the EMS, a Management Representative (MR) is appointed by Chief Executive Officer or the responsible person for the EMS section in order to ensure that the EMS is properly established, implemented and maintained in accordance to the requirements of the ISO 14001:04 International Standard and to report to top management on the performance of the EMS for review, including recommendations for improvement.

To provide adequate support to the MR and to coordinate the whole EMS and support and coordinate all processes for the EMS, such as document control, non conformities, preventive and corrective actions planning, internal audit planning, etc., an “Environmental Coordinator” (EC) is appointed.

Moreover, within the Enemalta plc sections which have high environmental impacts, “Environmental Representatives” (ERs) are identified and appointed in order to give support to the EC for procedures and SOPs implementation, data collection, monitoring activities, coordination with contractors, etc.

A specific appointment document is available for all three roles.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 24 of 43 |


4.2 COMPETENCE, TRAINING AND AWARENESS

This section of the EMS manual describes criteria used by Enemalta plc related to competence, Training and Awareness, as documented in **MP 6 - Training Competence and Awareness Procedure**, available on the Enemalta Intranet Portal at location:

[Documents/Environmental Management System \(EMS\)/Manual & Management Procedures/EMS - Management Procedures/](#)

This procedure describes the following items:

- Ensuring competence of people working for Enemalta plc - Human Resources section is responsible to recruit people competent for their role and having appropriate skills, according to those detailed into the “job descriptions”.
- Definition of training needs of staff performing activities which influence the environmental impacts of the organization. This can be done by the:
 - Section Manager who identifies general training needs and communicate them to the HR Manager
 - Environmental staff within Enemalta plc (EC, ERs) – will perform a training need analysis to identify specific environmental training needs associated with activities linked significantly to environmental aspects. Furthermore they will then inform the competent Section managers in order to include them into their training proposal to the HR manager.
 - Employee himself.
- Development of proper training plans. This is done on an annual basis, and for a longer term when possible, detailing planned training activities for all the staff. Environmental training needs are included in this training planner.
- Awareness of Enemalta plc employees or any persons working on its behalf, about:
 - the importance of conformity-to the environmental policy and procedures;
 - the significant environmental aspects and the actually related or potential impacts associated to one’s work, and the environmental benefits together with the improved personal performance;
 - their roles and responsibilities in achieving compliance with the requirements of the environmental management system;
 - the potential consequences of departure from specified procedures.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 25 of 43 |


- Update of training records, to ensure that all personnel are given the necessary training related to their job duties;
- Evaluation of the effectiveness of training by means of Training Evaluation Forms to determine the learning outcome from the training, as well as obtaining feedback on the way the training was delivered.
- Ensuring that there is good communication between Human Resources Section and the Training department to ensure that all the necessary training is given to the employee following relocation of personnel or new personnel induction.

4.3 COMMUNICATION

This section of the EMS manual defines roles and responsibilities within Enemalta plc for internal communication among the various levels and functions of the organisation and for receiving, documenting and responding to relevant communication from external interested parties. No specific procedure is established.

Communications may be internal by Enemalta plc or external by/to third parties.

- Internal Communications
 - Internal communications related to environmental aspects of Enemalta plc activities shall be sent to the competent ER or to the EC.
 - Whenever possible e-mail is the preferred option.
 - Communications related to legal compliance are always significant and should be sent to the EC.
 - EC is responsible to inform all Enemalta Sections of the importance of collecting environmental communications and responding to them. EC may ask for more information about these communications to ERs and to any informed person within Enemalta plc.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 26 of 43 |

○ External Communications

- Communications with external parties to Enemalta plc are handled through two main channels as follows:

(a) Mass media and social media


Third party communications in relation to environmental aspects and impacts by Enemalta plc can be issued via the media, mainly social media platforms, newspapers, radio and television. These communications will be dealt with by the Communications Office. Where possible, a copy of communication or references to Enemalta plc published in newspapers is kept by the Communications Office. Every third party public communication about Enemalta plc is duly considered and assessed and referred to the specific department involved for further feedback. If necessary, the Communications Office may reply to the third party communication, either through another mass media or social media communication, such as a media release, or else directly to the third party involved..

(b) Customer Care

Communications from the general public in relation to environmental aspects and impacts to Enemalta plc are normally received by the Company's Customer Care Section. Usually these communications are in the form of a complaint or suggestions, communicated verbally or in writing. These communications are recorded by the Customer Care Section in the Environmental Communications database specifically set up for this purpose. The Customer Care representative receiving the complaint will then forward the communication or complaint to the relevant manager/head responsible for the section concerned via email keeping the Environmental Coordinator in copy.


The manager responsible for the concerned section will follow up and send a reply to the communication or complaint received to the Customer Care Section representative, who in turn will forward it to the third party. The EC is to be kept in copy of the reply. The Customer Care Section Representatives are also entrusted with the updating of the Environmental Communications database.. A soft copy of this data is always available to the EC.

- Communications to external parties to Enemalta plc may take various forms, including but not limited to letters and emails, meetings, social media engagement, and where necessary, public communications such as media releases.
- The Enemalta website, www.enemalta.com.mt, is kept constantly updated with information about the Company's EMS, as well as with information on how to access important

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|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 27 of 43 |

environmental data related to the Company's operations, including emissions monitoring results.

Specific significant environmental aspects and environmental objectives shall be made available to the general public, through different forms which include the Enemalta website. Information to the public about these subjects will be considered only in case of any specific requests, following approval from top management. The list of such publicly available documents is made available through Management Review Reports, and updated only during such meetings, keeping minutes of the approved decisions. Specific information about Enemalta's environmental aspects and environmental objectives are also passed on to contractors or third parties working on behalf of Enemalta, through briefing document and other EMS relevant communications.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 28 of 43 |

4.4 EMS DOCUMENTS

This section of the EMS Manual describes criteria adopted by Enemalta plc to define the EMS documents. Any documentation related to the environment and the EMS is available on the Enemalta Intranet Portal at the location:


[Documents/Environmental Management System \(EMS\)](#)

More information about documentation is available in the Management Procedure **MP 8 – Document Control Procedure**, available on the Enemalta Intranet Portal at location:

[Documents/Environmental Management System \(EMS\)/Manual & Management Procedures/EMS - Management Procedures/](#)

EMS documents include, but are not limited to:

- General documents prepared to state and/or describe the main elements of the EMS, such as the Environmental Policy, the Environmental Improvement Program and the Environmental Aspect Register.
- The EMS Manual: This manual provides an overview of Enemalta plc and activities it undertakes. It defines the scope of the EMS within Enemalta plc, describes the criteria adopted to carry out activities with reference to management and operative procedures. Furthermore it and also defines the roles and responsibilities defined to for carrying out specific activities, such as the Management Review.
- EMS Procedures, which are documents to enable us in the design and plan of how to carry perform a specific task and out activityies. These include:
 - “Management Procedures”, such as “Document Control Procedure”, “Competence, Training and Awareness Procedure”, “Internal Audit Planning Conducting and Reporting Management Procedure”, etc.
 - “Standard Operating Procedures” prepared to help ensure that the ideal planed specific technical activities within the electricity generation and distribution sections are observed
- Documents prepared to plan activities, such as the audit program.
- Documents to keep records of planned and carried out activities (forms, templates, logs, reports, minutes).
- Internal Audit reports and Action Plans
- External documents

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 29 of 43 |


- The aim of these EMS documents is to:
 - Allow third parties (Public authorities, Certification bodies, clients, partners, etc.) to understand how Enemalta plc plans its activities with regards to the environment
 - Communicate within Enemalta plc responsible and employees responsibilities and rules adopted to carry out activities
 - Improve employee participation and consensus to the correct planning of activities
 - Improve experience and know-how within the organization
 - Make information easily accessible and user friendly
 - Grant the efficacy of the EMS at all times
- The Lead Auditor keeps the Document Control Excel sheet updated. The EMS document list shows the following:
 - Title of the document referred to the ISO 14001 clause or to the environmental aspect.
 - Scope of the document:
 - DPS
 - MPS
 - DIST
 - ALL
 - The responsibility to write, verify and approve the document
 - The revision number and date
 - Distribution list

The EMS Document list is named DOC14 EMS and SMS Document list and Status and is kept in the Draft Documents file in the link below.

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4.5 CONTROL OF DOCUMENTS AND RECORDS

This section of the EMS Manual describes the procedure **MP 8 - Document Control Procedure** which defines responsibilities and detailed rules used by Enemalta plc to identify, write, verify, approve and distribute Environmental Management System documents and forms and also to ensure that effective Document Control is maintained at all times. The aim for document control is to ensure that the latest

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 30 of 43 |

updated EMS documents and records are clearly identified and easily accessible to all Enemalta plc employees that would need to use them.

This procedure also defines the method of distribution of all EMS documents and forms, their replication and deletion, as well as the locations of such documents. This procedure:

- Ensures proper preparation of documents and procedures by competent personnel
- Ensures correct identification of documents and of their date and number of revision
- Defines appropriate responsibilities for documents verification and approval
- Establishes proper rules for the distribution of documents
- Ensures documents review, updating and re-approval as appropriate
- Ensures documents availability for all interested personnel in all locations where relevant activities for the EMS are carried out
- Ensures that documents of external origin necessary for the planning and operation of the environmental management system are identified and their distribution controlled
- Prevents the use of obsolete documents.

4.6 OPERATIONAL CONTROL


This section of the EMS manual describes criteria adopted by Enemalta plc to plan and keep under control all operations associated with significant environmental aspects of the activities.

Documented operational procedures (namely, Standard Operating Procedures – SOPs) are in place in order to specify instructions and detailed conditions to carry out operations.

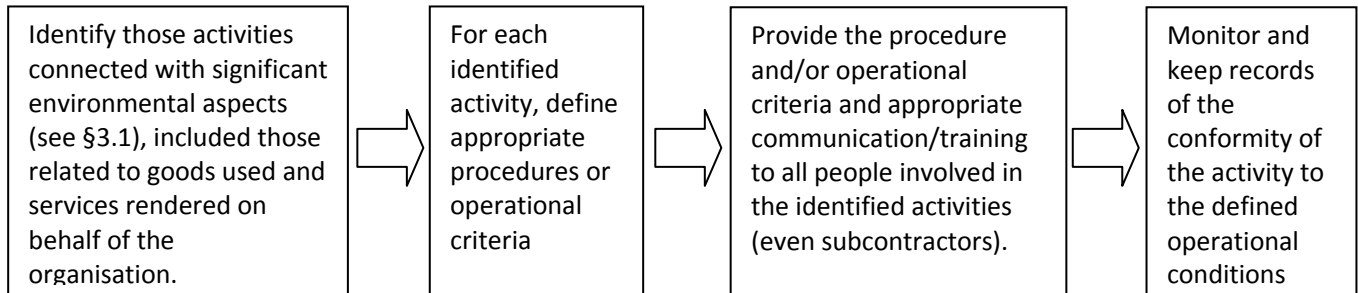
SOPs have been introduced to ensure that operations are carried out in compliance with Enemalta plc. Environmental Policy and objectives.

The list of SOPs is available in the EMS Document Control Database. Detailed responsibilities and instructions are defined in each SOP.

SOPs deal with maintenance, control, cleaning, inspection and monitoring activities for DPS, MPS, Distribution and Stores. SOPs can also deal with planning and managing normal, abnormal or emergency operational conditions.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 31 of 43 |

The scheme which defines the method of keeping the activities under control is the following:



For MPS and DPS, SOPs have been defined on the basis of the requirements of the IPPC permit as issued by ERA for each power station.


4.7 SUPPLIERS AND CONTRACTORS

The purpose of this procedure is to establish rules, roles and responsibilities with which Enemalta plc shall identify any potential environmental impact that might be caused by goods and/or services to be provided by suppliers and contractors. These suppliers and contractors shall also be obliged to comply with all relevant EMS requirements.

The procedure is also applicable to all staff purchasing any good, service or works which might give rise to an environmental impact.

Enemalta plc purchases goods and services from external suppliers and contractors. In these cases, although Enemalta is not directly carrying out the activities of production/quality of goods or in the service rendered by these suppliers/subcontractors. These third parties are to be informed of all about procedures and operational criteria directly related to their goods/service whilst always remaining to be compliant to Enemalta's EMS requirements at all times. For this purpose, the procedure **MP 2 - Suppliers and Contractors Management Procedure** has been developed to influence safeguard and control environmental aspects of purchased goods or activities. This available on the Enemalta Intranet Portal at the location:

[Documents/Environmental Management System \(EMS\)/Manual & Management Procedures/EMS - Management Procedures/](#)

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 32 of 43 |

For each Service or Goods Purchased Contract, Enemalta plc includes a list of tender clauses (**DOC 1 - Tender Clauses related to EMS**) which are to be followed by the subcontractor during the contract period:

- identifying environmental characteristics of goods and services;
- identifying the need of specific operational procedures or requirements for the contractor(s);
- planning conditions for acceptance controls;
- planning – when appropriate – monitoring of the suppliers' activity to check the compliance to the contract (interim audits).

DOC 1 is available on the Enemalta Intranet Portal at the location:

[Documents/Environmental Management System \(EMS\)/DOCs/](#)


4.8 EMERGENCY PREPAREDNESS AND RESPONSE

There are several emergency situations that may arise from Enemalta plc activities in MPS, DPS and within the Distribution Department. Emergencies that can be connected with environmental aspects have been identified within the Initial Environmental Review and have been evaluated into the "Environmental Aspects Register".

Environmentally significant emergencies are mainly due to accidents linked with:

- Fire risk due to flammable and combustible substances and materials (mainly fuels, oils)
- Spills of chemicals (fuels, oils, reagents such as acids, soda, etc.)
- Leaks from storages, plants or devices (e.g.: SF₆ leaks from switchgears)
- Switchgear or transformer explosions

SOPs specify the responsibilities and procedures to be followed for emergency prevention, preparedness and control. However, specific Emergency Plans have also been drawn up for each of MPS, DPS and the High Voltage Network. In the case of MPS and DPS, these emergency plans are based on the requirements of the IPPC permit issued by ERA for each power station, as well as other internal procedures. These Emergency plans have been prepared to set up standard procedures in the event of such occurrences (emergencies), whilst, also allocating specific responsibilities and the immediate action that is required to be taken in the event of fire, injury, oil or chemical spill, in order to minimise the consequences of such incidents. The plans will ensure that all efforts are co-ordinated through one point and for a common aim. The main aims of these plans are:

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 33 of 43 |

- Ensuring safety of personnel (plant personnel, public, response personnel)
- Ensuring pollution prevention whilst avoiding ecological damages
- Avoiding or minimising damage to third party property
- Minimising or avoiding damage to plant
- Minimising or avoiding financial loss
- Minimising or avoiding loss of supply to consumers

The list of mentioned accidents is:


- Fire inside plant
- Fire in vehicle
- Fire in administration block
- Fire at quay
- Injury inside plant
- Spill in tank area
- Oil spill into/at sea (DPS & MPS)
- Oil spill into/at sea (Menqa or diesel tank – only for MPS)
- Chemical spill / release

For DPS & MPS, the emergency plan has to comply with requirements of the Seveso Directive for the Control of Major Accidents Hazards (COMAH).

All emergency plans have been distributed to the Authorities including the Occupational Health & Safety Authority (OHSA) and the Civil Protection Department, as well as to insurers. Any updates are readily sent to them. The Civil Protection Department has also based its response to incidents according to the emergency plans.

The MPS, DPS and High Voltage Network Emergency Plans are available on the Enemalta Intranet Portal at location:

[Documents/Emergency Plans](#)

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 34 of 43 |

5 CHECKING

5.1 MONITORING AND MEASUREMENT

This section of the EMS Manual is to define responsibilities and rules adopted by ENE Enemalta plc to carry out environmental performances monitoring.

The **MP 3 - Environmental Data Monitoring and Surveillance** procedure defines responsibilities and rules used by Enemalta plc to plan and carry out environmental surveillance. This procedure is available on the Enemalta Intranet Portal at location:

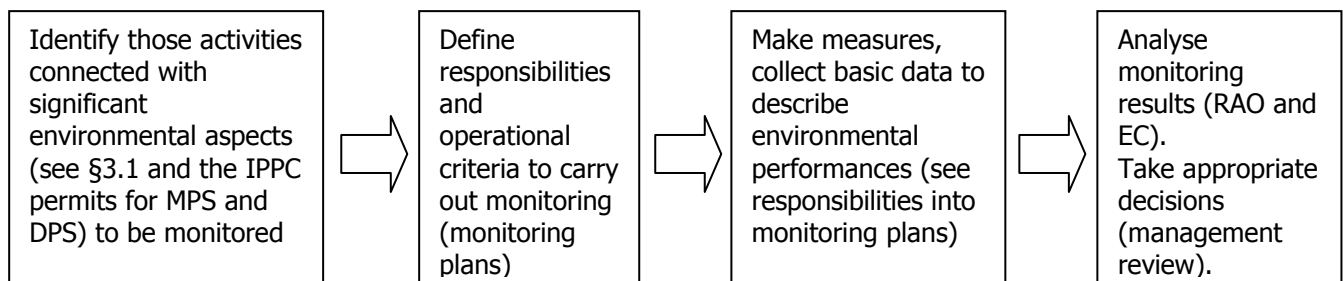
[Documents/Environmental Management System \(EMS\)/Manual & Management Procedures/EMS - Management Procedures/](#)


Environmental aspects monitoring and measurement have been planned according to the Environmental Aspects Evaluations (see Environmental Aspects Register).

For MPS and DPS, monitoring has been planned also on the basis of the requirements of the IPPC permit issued by ERA for each power station.

When appropriate, proper monitoring activities have been planned to ensure a correct understanding of the environmental performance trends.

The scheme adopted for monitoring of environmental aspects is the following:



| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 35 of 43 |

Responsibilities and planning for monitoring have been defined with three different plans:

- DPS Environmental monitoring plan
- MPS Environmental monitoring plan
- DIST Environmental monitoring plan

These plans define the parameters to be controlled, frequency of the controls, responsibilities for monitoring, etc.

Records and reporting have been defined within monitoring plans taking into account templates provided for MPS and DPS by the IPPC permits.

Any Enemalta plc function / responsible mentioned in the monitoring plans is responsible for collecting and reporting data as planned.

RAO and EC shall cooperate as detailed in the Environmental Data Monitoring and Surveillance Procedure, to plan surveillance and to prepare appropriate reports to the Enemalta plc management and to public authorities.


5.1 EVALUATION OF COMPLIANCE

See section n. 3.2.

5.2 NON CONFORMITY, CORRECTIVE ACTION AND PREVENTIVE ACTION

The MP 4 – Nonconformities, Corrective and Preventive Actions Management Procedure has been defined to detailed rules and responsibilities to identify and manage non conformities, corrective and preventive actions. This procedure is available on the Enemalta Intranet Portal at location:

[Documents/Environmental Management System \(EMS\)/Manual & Management Procedures/EMS - Management Procedures/](#)

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 36 of 43 |

The aim of the NC, CA and PA procedure is to support the EMS performances improvement through:

- removal of undesired effects of non conformities
- removal of the causes of non conformities
- improvement of the EMS by implementing preventive actions

Enemalta plc staff is involved in the NC identification, as well as the ER and the EC.

ER and EC have the role to receive communications regarding NCs and EMS improvement opportunities (proposals of PA) and to propose CA and PA.

The EC has the role to keep the NC register updated and to ensure the general coordination of the CA and PA planning and completion.

Technical staff and responsible engineers are involved to verify the feasibility of the CA / PA and to carry out actions when required.

The “Non conformities, Corrective and Preventive Actions Management” procedure defines appropriate responsibilities to identify causes of the NC, to plan and monitor corrective actions and to assess the efficacy of the CA itself.

NC, CA and PA management is documented into the “Register of non conformities”, the “Action plans” and the “internal environmental communication module”.

The Register lists all the NC, CA and PA, describing responsibilities for management, action status , etc.

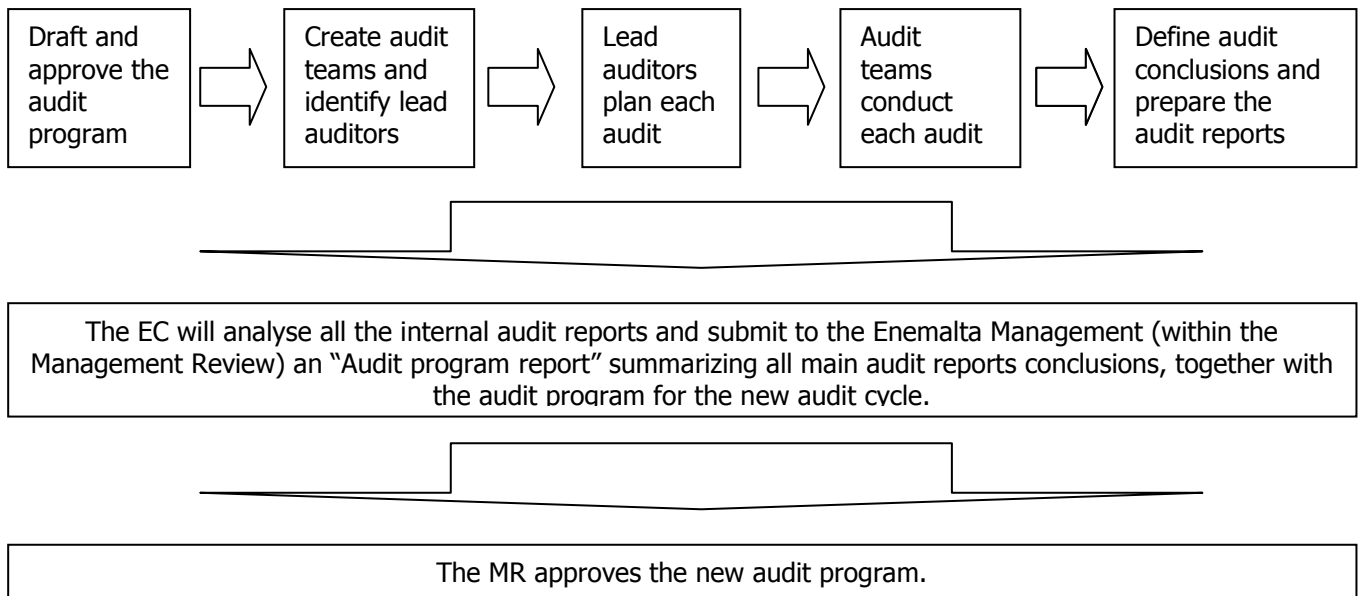
The Action plans list in detail each action establishing detailed tasks, responsibilities, deadlines, resources, methods for control and for the final effectiveness assessment.

The communication module can be used by any member of Enemalta plc staff to send documented information to ER and / or EC about any environmental aspect or problem.

5.3 INTERNAL AUDIT

The “Internal audit planning, Conducting and Reporting” procedure has been defined to detail rules and responsibilities to plan, conduct and report internal EMS audits.

The scheme adopted by Enemalta plc to manage the internal audit program is the following:




The Internal audit procedure defines detailed responsibilities for each step

The audit cycle is documented by:

- The audit program
- Audit plans
- Audit checklists and records
- Audit reports
- Audit program report

The Internal audit procedure defines also audit objectives and requirements for auditors and lead auditors.

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|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 38 of 43 |

6 MANAGEMENT REVIEW

This section of the EMS manual defines rules and responsibilities to carry out Management Review of Enemalta plc EMS.

The Management review is to ensure that the EMS continues to provide suitability, adequacy and effectiveness, to assess opportunities for improvement and needs for change.

EC shall prepare the Management review.

ER and Enemalta plc staff shall cooperate with EC to provide the necessary support to collect data and information, prepare documents, discuss all items in order to prepare in the most effective way the EMS performance to Management.

The Management review will be planned at least on an annual basis.

More than one meeting may be held with different people attending in order to allow for the most effective discussion on each item.


The Management Review report will be first presented to the management during the Management Review Meeting, and will then be updated with any minutes or decisions taken as the meeting proceeds. The EC will prepare a final copy which will be formally approved by MR and relevant top management.

The management review shall be conducted under the responsibility of the MR with the support of EC. Top Management, Managers, Head of Sections, ERs; EMS Team and any others responsible will be invited according to specific requirements.

“Top level” aspects include:

- policy,
- objectives,
- resources needed for the EMS when required,

These will be reported to the Top Management when the final Management Review Report is delivered to all.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 39 of 43 |

The list of other items discussed during the Management Review Meeting includes:

- follow-up actions from previous management reviews;
- results of internal audits
- evaluations of compliance with legal requirements and with other requirements to which the organization subscribes; discussion of new legal requirements;
- communication(s) from external interested parties, including complaints;
- environmental performance;
- status of objectives and targets; planning new objectives and updating existing ones;
- status of corrective and preventive actions;
- analysis of the effectiveness of the EMS; analysis of new requirements for documents or procedures;
- changing circumstances related to its environmental aspects (new requirements from authorities, changes within the organization, etc.);
- suggestions for improvement of the EMS.

Normally, the following outputs shall be approved:

- Confirmed or modified environmental policy
- EMS organizational chart and resources for the EMS (modified or confirmed)
- Environmental objectives and targets
- Training plans / needs
- EMS Documentation made available to the public


7 TERMS AND DEFINITIONS

- **Auditor:** Person with the competence to conduct an audit.
- **Audit program:** A group of audits planned within a defined period of time and focused to a specific objective (ISO 14011)
- **Audit plan:** Description (plan) of a specific audit activity (ISO 14011)
- **Continual improvement:** Recurring process of enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organization's environmental policy
Note: The process need not take place in all areas of activity simultaneously.
- **Corrective action:** Action to eliminate the cause of a detected nonconformity.
- **Document:** Information and its supporting medium.
Note 1: The medium can be paper, magnetic, electronic or optical computer disc, photograph or master sample, or a combination thereof.
- **Environment:** Surroundings in which an **organisation** operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.
Note: Surroundings in this context extend from within an organization to the global system.
- **Environmental aspect:** Element of an organization's activities or products or services that can interact with the environment.
Note: A significant environmental aspect has or can have a significant environmental impact.
- **Direct environmental aspects:** Those environmental aspects under Enemalta plc total management control as aspects linked to maintenance or Enemalta plc plants.
- **Indirect Environmental Aspects:** Those environmental aspects for which Enemalta plc may not have full management control (for example subcontracted services).
- **Environmental impact:** Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.
- **Environmental management system:** Part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects.

Note 1: A management system is a set of interrelated elements used to establish policy and objectives and to achieve those objectives.


Note 2: A management system includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources.

- **Environmental objective:** Overall environmental goal, consistent with the environmental policy, that an organization sets itself to achieve.
- **Environmental performance:** Measurable results of an organization's management of its environmental aspects.
Note In the context of environmental management systems, results can be measured against the organization's environmental policy, environmental objectives, environmental targets and other environmental performance requirements.
- **Environmental policy:** Overall intentions and direction of an organization related to its environmental performance as formally expressed by top management.
Note: The environmental policy provides a framework for action and for the setting of environmental objectives and environmental targets.
- **Environmental target:** Detailed performance requirement, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
- **Interested party:** Person or group concerned with or affected by the environmental performance of an organization.
- **Internal audit:** Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled.
Note: In many cases, particularly in smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being audited.
- **Legal requirement:** Obligation established by Maltese legislation, EU Regulations and Directives or any authorisation, permit, etc. released to Enemalta plc.
- **Nonconformity:** Non-fulfilment of a requirement.
- **Organization:** Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

| | | |
|---|---------------------------------|---------------|
|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 42 of 43 |

Note: For organizations with more than one operating unit, a single operating unit may be defined as an organization.

- **Preventive action:** Action to eliminate the cause of a potential nonconformity.
- **Prevention of pollution:** Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.
Note: Prevention of pollution can include source reduction or elimination, process, product or service changes, efficient use of resources, material and energy substitution, reuse, recovery, recycling, reclamation and treatment.
- **Procedure:** Specified way to carry out an activity or a process.
Note 1: Procedures can be documented or not.
Note 2: Adapted from ISO 9000:2000, 3.4.5.
- **Record:** Document stating results achieved or providing evidence of activities performed.

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|  | File: EMS Manual_r4_2016-06-12 | |
| | Environmental Management System | Page 43 of 43 |

8 ACRONYMS

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| ENE | Enemalta plc |
| DPS | Delimara Power Station |
| MPS | Marsa Power Station |
| DIST | Distribution (including both Distribution and Development Sections) |
| EMS | Environmental Management System |
| EU | European Union |
| ISO | International Standard Organisation |
| MR | EMS Management Representative |
| EC | Environmental Coordinator |
| ER | Environmental Representative |
| EIP | Environment Improvement Program |
| RAO | Regulatory Affairs Office |
| IPPC | Integrated Pollution Prevention and Control |
| ERA | Environment & Resources Authority |
| NC | Nonconformity |
| CA | Corrective Action |
| PA | Preventive Action |