



THE KENYA POWER & LIGHTING COMPANY PLC

OPERATING PROCEDURES

IN RESPECT OF

INTERGRATED ENVIRONMENTAL IMPACT ASSESSMENT

Date of Commencement: 2006.03.01

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Part A – Terms, Definitions and Abbreviations

1. **Client** means Manager, Projects, Manager/ Manager, Construction/ Manager responsible for Administration, Chief Engineer, Off-grid Stations and any other stakeholders
2. **EMCA** refers to the Environmental Management and Co-ordination Act, Cap. 387
3. **EPRA** refers to the Energy and Petroleum Regulatory Authority
4. **ESS** means Environmental and Social Specialist
5. **HESS** means the Head of Environment and Social Section
6. **IEIA** means Integrated Environmental Impact Assessment
7. **KP** stands for The Kenya Power and Lighting Company PLC
8. **M-SHE** refers to the Manager, Safety Health and Environment
9. **NEMA** refers to the National Environment Management Authority
10. **RAP** means Resettlement Action Plan
11. **SE** means Socio-Economist
12. **SHE** means Safety, Health and Environment

Part B – Purpose

The purpose of this procedure is to outline the steps to be followed in carrying out Integrated Environmental Impact Assessment (IEIA) for proposed projects in compliance with EMCA, the Environmental (Impact Assessment and Audit) Regulations, 2003, EMCA 1999 Legal Notices 31 & 32 of 2019 and any other relevant legislation as mentioned below.

Part C – Scope

This procedure applies to carrying out assessments of KPLC projects that pose potential environmental and social concerns and are out of character with their host environment. The scope shall also extend to advising on the need to prepare a RAP where necessary and submission of a Summary project report; IEIA Project report or IEIA study report to NEMA for approval before project implementation.

Part D – Method

1. IEIA Steps
 - 1.1 The Client shall give a written request to M-SHE to facilitate IEIA for a particular project
 - 1.2 M - SHE shall hand over within 24 hours the Client's request to HESS
 - 1.3 HESS shall determine whether a Summary Project Report or IEIA Report is required
 - 1.4 If the project requires a Summary Project report, HESS assigns to Environment Team who prepare and submit a report to NEMA within 10 days for review and approval
 - 1.5 If an IEIA report is required, HESS shall initiate the IEIA process and submit a project report within 45 days from the start of the IEIA Program to NEMA for review and approval
 - 1.6 If NEMA fails to approve and advises a full study to be carried out, HESS shall initiate Full IEIA study to be carried out and report submitted to NEMA within 90 days for review and approval. If approved at project report stage NEMA to grant license to be handed over by M-SHE to Client for project implementation
 - 1.7 HESS shall assign a team to carry out a full IEIA study and submit the report to

NEMA within 90 days for review and approval

- 1.8 NEMA grants IEIA license and M –SHE shall hand over the License within 24 hours to the client to progress project implementation
- 1.9 The Environment and Socio-Economists shall continually pursue implementation of the IEIA recommendations outlined in the ESMP report, those of KP Management, NEMA and maintain the associated progress reports in relevant file and forward them to M-SHE quarterly.

Part E – Responsibilities

The Head of Environment & Social Section shall be responsible for the effective implementation and maintenance of this working procedure.

Part F – References

These include the following -

1. EMCA
2. The Environmental (Impact Assessment and Audit) Regulations, 2003
3. Occupational Safety and Health Act (OSHA), 2007
4. KPLC Safety, Health and Environment Policy
5. KPLC Sustainability Policy
6. KPLC Stakeholder Engagement Policy
7. KPLC Project Management Policy

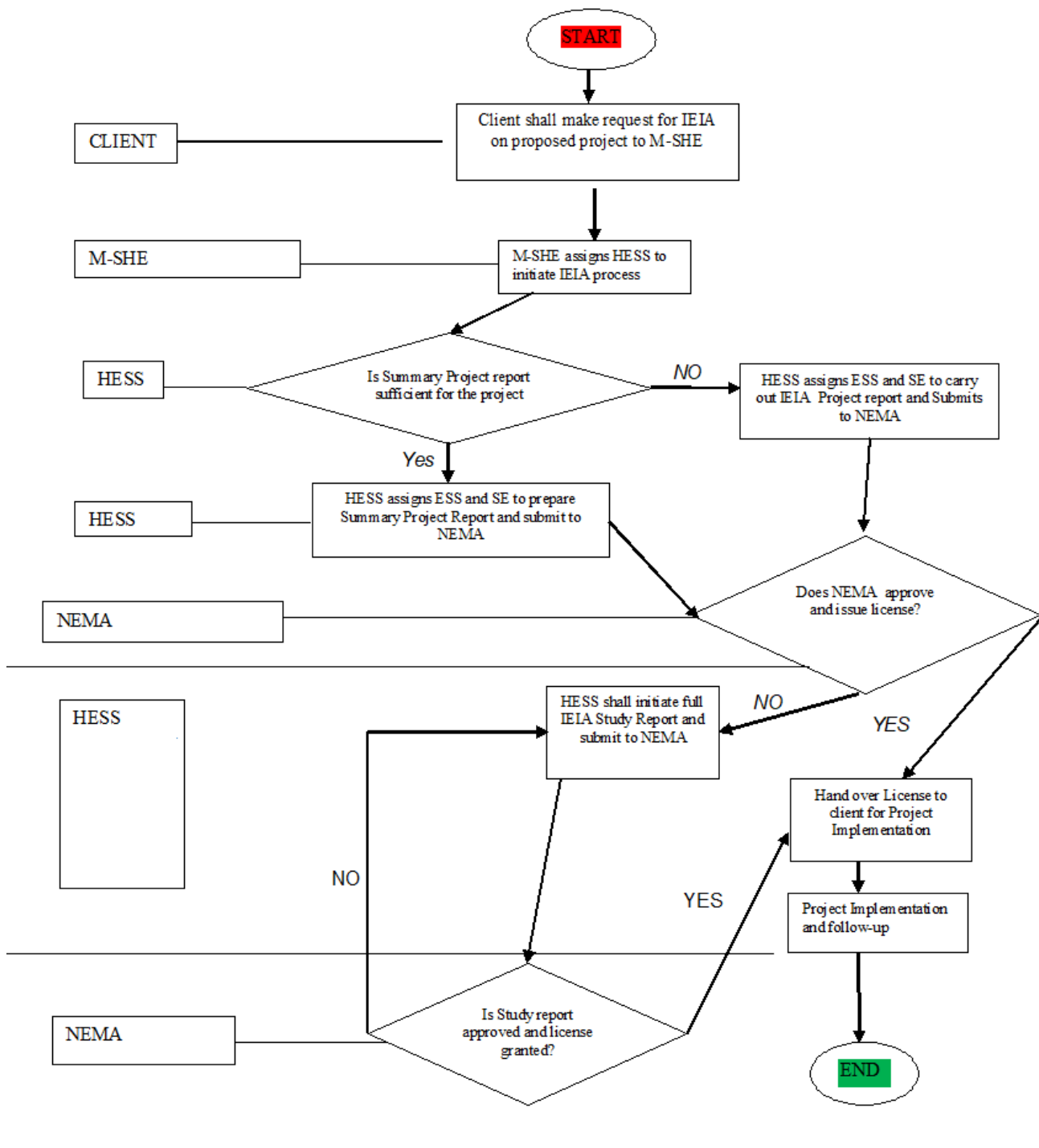
Part G - Appendices

1. IEIA Process Map
2. Process inputs and Outputs
3. Key Performance Indicators (KPIs)
4. Records

See further details/information of the Appendices below

1. IEIA Process Map

PLAYERS



2. *Process Inputs and Outputs*

S/No.	Inputs	S/No.	Outputs
1	Tools & Equipment/ Facilities – Cameras, PA system, noise level meters, Laptops, questionnaires	1	EIA Project license
2	Information- EMCA	2	EIA reports Public consultation minutes Filled questionnaires
3	External personnel – Consultants		
4	Internal Human Resource capital		
5	Budget – Money		

3. *KPIs*

- 3.1 Submission of Summary Project report to NEMA within 10 days from day M-SHE advises HESS to carry out IEIA
- 3.2 Submission of IEIA project report to NEMA within 45 days from day M-SHE advises HESS to carry out IEIA
- 3.3 Submission of IEIA Study report to NEMA within 90 days from day M-SHE advises HESS to carry out IEIA study report

4. *Records*

- 4.1 NEMA licenses
- 4.2 Summary Project Reports
- 4.3 IEIA Project Reports
- 4.4 IEIA Study Reports
- 4.5 Consultative Meeting Minutes
- 4.6 Duly filled NEMA submission form
- 4.7 Duly filled questionnaires
- 4.8 IEIA Report template
 - 4.8.1 The Final IEIA Report shall include the following: -
 - a) Executive Summary
 - b) Introduction / Background of the Study
 - c) Scope of IEIA Study
 - d) Terms of Reference
 - e) Objectives
 - f) IEIA Methodology
 - g) Policy, Legal and Regulatory Framework

- h) Project Description
- i) Assessment of Project Alternatives
- j) Environmental and Social-cultural settings (Baseline information)
- k) Key Findings
- l) Public Consultation
- m) Identification of Potential Impact
- n) Impact Mitigation
- o) Environmental and Social Management Plan
- p) Identification of gaps in knowledge and uncertainties encountered in compiling the Report
- q) Conclusion and Recommendations
- r) References

Procedures Issuance:-

1. *By Divisional Head - General Manager, Human Resource & Administration*
2. *Responsible Lead Manager - Manager, Safety Health & Environment*
3. *Section - Environment and Social Section*

** These Procedures are revisable under the authority of the Divisional Head*

_____END_____