

Notsi PV Project

ESG Reporting Guideline

For contractors and subcontractors completing the monthly ESG data submission checklist

MONTHLY SUBMISSION INSTRUCTIONS

1. Quick reference

Item	Requirement
What to submit	Completed ESG Data Submission Checklist plus supporting evidence for the reporting month.
Reporting period	The prior calendar month. For example, submit March data by 7 April.
Deadline	Monthly submission to Six Capitals by the 7th day of each month.
Email to	Hanja Fourie (hanja@sixcapitals.co.za)
Copy	Noeleen Padayachee Rughoonandan (noeleen@sixcapitals.co.za)
Important	Do not change the checklist structure, indicator rows, units or indicator descriptions.
Submission deadline Subcontractors should submit their data to Six Capitals (Contractor's ESG Consultant) by the 7th day of the month to meet project reporting deadlines.	

2. Why ESG data is collected

ESG means Environmental, Social and Governance. The Notsi Project collects ESG data to track project performance, meet reporting commitments and show that the project is being managed responsibly.

Good ESG data helps the project team identify issues early, improve performance and provide reliable information to the Employer, funders and other stakeholders. ESG Reporting is mandatory for the Notsi Project.

3. What data must be reported

Report on the information requested in the ESG Contractor Data Submission Checklist. The checklist covers the main project ESG areas:

- Environment - energy, water, waste, environmental incidents and environmental audits.
- People - employee and contractor numbers, hours worked, training, transformation and local procurement.
- Health and safety - audits, injuries, illnesses, recordable cases and stop work orders.
- Social and governance - stakeholder engagement, grievances, fines, community incidents, governance and management systems.

The data must relate to the relevant reporting month and to the Notsi Project scope only. Include activities that fall within the metric boundary described in the checklist.

4. How to complete the checklist

1. Open the cover sheet and fill in the contractor details, reporting month, preparer and date of submission.
2. Go to each applicable tab and complete every yellow highlighted input cell.
3. Read the Definition and Boundary columns before entering data. Only include data that falls inside the stated boundary.
4. Enter the monthly value in the Data column using the unit shown in the Unit column.

5. Use the Notes column to explain assumptions, estimates, unusual changes, exclusions or why a metric is not applicable.
6. Complete the Evidence submitted column by writing the name of the evidence file, attachment, or document reference.
7. Check the full workbook before sending. Blank cells should be avoided unless the checklist clearly does not require input.

5. Zero, not applicable and estimates

- Use 0 when the metric applies, but there was no activity or incident in the month. Example: 0 Lost Time Injuries.
- Use N/A only when the metric does not apply to your work. Explain the reason in the Notes column.
- Use an estimate only when final information is not yet available. Explain the method used in the Notes column and update the data when the final record is available.

6. Evidence requirements

Evidence must be submitted with the checklist. Evidence is needed so that the data can be checked and audited. The evidence should support the exact number, amount or statement entered in the Data column.

Examples of evidence include:

Metric area	Evidence examples
Energy and water	Invoices, meter readings, logbooks, delivery notes, fuel slips, calibration records.
Waste	Waste manifests, weighbridge records, disposal certificates, waste contractor reports.
People and training	Payroll reports, HR records, contractor appointment records, timesheets, training records.
Health and safety	Incident registers, investigation reports, medical reports, audit or inspection reports.
Social and governance	Meeting minutes, grievance registers, stakeholder engagement records, fines or notices, governance committee minutes.
Procurement / spend	Procurement reports, invoices, purchase orders, BBBEE certificates, proof of payment where relevant.

Use clear file names for evidence. A recommended format is: YYYY-MM_Notsi_ESG_ContractorName_MetricName. For example: 2026-05_Notsi_ESG_ABC_Diesel_Invoices.pdf.

7. Data quality rules

Please follow these simple rules so that the project data remains reliable:

- Be complete: report all applicable data for the reporting month.
- Be accurate: use source records wherever possible.
- Be consistent: use the same measurement method each month unless there is a good reason to change it.
- Be transparent: explain assumptions, estimates and exclusions in the Notes column.
- Keep records: keep source documents, calculations and assumptions in a controlled location so they can be checked later.

8. Monthly submission check

- [] Contractor details and reporting month completed on the cover sheet.
- [] All required highlighted cells completed.
- [] Data entered in the correct unit.
- [] Notes added for estimates, exclusions, N/A values or unusual changes.
- [] Evidence attached and clearly stated for each metric.
- [] Workbook reviewed and approved by the responsible Contractor representative.

- [] Email sent to Hanja Fourie (hanja@sixcapitals.co.za) with Noeleen Padayachee Rughoonandan (noeleen@sixcapitals.co.za) copied by the 7th day of the month.

Reminder

Do not rename, delete or move the checklist rows. The indicator descriptions must stay unchanged so that all submissions can be combined and reviewed consistently.

9. Questions

Any questions on the checklist or evidence requirements should be raised with Six Capitals before the monthly deadline. This helps avoid late or incomplete submissions. Questions to be sent to Hanja Fourie (hanja@sixcapitals.co.za) with Noeleen Padayachee Rughoonandan (noeleen@sixcapitals.co.za).