

Report of Implementation of Environmental Management System Standard i.e. ISO14001-2005 in Vishal Plastocap Industry Pvt. Ltd.

1. Background of the Project :-

The work initiated by Department of Cottage and small Industry in the field of Environmental Management System i.e. ISO14001-2008 focusing to small scale industry is very worth appreciating. Since most of the small and domestic level industries are not aware about sustainable environment it is utmost need of today to disseminate the knowledge in this topic in order to save the resources and utilities used by the industry or optimum utilization of these resources parallel maintaining the safe environment. In line with this like previous years DOCSI has allocated the budget for the awareness, documentation and implementation of EMS in PVC (Poly Vinyl Chloride) pipe manufacturing industries. Our Consulting firm i.e. Everest Consultancy Kupandole Lalitpur has got the responsibility for this work for this year by competitive bidding. The work order has been given by the department on dated 2069/12/01 letter reference Cha. No. 1042 In consultation with Department of Cottage and small industry the consultant has selected the Vishal Plastocap a manufacturer of HDPE and PVC pipe for the implementation of above mentioned job.

In a view of global sensitization towards environmental protection and sustainable development, there has been growing interest and commitment to improve environmental management practices in different spheres of life..

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies) . The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for whom a technical committee has been established has the right to be represented on that committee. International Organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates

closely with the International Electro technical Commission (IEC) on all matters of electrotechnical standardization.

The standard for Environmental management systems – Requirements with guidance for use i.e. ISO14001-2004 was prepared by Technical Committee ISO/TC 207, Environmental management systems.

Organizations of all kinds are increasingly concerned with achieving and demonstrating sound environmental performance by controlling the impacts of their activities, products and services on the environment, consistent with their environmental policy and objectives. They do so in context of increasingly stringent legislation, the development of economic policies and other measures that foster environmental protection, and increased concern expressed by interested parties about environmental matters and sustainable developments.

Many organizations have undertaken environmental "reviews" or "audits" to assess their environmental performance. On their own , however ,these "reviews" and "audits" may not be sufficient to provide an organization with the assurance that its performance not only meets, but will continue to meet, its legal and policy requirements . To be effective, they need to be conducted within a structured management system that is integrated within the organization

In recent days environmental management system i.e. ISO 14001: 2004 has become one of the universally accepted environmental management system. So, Department of Cottage and Small Industries has initiated imparting awareness and basic level training on EMS along with preparation of required documents for a particular industry of selected categories.

2. Objective

As mentioned in the TOR the principle objective of this project is to impart knowledge on Environmental Management System Requirement i.e. ISO 14001: 2005 in the selected small scale industry Vishal Plastocab Industry Pvt. Ltd. by providing trainings and preparing model reference documents i.e. Environmental Management System Manual, Environmental Management System Procedures, Aspects registers, including Initial Environmental Review (IER) as sample basis to provide guideline for such systems in selected categories of small scale industries manufacturing Poly Vinyl Chloride (PVC) Pipes.

3. **Planning** – In the planning phase the consultant has covered the following jobs

- Selection of industry based on the criteria mentioned in the Terms of Reference (TOR) provided by the Department of Cottage and Small Industry.
- Work Planning as per attached report after consultation with Vishal Plastocab Management and DOCS

4. Execution of the Project

4.1 Field Visit & training Programme

The team of expert having long experience in the field of Environmental Management System with the academic background in Environmental Science have taken the responsibility for the execution of the project as mentioned in the

TOR. The activities conducted by the expert team for the completion of the job are as follows.

- ❖ The first visit was conducted on 6th of Baisakh 2070. In this visit mainly there was good interaction / discussion with the management team. The management shows the keen interest for the conduction of awareness programme , training and documentation part. They have suggested to complete the documentation part and the implementation will be in gradual way. In the same day all the functions and activities of the organization have been visited in order to review the existing practices and gap analysis with respect to EMS implementation. Similarly, identification of aspects and impacts associated with the various organizational activities has been done. In the same visit various information have been collected for the preparation of EMS related documents.
- ❖ The second visit has been conducted on 22nd of Baisakh 2070 . Awareness programme on Environmental Management System has been conducted covering the topics mentioned in the TOR .There was good interaction in the awareness programme. The programme has been participated by all departmental heads . In the same visit detail informations were collected in order to prepare EMS Manual, EMS procedure as well as environmental aspect and impact register.
- ❖ The third visit was conducted on 20th Jestha 2070 .The detail discussion have been made on draft copy of Environmental

Management System Procedures (EMS Procedures), Environmental –Aspect –Impact register. In the mean time discussion have been conducted for the preparation of EMS Plans including communication plan ,emergency preparedness and response plan and operation control plan.

- ❖ The fourth visit was conducted on dated 2070/ 03/07. In this visit training on requirements of environmental Management System Requirement i.e. ISO14001-2008 has been conducted. All the documents i.e. Environmental Management System Manual, Environmental Management System Procedures, Environmental Aspect Impact Register , EMS Plans and formats have been finalized.

4.2 Documentation

As mentioned in the Terms of Reference (TOR) the following documents have been prepared and finalized for Vishal Plastocab Pvt.Ltd. for the product PVC pipes .

- ❖ **Environmental Management System Manual** - covering all clauses of ISO14001- 2008. It is a policy level document for Environmental Management System of Vishal Plastocab focusing to production of PVC and HDPE Pipes. This document mainly speaks about what aspect in the field of environment.
- ❖ **Environmental Management System Procedures** – These procedures mainly explain about the how to implement Environmental Management System in Vishal Plastocab Pvt. LTD.

- ❖ **Environmental Management System Plans** - The prepared plans are communication plan, emergency preparedness & response plans, measuring & monitoring plans and operation control plan.
- ❖ **Environmental Aspect Register**

5. Conclusion

Firstly our consulting firm is thankful to DOCSI for providing this opportunity. All the jobs including training, awareness, and documentation has been completed as per terms of reference.

ENVIRONMENTAL MANAGEMENT SYSTEM

ENVIRONMENTAL MANUAL

(As per the Requirements of ISO 14001:2004)

VISHAL PLASTOCAB IND. PVT. LTD

0.1 Contents

| Sno. | Description | Section No. | ISO 14001 Cl | Remarks |
|------|---------------------------------------|-------------|--------------|---------|
| | Table of Contents | 0.1 | - | |
| | Abbreviations | 0.2 | - | |
| | Glossary of Terms and Definitions | 0.3 | 3.0 | |
| | Distribution List | 0.4 | - | |
| | Revision History | 0.5 | - | |
| | Introduction | 0.6 | - | |
| | | 0.7 | - | |
| | Departmental Codes | 1.0 | 4.1 | |
| | | 2.0 | 4.2 | |
| | | 3.0 | 4.3 | |
| | Scope | | | |
| | Environmental Policy | 3.1 | 4.3.1 | |
| | Planning | 3.2 | 4.3.2 | |
| | Environmental Aspects | 3.3 | 4.3.3 | |
| | | 4.0 | 4.4 | |
| | Legal & Other Requirements | 4.1 | 4.4.1 | |
| | Objectives, Targets & Programs | 4.2 | 4.4.2 | |
| | Implementation & Operation | | | |
| | Organization Structure, Resources, | 4.3 | 4.4.3 | |
| | | 4.4 | 4.4.4 | |
| | Roles, Responsibilities and | 4.5 | 4.4.5 | |
| | Authority | 4.6 | 4.4.6 | |
| | | 4.7 | 4.4.7 | |
| | Competence, Training and | | | |
| | Awareness | 5.0 | 4.5 | |
| | | 5.1 | 4.5.1 | |
| | Communication | 5.2 | 4.5.2 | |
| | | 5.3 | 4.5.3 | |
| | Documentation | | | |
| | | 5.4 | 4.5.4 | |
| | Control of Documents | | | |
| | | 5.5 | 4.5.5 | |
| | Operational Control | 6.0 | 4.6 | |
| | Emergency Preparedness and | | | |
| | Response | | | |
| | Checking | | | |
| | Monitoring and Measurement | | | |
| | Evaluation of compliance | | | |
| | Non Conformities, Corrective & | | | |
| | Preventive Action | | | |
| | Control of Records | | | |
| | Internal Audit | | | |
| | Management Review | | | |

Revision No: 00

Date of Issue: 20th May 2013

0.2 Abbreviations

CA/PA – Corrective Action / Preventive Action

E.M. – Environment Manual

E.M.P. – Environment Management Programme

E.M.S. : Environmental Management System

E.P. Environmental Procedure

E.R. – Environmental Records

E.R.P. – Emergency Procedure

M & M – Monitoring & Measurement

M.D – Managing Director

M.R. – Management RepRepresentative

NC- Non Conformity

O.C.P. – Operational Control Plan

VPI – Vishal Plastocab Industry

W.I. – Work Instructions

W.S. – Work Standards

0.3 Glossary of Terms and Definitions

For the EMS related documents, the following terms and definitions apply:

Auditor

Person with the competence to conduct the audit.

Continual Improvement

Recurring process of enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organizations 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 non-conformity.

Document

Information and its supporting medium

Note: The medium can be paper, magnetic, electronic or optical computer disc, photograph or master sample or a combination thereof.

Environment

Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation.

Note: - Surroundings in this context from within an organization to the global system.

Environmental Aspect

Rev. 04/00

Elements of an organizations activities or products or services that can interact with the environment

Note: - A significant environmental aspects has or can have a significant environmental impact

Environmental Impact

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.

Non Conformity

Non-fulfillment of a requirement

Organization

Company, corporation, firm, enterprises, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

Preventive Action

Issue Date: 20th May 2013

Rev. No:00

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

Process Owners

These are Head of Functions / Process / Sections / Departments as applicable

Record

Document stating results achieved or providing evidence of activities performed.

0.4 Distribution List

| <u>Copy No.</u> | <u>Copy Holder</u> |
|------------------------|---------------------------|
| 01 | Managing Director |
| 02 | Factory Manager |
| 03 | Production Supervisor |
| 04 | M.R. (Master) |
| 05 | Spare |

0.5 Revision History

| SN. | Revision No. | Revision Date | Page No. | Contents | Reason | Approval |
|-----|--------------|---------------|----------|----------|--------|----------|
| | | | | | | |

0.6 Introduction

The pipe unit of Vishal Plastocab Industries Pvt. Ltd. is situated at Thankot VDC, Kathmandu, Nepal and is engaged in production of PVC pipes and HDPE pipes. With the motto of providing Quality products through Quality process, it aims to set standards in the market and match National as well as International standards. This unit has been established in 2067 B.S.

The company has been registered with Department of Industry, Tax Office and Department of VAT.

The company is maintaining its quality standards right from purchase of its raw materials, whereby it is importing PVC Resin, HDPE granules and other raw materials from reputed suppliers with test certificates. The company has equipped laboratory - for testing the standards of its products and quality machines for its production. It has experienced manpower for efficient use of the resources.

Scope & Purpose:

This EMS Manual covers the pipe section of Vishal Plastocab Ind. Pvt. Ltd. located at Thankot, Kathmandu, Nepal. It covers the production of PVC pipes and HDPE pipes. All the activities carried out for pipe production are covered by it. The aspects and impacts associated with the activities carried out within the organization have been identified and the significant aspects separately categorized in order to have environmental performance improvement.

Scope for the Certification:

Manufacture and supply of PVC Pipes (50 mm to 160 mm) and HDPE Pipes (16 mm to 110 mm).

0.7 Initial Environmental Review

An Initial Environmental Review (IER) has been conducted and IER Report as on 15 April 2013 (End of Chaitra 2069) is prepared.

1.0 Scope

Vishal Plastocab Ind. Pvt. Ltd. has established and documented the Environment Management System (EMS) in line with the requirements of ISO 14001: 2004. The company management is committed to implement, maintain and continually improve its EMS.

The Scope of EMS is as follows

- Manufacturing of PVC Pipes (Sizes 50 mm to 160 mm O.D);
- Manufacturing of HDPE pipes (sizes 16 mm to 110 mm O.D.),

2.0 Environmental Policy

Vishal Plastocab Ind. Pvt. Ltd. (VPI) is dedicated to provide its products PVC Pipes and HDPE Pipes to valued customers in order to meet their needs and expectations. VPI is also committed for prevention of solid, liquid and gaseous pollutants, resource conservation, compliance with the applicable legal and other requirements as well as the continual improvement of its environmental performance with the involvement of all the levels of employees.

Date: 20 May 2013

.....
Managing Director

2.1 Implementation of Policy

The above policy will be displayed at various locations of the organization. Policy will also be made available to any person on demand. During various training sessions, the employees are also made aware of the Policy and it will be continued in future as well. It will also be communicated to our contractors & suppliers.

All employees should ensure that they perform in an environmental friendly manner within the framework of above Policy.

Measurable environmental objectives and targets will be set up in the following areas;

- Compliance to applicable legal requirements
- Reduction of solid /liquid and gaseous pollutants
- Improving energy efficiency
- Optimum use of electricity
- Optimum use of other natural resources
- Increasing environmental awareness amongst employees, contractors & suppliers.

Date of Issue: 20th May 2013

3.0 PLANNING

3.1 Environmental Aspects

1. All process owners in coordination with MR are responsible to identify, examine and evaluate environmental aspects that Vishal Plastocab can control or influence relating to their activities, products and services and deciding their significance during normal, abnormal and emergency situations. These are reviewed and updated annually or as and when new or modified activities, products and services are planned or added.
2. Wherever appropriate, following are considered while identifying environmental aspects:
 - (a) Emissions to air.
 - (b) Release to water and sewerage.
 - (c) Release to Land.
 - (d) Use of raw materials and natural resources.
 - (e) Use of energy and water.
 - (f) Energy emitted, e.g. heat, radiation, vibration, odour etc
 - (g) Waste and by products generated.
3. Those aspects that can have or have significant impact(s) on the environment are classified as significant aspects. Procedure for environmental aspects, identification and evaluating their significance has been documented (Ref. Procedure No. VPI/EMSP/01)
4. Significant environmental aspects are taken into account in establishing, implementing and maintaining the Environmental Management System.

Reference: - ISO 14001: 2004 Clause 4.3.1

VPI/EMSP/01

3.2 Legal & Other Requirements

1. Applicable legal / regulatory requirements and other requirements to which '**Vishal Plastocab Ind. Pvt. Ltd.**' subscribes related to its environmental aspects are identified.
2. Management Representative is responsible to keep track of the changes in the legislation and update the list of applicable legal requirements to ensure their ready accessibility and disseminate the same to all concerned sections.
3. These requirements are taken into account while establishing implementing and maintaining the EMS, as per procedure no. – VPI/EMSP/02

Reference: - ISO 14001: 2004 Clause 4.3.2

VPI/EMSP/02

3.3 Objectives, Targets and Programs

1. The organization has a mechanism to establish, implement and maintain Environmental Objectives and targets at relevant levels and functions as follows: -
 - a) Objectives for significant aspects, where performance improvement / prevention of pollution is to be carried out companywide or in more than one section are approved by the M.D. Based on these objectives, respective sections establish their own targets and related environmental management programmes (EMPs) and get these approved from the M.D.
2. The objectives and targets are measurable, where practicable and consistent with the environmental policy.
3. When establishing and reviewing its objectives and targets, "Vishal Plastocab " takes into account the legal requirements and other requirements to which it subscribes and its significant aspects. It also takes into consideration its technological options, its financial, operational and business requirements and the views of the interested parties.
4. "Vishal Plastocab" establishes, implements and maintains programmes (EMPs) for achieving its objectives and targets. Each programme (Format VPI/ER 3.3/2 refers) includes: -
 - (a) Designation of responsibility for achieving objectives and targets at relevant functions and levels.
 - (b) The means and time frame by which they are to be achieved.
5. Implementation of the EMPs is monitored regularly by the person designated in Form VPI/ER 3.3 /2. Wherever programs are actually or likely to be delayed, corrective action is initiated by the designated responsible persons / functions.
6. Achievement of objectives, targets and EMPs is reviewed during Management Reviews, where decision on objectives & targets and where all related actions have been successfully completed is taken. Also fresh objectives, targets and EMPs as necessary are also approved during these management reviews.
7. List of current objectives, targets and EMPs is maintained by the M.R. in Form VPI/ER 3.3./1.

Reference: ISO 14001 clause 4.3.3

Format for Objectives VPI/ER.3.3/1 & EMPs VPI/ER 3.3/2

FORMAT OF ENVIRONMENTAL OBJECTIVE, TARGETS & EMPs
VPI/ER 3.3/1

Status Date: - _____

| S. No. | Objective | Targets | EMPs |
|--------|-----------|---------|------|
| | | | |

VPI/ER 3.3 / 2

FORMAT FOR EMPs

EMP NO.: -

1. Objective

2. Target(s)

3. Action Plan

Revision No: 00

Date of Issue: 20th May 2013

| S. N. | Activity | Responsibility | Deadline / *PDC | Review | | Remarks |
|-------|----------|----------------|-----------------|--------|--------|---------|
| | | | | Date | Status | |
| | | | | | | |

4.0 IMPLEMENTATION & OPERATION

4.1 Organization Structure, Resources, Roles, Responsibility & Authority

1. **Organization Structure:** - The Organization Structure is placed at Annexure 'B'

2. Role, Responsibilities & Authority

1.1 –Managing Director (M.D)

- (a) To establish the organization's Environment Policy.
- (b) To formulate strategy based on Environment Policy, Environmental Manual and Environmental Objectives of the organization.
- (c) To define & communicate the roles, responsibilities & authorities for various process owners.
- (d) To designate a specific M.R. & define his responsibilities & authorities in relation to the EMS
- (e) To ensure that appropriate resources including human, skills, infrastructure, technology and financial are provided to ensure that the EMS is established, implemented & maintained.
- (f) To review the EMS at planned intervals to ensure its continuing suitability, adequacy & effectiveness & identifying opportunities for improvement including the need for changes to the EMS.
- (g) To approve EMPs and make available the relevant resources.

2.2 – Plant Manager

- (a) To identify environmental aspects & impacts with respect to their processes / activities.
- (b) To ensure that the training needs are identified & personnel receive relevant training for the development, implementation and maintenance of EMS.
- (c) To maintain effective communication within their functional areas as well as with the other departments & the external organizations including customers, suppliers & regulators as applicable.
- (d) To establish, implement, maintain & monitor / measure environmental objectives & targets in their respective functions consistent with the environmental policy, applicable legal and other requirements.

- (e) To ensure effective implementation of the Environmental Policy & EMPs within their functional areas.
- (f) To ensure that the OCPs are established, approved & implemented in their functional areas.
- (g) To identify the potential emergency situations & accidents that can have an impact on the environment & how their function will respond to it. Also periodically test these procedures where applicable.
- (h) To comply with the applicable regulatory requirements, submit information and reports & returns as required by regulators.
- (i) To ensure appropriate control of EMS document & maintenance of the required records in their respective areas.
- (j) To help the M.R. in conduct of audits as per the plan & take appropriate follow-up & corrective / preventive actions with a view to eliminate reoccurrence / occurrence of the non-conformances / problems.

2.3 – Management Representative (M.R.)

- (a) To ensure that EMS is established, documented, implemented & maintained.
- (b) To organize periodic internal EMS Audits.
- (c) To analyze EMS Audit Reports & co-ordinate timely corrective actions by the concerned process owners & its verification.
- (d) To Prepare & submit the data for management review & monitor follow-up action of Management Review Meeting decisions.
- (e) To assist the process owners in identifying the training needs associated with the EMS & take necessary actions for meeting the needs.

References: - ISO 14001: 2004, Clause 4.4.1
Revision No: 00

Date of Issue: 20th May 2013

Annexure 'B'

4.2 Competence, Training & Awareness

1. It is ensured that the persons performing tasks that have the potential to cause a significant environmental impacts are competent on the basis of appropriate education, training or experience through:
 - Appropriate selection process
 - Induction Training
 - Need based Training Programmed
2. Training needs associated with the Environmental aspects and EMS are identified and training provided or other actions taken to meet these records.
3. Records of competence and training / other actions taken are retained (VPI/ER 4.2).
4. A procedure has been established, implemented & maintained to make persons working for the organization "Vishal Plastocab" or on behalf aware of : -
 - EMS Environmental Policy & the procedures.
 - The significant environmental aspects & the environmental benefits of their Improved performance.
 - Their roles & responsibilities with respect to the EMS
 - The potential consequences of departure from specified procedure.

Reference : ISO 14001 : 2004 , Clause. 4.2

Procedure for Human Resource Development (Competence, Training & Awareness) VPI/EMSP/03/00

4.3 Communication

1. An effective communication system exists within "**Vishal Plastocab**" for internal communication with regard to its environmental aspects and Environmental Management System as well as external communication with customers and other interested parties, such as suppliers, regulators, etc.
2. Environmental Procedure VPI/EMSP/04/00 include the details with respect to Communicate methods.
3. The significant environmental aspects of "Vishal Plastocab" shall also be communicated to all interested parties on request.
4. Environmental Policy and other relevant information of the organization shall also be communicated to all the employees through trainings, meetings and others. It will also be communicated to external interested parties through various means including letters, emails and others.

Reference :- ISO 14001 Clause 4.4.3

Procedure for Communication- VPI/EMSP/04/00

4.4 Documentation

1. The documentation of Environmental Management System of "Vishal Plastocab" comprises the follow,
 - a) Environmental Manual, which includes :-
 - i) Environmental Policy
 - ii) Scope of Environmental Management System
 - iii) Description of the main elements of EMS
 - iv) Interaction of the main elements of EMS : Refer Annexure 'C'
 - b) Other documents required by ISO 14001: 2004 and determined by "Vishal Plastocab" to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects, have been prepared in the form of Operation Control procedures, Work Instructions, etc. These are listed in the master list of Documents available with the M.R..
 - c) Records required by ISO 14001: 2004 and as determined by "Vishal Plastocab" are shown in Master list of Records available with M.R.

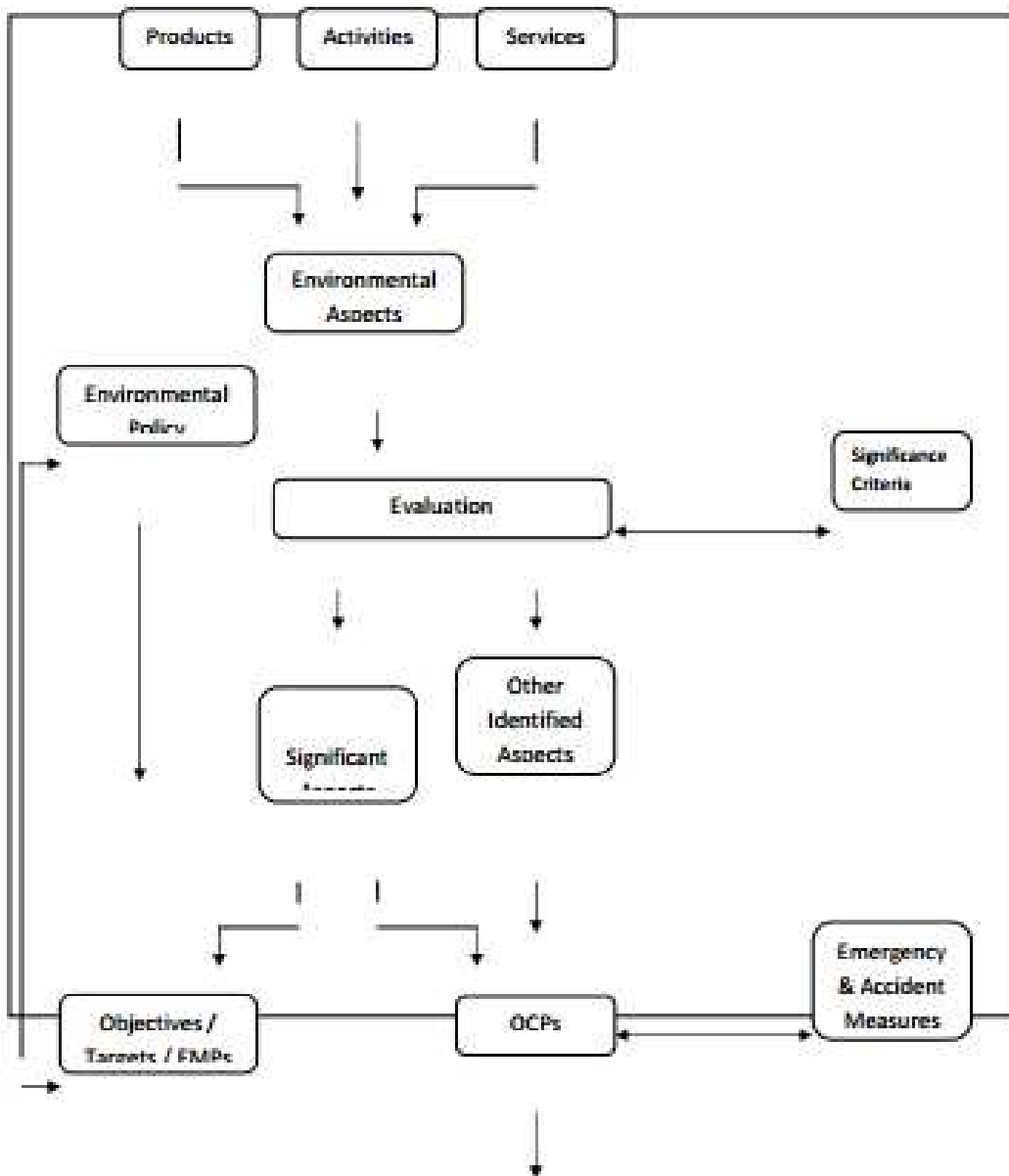
Reference : ISO 14001 : 2004 , Clause No.4.4.4

Master List of Documents

Master List of Records

Annexure C

INTERACTION OF E.M.S. ELEMENTS



Revision No: 00

Date of Issue: 20th May 2013

Monitoring & Measurement

Yes

OK

No

4.5 Control of Documents

1. The documents required by the "Vishal Plastocab" for Environmental Management System & ISO 14001: 2004 are controlled as follows;
2. The "Vishal Plastocab" has established, implemented & maintained a procedure to: -
 - Approve documents for adequacy prior to issue.
 - Review and update as necessary and re-approve documents.
 - Ensure that changes and the current revision status of documents are identified.
 - Ensure that relevant versions of applicable documents are available at points of use.
 - Ensure that documents remain legible and readily identifiable.
 - Ensure that documents of external origin determined by the company to be necessary for the planning and operation of the environmental management system are identified and their distribution controlled and
 - Prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose such as traceability, legal or historic purpose.
3. The issue, control and recall of all documents are carried out under the control of the relevant personnel authorized in the Document Control Procedure.
4. The detail of this procedure are given in VPI/EMSP/05/00

Reference : ISO 14001 : 2004 , Clause 4..4.5.
Procedure for Control of Documents - VPI/EMSP/05/00

4.6 Operational Control

1. Operations that are associated with the identified significant environmental aspects, consistent with the environmental policy, objectives and targets are identified.
2. Operation Control Procedures have been prepared for each of the above operations in order to ensure that they are carried out under specified conditions. The procedures include the following details or their reference :-
 - a) Operating criteria
 - b) Key characteristics including their monitoring and measurement criteria.
 - c) Control measures to counter deviations, where observed.
3. Operation Control Procedures are also prepared for identified significant environmental aspects of good and services used. Applicable procedures and requirements are communicated to suppliers including contractors.
4. Procedure VPI/EMSP/06/00 for various production processes, utilities & support services have also been established and are implemented and maintained to ensure control over these identified operations.

Reference :- ISO 14001 Clause 4.4.6
ISO 14001 Clause 4.5.1
Operational control monitoring and measurement - VPI/EMSP/06/00

4.7 Emergency Preparedness and Response

1. The potential emergency situations and potential accidents that can have an impact on the environment and how "Vishal Plastocab " will respond to them are identified through an established procedure (VPI/EMSP/07/00). Efforts are made to prevent these potential situations / accidents. However if in a rare case an actual emergency or accident takes place, immediate response is made to prevent or mitigate associated adverse environmental impacts.
2. Periodicity for testing such procedure, where practicable is laid down in the response procedure (VPI/EMSP/07/00).
3. The emergency preparedness and response procedure is reviewed once a year or after the occurrence of accidents or emergency situations whichever is earlier. Wherever necessary revisions are made.

Reference : ISO 14001 : 2004 Clause no.- 4.4.7

VPI/EMSP/07/00

5.0 CHECKING

5.1 Monitoring & Measurement

1. Procedure to monitor and measure on a regular basis, the key characteristics of the operations that can have a significant environmental impacts and other identified operations are included in the operation control procedures (Refer Chapter 4.6 and VPI/EMSP/06/00)
2. The procedures include the following :-
 - a) Key characteristics of all identified operations.
 - b) Information to monitor performance
 - c) Applicable operational controls including reaction plans as necessary.
3. Conformity with objectives and targets is monitored through Environmental Management Programmes.
4. It is ensured that calibrated or verified monitoring and measurement equipment is used and maintained. Associated records are maintained.

Reference : - ISO 14001 Clause 4.5.1
ISO 14001 Clause 4.4.6
Procedure for Operational control monitoring and measurement-
VPI/EMSP/06/00

5.2 Evaluation of Compliance

1. "Vishal Plastocab " evaluates compliance with applicable legal requirements and other requirements identified in the "Legal Register" on a quarterly basis.
2. Records of compliance are maintained centrally with the M.R.

Reference: - ISO 14001: 2004, Clause 4.5.2.

5.3 Non-conformity, Corrective & Preventive Action

1. As soon as non-conformity is detected as a consequence of observation, supervision, monitoring and measurement activity or internal audit, the non-conformity is identified.
2. Immediate action is taken to correct the non-conformities and to mitigate their environmental impacts.
3. The causes of non-conformities are investigated, recorded and timely corrective actions commensurate with risks encountered are taken to eliminate the cause of non-conformances and to prevent their recurrence. The effectiveness of such corrective action is reviewed.
4. Potential causes of non-conformances are addressed by analysis of relevant data and the actions needed to prevent potential problems are determined to control them. The effectiveness of such preventive action is reviewed.
5. The changes are made to EMS documentation as necessary. Corrective and Preventive actions undertaken and their outcomes are discussed during Management Review Meetings.
6. More details are given in procedures for Corrective & Preventive Action VPI/EMSP/08

Reference :- ISO 14001 : 2004 Clause 4.5.3.

Procedure for Control of NC, Corrective & Preventive Action - VPI/EMSP/08

5.4 Control of Records

1. Records provide objective evidence that "**Vishal Plastocab**" complies with Environmental Management System, and ISO 14001: 2004 requirements and to demonstrate the results achieved.
2. Records are retained for the time specified by the customer or by internal / legal requirements in such a manner that minimises deterioration or damage and prevents loss. It is also ensured that records remain legible, can be identified, can be easily retrieved and are traceable to the actively to which they relate to.
3. More details are available in the Procedure for Control of Records- VPI/EMSP/09

Reference : ISO 14001 : 2004 Clause 4.4.5.
VPI/EMSP/09

5.5 Internal Audit

1. **"Vishal Plastocab"** ensures that Internal Audits of the Environmental Management System are conducted minimum once in an year to :-
 - (a) Determine whether the Environmental Management System –
 - i. Conforms to planned arrangements for environmental management including the requirements of ISO 14001 : 2004
 - ii. Has been properly implemented and maintained, and
 - (b) Provides information on the results of audit to the management.
2. Internal Audit programme is planned, established, implemented and maintained, taking into consideration, the environmental importance of the operations concerned and the results of previous audits.
3. Audit procedure (VPI/EMSP/10) is established, implemented and maintained and addresses :-
 - a) The responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records.
 - b) The determination of Audit criteria, scope, frequency and methods.
4. It is ensured that objectivity and the impartiality of the Audit Process is maintained while selecting auditors.

Reference : ISO 14001 : 2004, Clause no. 4.5.5

VPI/EMSP/10

6.0 MANAGEMENT REVIEW

6.1 Management Review

1. M.D reviews the EMS at least once in a year to ensure its continuing suitability, adequacy and effectiveness. The review includes assessing opportunities for improvement and the need for changes to the EMS including changes to the environmental policy, objectives and targets. M.R. is responsible to maintain the records of the reviews.
2. The inputs to management reviews include: -
 - a) Follow-up actions from previous management reviews.
 - b) Results of internal audits
 - c) Evaluations of compliance with legal requirements and with other requirements.
 - d) Communications from external interested parties, including complaints.
 - e) The environmental performances of the company.
 - f) The extent to which objectives and targets have been met.
 - g) Status of corrective and preventive actions.
 - h) Changes in circumstances, including developments in legal and other requirements related to environmental aspects.
 - i) Recommendations for improvement.
 - j) Lessons learned from emergency situation and accidents.
3. The outputs from the review includes decisions and actions related to
 - Possible changes to environmental policy consistent with continual improvement
 - Possible changes to environmental objectives and targets consistent with continual improvement
 - Possible changes to other elements of EMS, consistent with the commitment to continual improvement.
 - Decisions on changes to resources.

Reference :- ISO 14001: 2004, Clause 4.6
Procedure for Management Review - VPI/EMSP/10

Annexure A
Annexure B: Org Structure

**ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) PROCEDURE OF
VISHAL PLASTOCAB IND. PVT. LTD.**

(As per the Requirements of ISO 14001:2004)



Issue Number : 01

Date of Issue : 20th May 2013

Revision No. : 00

Contents

| S.N. | Procedure for | Procedure No. | Page No |
|------|---|-----------------------|-----------|
| 1 | Contents | -- | 1 |
| 2 | Distribution List | -- | 2 |
| 3 | Revision History | -- | 3 |
| 4 | Identification of Environmental Aspect, Objectives, Targets and EMPs | VPI/EMSP/01/00 | 4 |
| 5 | Legal and other requirement | VPI/EMSP/02/00 | 7 |
| 6 | Human Resource Development (Competence, Training& Awareness) | VPI/EMSP/03/00 | 10 |
| 7 | Communication | VPI/EMSP/04/00 | 12 |
| 8 | Control of Documents | VPI/EMSP/05/00 | 15 |
| 9 | Operational control monitoring and measurement | VPI/EMSP/06/00 | 19 |
| 10 | Emergency Preparedness & Response | VPI/EMSP/07/00 | 23 |
| | General Safety Instructions for all the Employees of VPI | | 26 |
| 11 | Control of NC, Corrective & Preventive Action | VPI/EMSP/08/00 | 28 |
| 12 | Control of Record | VPI/EMSP/09/00 | 29 |
| 13 | Internal Audit | VPI/EMSP/10/00 | 30 |
| 14 | Management Review | VPI/EMSP/11/00 | 33 |

0.2 Distribution List

| <u>Copy No.</u> | <u>Copy Holders</u> | <u>Type</u> |
|-----------------|-----------------------------|-----------------|
| 01 | Chairman /Managing Director | Controlled Copy |
| 02 | MR | Master Copy |
| 03 | Production Manager | Controlled Copy |

0.3 Revision History

| S.N. | Rev. No. | Rev. Date | Page No. | Contents | Reason | Approval |
|------|----------|-----------|----------|----------|--------|----------|
| | | | | | | |

VISHAL PLASTOCAB IND.PVT. LTD.

**Procedure for Identification of Environmental Aspects, Objectives,
Targets and EMPs**

Doc.Ref. *VPI/EMSP/01/00*

Purpose

The purpose of this procedure is:

- ❖ to ensure that the organization maintains an updated status of its environmental impacts over which it can control and those that it can influence,
- ❖ To identify environmental aspect & Impact of all activities, Processes, Products & Services & to arrive at a list of significant aspects & prioritise them.
- ❖ to formulate environmental policy,
- ❖ to set environmental objectives and targets consistent with environmental policy,
- ❖ to design, implement and maintain environmental management program (EMP) to ensure that set targets are realized.

Scope

This procedure includes all functions and departments of the organization in case of identification of the significant environmental aspects and applies to objectives, targets set at relevant functions and levels within the organization in order to implement EMPs.

Responsibility:

The Managing Director, Production Manager and Management Representative are responsible to implement, maintain & propose revision to this procedure.

ACTIVITY DESCRIPTION:

- ❖ MR himself or in consultation with consultant and other departmental heads plans and conducts Environmental Review (ER) of the company and prepare Environmental Review Report. This report is reviewed once a year and revised, when necessary.
- ❖ Environmental aspects and impacts of various processes/operations of the organization are analysed and significant environmental aspects are identified.

Following criteria are used for assessing the significance of environmental aspects

1. Legal Concern(LC)

Whether the aspect is covered by legislation or other requirements

2. Management Concern(MC)

Whether there is potential of saving through proper management of the aspect

3. Interested party concern(IC)

Whether the related impact of the aspect is affecting the interested parties e.g. employees, neighbours, local government, etc

4. Quantum(Q)

Quantity of aspect

5. Severity(S)

Intensity of impact relating to the aspect

❖ If the answer to any of 1, 2 or 3 above is 'yes', or if the answer to 4 or 5 above is 'high' then the aspect shall be considered as significant. The aspects are listed in the format ER 3.1.

❖ **The significant aspects will be taken into consideration for the development of EMS viz. defining operational controls and/or setting environmental objectives. Based on the significant environmental aspects, legal and other requirements; objectives and targets are set up at various functions/processes of the organization.**

The aspects and impacts are listed in Environmental Aspect Impact Register.

❖ **The method for control of significant environmental aspects is identified.**

❖ This procedure will be reviewed as per requirement & the prepared aspect list (Environmental Aspect-Impact Register) will be updated yearly or earlier as & when any changes in process, raw material, equipment are made or new or modified activities products or services are taken up or new developments take place.

- ❖ To achieve those objectives and targets, Environmental Management Programmes (EMPs) are prepared with the details of activities, responsibilities and target time.
- ❖ MR guides and encourages all relevant personnel in implementing EMPs.
- ❖ Top management shall review the objectives and targets and its achievement status.
- ❖ The top management of the organization develops a mechanism to periodically reviews and revises environmental policy of the company, if necessary.

REFERENCE:

Documents:

Environmental Aspect-Impact Register (VPI/EAR/FY*)

Initial Environmental Review Report (VPI/IER/FY*)

Objectives & Targets (VPI/Obj/FY*)

Environmental Management Programmes (EMPs) – VPI/EMP/. /FY*

* FY indicates the Fiscal Year

Environment Aspect Register- Format:

VPI/EAR/FY

| SN | Operation | Aspects | Impact | LC | MC | IC | Q | S | Significant | Control |
|----|-----------|---------|--------|----|----|----|---|---|-------------|---------|
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |

Note: LC: Legal Concern; MC: Management Concern; IC: Interested Party Concern; Q: Quantity; S: Severity

VISHAL PLASTOCAB IND.PVT. LTD.

Doc.Ref. *VPI/EMSP/02/00*

Procedure for Legal and Other Requirements

PURPOSE: The purposes of this procedure is to

- Have access and identify the applicable legal and other requirements that are related to the environmental aspects the industry.
- Maintain an updated Law Register containing all the information regarding legal and other requirements relevant to the Industry.
- Design and implement EMPs to comply with legal and other requirements

SCOPE: This procedure applies to all national environmental laws and other requirements to which the company subscribes related to its environmental aspects.

RESPONSIBILITY: MD, MR and all the departmental Heads are responsible to implement, maintain & propose revisions to this procedure.

ACTIVITY DESCRIPTION:

1. MR identifies applicable legal and other requirements related to the nature of the organization as well as its environmental aspects. He goes through gazettes and periodicals and gathers information from related institutions like Ministry of Environment, Ministry of Industry, FNCCL, Industries Association, etc. & obtains publication of all Acts, Rules / Regulations, Notifications / Directives / Orders issued by relevant authorities. He maintains the documentation system for the collected information.
2. The list of all applicable legal and other requirements are prepared and documented in a "Legal Register".
3. If any new changes or requirements are found, he gathers detailed information and compares it with the company's status. The new changes or requirement are documented in Legal Register.

4. MR evaluates new requirement so as to identify whether the organization complies with it or not. If organization does not comply with the requirement, he will plan activities for the improvement in coordination with the MD/ Departmental Heads and Incharges to meet the new applicable requirements.
5. The planned activities are then implemented and regular monitoring of the same is done so as to have compliance with the new requirements.

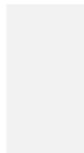
6. Following legal requirements are applicable to Vishal Plastocab Ind. Pvt. Ltd.

| S.N. | Legislation/Provisions | Applicable Requirements | Remarks |
|------|--------------------------------------|---|---------|
| 1. | Environmental Protection Act, 1997 | a. Clause No 3. To carry out Initial Environmental Examination (IEE) or Environmental Impact Assessment (EIA) b. Clause No. 7. Prevention and Control of Pollution - Sub clause No. 1 - Sub clause No. 2 - Sub clause No. 3 - Sub clause No. 4 | |
| 2. | Environmental Protection Rules, 1997 | a. Rule 3. Initial Environmental Examination (IEE) or Environmental Impact Assessment (EIA) to be made b. Rule 15. Prohibition to emit waste in a contravention of the prescribed standard c. Rule 16. Provision relating to provisional or permanent pollution control certificate d. Rule 17. Complaints may be lodged in case anyone causes pollution or emits waste e. Rule 18. Notice to be issued to control pollution or not to emit waste - Sub rule 1 - Sub rule 2 f. Rule 20. Power of the concerned body to carry out sanitation and cleanliness activities itself. | |

| | | | |
|----|---|--|--|
| 3. | Industrial Enterprises Act, 1992 | <ul style="list-style-type: none"> a. Clause No 9. Permission <ul style="list-style-type: none"> - Sub clause No. 1 - Sub clause No. 2 - Sub clause No. 3 b. Clause No. 11. Matters to be contained in a License or Registration Certificate | |
| 4. | Generic Effluent Standard Gazetted on 2058/01/17 (Part I) | Tolerance Limits for Industrial Effluents to be Discharged into Inland Surface Waters. | |
| 5. | Labor Act, 1992 | <ul style="list-style-type: none"> a. Clause No 27. Provisions pertaining to health and safety <ul style="list-style-type: none"> - Sub clause No. 1 (a), (b), (c), (d), (e), | |
| 6. | Labor Rules, 1993 | <ul style="list-style-type: none"> a. Rule 38. Fire Safety | |

7. The applicable legal and other requirements are reviewed once in a year or as when a new requirement becomes applicable and accordingly legal register is updated.
8. The details of the applicable legal requirements are maintained in a Legal Register.

REFERENCE:



VISHAL PLASTOCAB IND.PVT. LTD.

**Procedure for Human Resource Development
(Competence, Training and Awareness)**

Doc.Ref. *VPI/EMSP/03/00*

PURPOSE

The purpose of this procedure is to make persons working for the company or on its behalf aware of

- The importance of conformity with the environmental policy and with the requirements of the environmental management system;
- The significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance;
- Their roles and responsibilities in achieving conformity with the requirements of the environmental management system, and
- The potential consequences of departure from specified procedures.

SCOPE

The procedure is applicable to persons performing tasks for the company or on its behalf and who have potential to cause identified significant impacts.

RESPONSIBILITY

Administration department of the organization is mainly responsible for implementation of this procedure

ACTIVITY DESCRIPTION

- Admin department prepares and maintains record of all employees regarding education, work experience, special skills, trainings received etc. in their personal record. During the recruitment, it is ensured that newly recruited persons are competent on the basis of appropriate education, training or experience.

- Newly recruited persons / persons working on behalf of VPI are provided with appropriate induction training by the concerned person. The associated records are maintained by Admin Asst. in Personal Records
- The training needs are identified at the beginning of the fiscal year. As per the identified training needs, the training plan is prepared for the fiscal year. Admin department arranges to provide the required training or takes other actions to meet these needs in consultation with the concerned Incharge. Following are examples of subjects for the training.
 - Professional skills needed to handle significant impact on environment.
 - Emergency preparedness.
 - Legislative and other requirements
 - Requirements of EMS / QMS
 - Documentation, Internal audit and corrective action processes.
 - Cleaner Production etc.
- Training programmes for the identified significant environmental aspects, related impacts & EMPs are organised by the concerned Incharge and/or Admin Department in such a way that the concerned persons are covered.
- EMS Awareness Programmes covering following shall be organised
 - Significant environmental aspects & impacts related with their work.
 - Importance of conformity with the requirements of the EMS, Environmental Policy & Procedures.
 - Roles & Responsibilities of the individuals towards achieving conformity with the EMS requirements.
 - Potential consequences of departure from procedures.
- Effectiveness of the training shall be evaluated through work performance of trainee before and after training.

Admin department and M.R. will be responsible to organise these programmes for the concerned persons. The record of the same will be maintained in Training Record.

REFERENCES:

Records

Training plan (VPI/HRD/01)

Training Record (VPI/HRD/02)

Training Evaluation Record (VPI/HRD/03)

VISHAL PLASTOCAB IND.PVT. LTD.

Procedure for Communication

Doc.Ref. *VPI/EMSP/04/00*

PURPOSE:

The purpose of this procedure is to ensure an effective internal communication between the various levels and functions within organization regarding environmental aspects and environmental management system of the company as well as to ensure that relevant communication from external interested parties is received, documented and responded.

SCOPE: This covers the significant environmental aspects applicable to the organisation and all enquiries from external interested parties about environmental issues of the organization.

RESPONSIBILITY: MR, Production Manager is responsible to implement, maintain & propose revisions to this procedure.

ACTIVITY DESCRIPTION:

Internal Communication

- MR/Prod. Manager collects information from different sources and sort out the information to be communicated internally. Communication may be regarding various matters like significant environmental aspects, emergency situations & preparedness, Objectives, Targets and EMPs, Incident report relating to unusual environmental impacts, external complaints etc.
- MR/ Prod. Manager develops communication plan. While developing the communication plan, training programs could be used as an internal communication forum.

through notice verbally or through board, communication register, internal office memo, training and meeting etc.

- MR/ Prod. Manager maintain and keep records of all types of internal communication
- MR/ Prod. Manager evaluate the means and effectiveness of communication and takes action for providing necessary resources.

External Communication

- Whenever any environmental enquiries/complaints are received from the external interested parties, it is either forwarded to MR or Prod. Manager, or Top Management.
- MR registers all the enquiries in the External enquiries record book and decides appropriate response. Also, he/she keeps record of responses to all the inquiries/ complaints. If they are not responded, keeps record with reason for not responding it.
- All the enquiries/ complaints on the environmental policy, EMS, environmental impacts, objective and target of the company will be responded immediately.
- If the enquiries/ complaints are related to the legal issues and the company has breached the law, MR immediately informs top management and only top management will respond such enquiries. But if the company has been meeting all the legal requirements, MR may respond immediately.
- If the enquiries are related to the trade secret of the company, or any other sensitive issues which are not to be communicated to external parties, MR puts the issue to the Top Management and responds to the enquirer accordingly.
- If any complaints are received regarding the environmental matters of the organization, appropriate correction and corrective action shall be taken and informed to the interested parties and records maintained.
- Environmental policy of the organization is communicated to the external interested parties through display board nearby the entrance gate. If asked, they will also be provided with hard copy.
- Interaction with suppliers and customers will be done on Environmental Aspects, policy, etc during various occasions, if it is realized.
- If asked by external interested parties regarding the significant environmental aspects of the organization it shall be communicated to them by appropriate means.

REFERENCE:

Documents:

Communication Plan – VPI/CP/00

Records:

Complaint Register - VPI/S/F/2/00 (same format used in QMS)

Non Conformity Report and CA/PA Form - VPI/MR/F/9/00 (same format used in QMS)

Letters (Free Format)

COMPLAINT REGISTER

| S. N | Date | Details of Complaints | Complaint Received From | Concerned dept/ Responsible Person | Root Cause | Action taken and Date | Sign | Remarks |
|------|------|-----------------------|-------------------------|---------------------------------------|------------|-----------------------|------|---------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

EP 4.5. DOCUMENT CONTROL

1.0 Purpose:

The purpose of this procedure is to ensure that:

- All documents are periodically reviewed, revised and approved.
- Obsolete documents are removed and ensure that the current versions are only available on the work places.
- All the documents and records are properly located and any obsolete documents retained for legal and /or knowledge preservation purposes are identified.

2.0 Scope:

Applicable to all documents Generated internally and externally.

3.0 Responsibility:

Management Representative.

4.0 Activity Description

- MR/Prod. Manager gets approved all documents, formats, flow diagram etc, prepared for the establishment, implementation, and continual improvement of environmental management system, by the authorized persons.
- All the documents are to be re-approved after its each revision.

- MR maintains a distribution list of all the documents and makes available latest and updated version of document at appropriate places. He also removes the obsolete documents and keeps or disposes them depending on the importance of the documents.
- MR prepares Master list of all documents used for EMS purpose and label them appropriately so that the documents are identified. The document identification stamp is defined in this procedure.
- MR stores all the documents related to EMS in the computer as soft copy and files in hard copy of printout with appropriate identification.
- MR keeps the filing system for all the external origin documents like m/c manuals, production related specifications, standards and make available to the respective employee.
- MR maintains the distribution list of all the documents and distributes the latest and approved version of the documents to the relevant work places.
- Controlled copy of the document will be identified by stamp, signature.
- All controlled documents will be marked with the revision number and revision date.
- MR and the related functional heads are responsible for the revision and approval of the documents. MR ensures that the changes to controlled documents are understood, distributed and communicated to the affected functions within the organization.
- MR removes obsolete controlled documents from all points of issue and use and put obsolete stamp and file them if it is required for further reference otherwise dispose them.

The responsibility for the control of documents shall be as follows:

Internal documents

| S.N. | ACTIVITY | RESPN. | DOCUMENT |
|------|--|---|----------|
| 01 | Preparation of documentation <ul style="list-style-type: none"> a. Environmental Manual b. Procedures c. Environmental Review Report d. Plans, Specifications Work Instructions e. Formats | MR/ Production Manager / Respective Dept. In-charges | |

| | | | |
|----|--|---|-------------------|
| 02 | Approval of documentation a. Environmental Policy b. Environmental Manual c. Procedures d. Plans, Specifications Work Instructions e. Formats | MD MD MD M.R / Prod. Manager MR/ Prod. Manager / Respective Dept. In- charges | Signed Documents |
| 03 | Stamp " MASTER COPY" with Red ink at back side of all pages of the documents that are to be retained by MR/ Asst. MR | MR/ Prod. Manager | Stamped documents |
| 03 | Stamp "CONTROLLED COPY" with Blue/Black ink at front page of all the documents that are to be distributed to concerned employees. | MR/ Prod. Manager | Stamped documents |
| 04 | Distribution of documents as per distribution list and requirements | MR | |
| 05 | Stamping "OBSOLETE COPY" with red ink on obsolete documents | MR | Stamped documents |

Numbering System

| S.N. | Type Of Document | Numbering Codification | Example |
|------|----------------------|---------------------------|--------------------|
| 01 | Environmental Manual | Environmental Manual/ No. | EM 01 |
| 02 | Procedures | Procedure/No. | EP 01 ^A |
| 03 | Records | Format/ No. | |

| | | | |
|----|-------------------------------|--|---|
| 04 | Work Instructions (WI) | Work Instruction/No. | VPI/WI/XX/YY; Where XX is WI number and YY is revision number |
| 05 | Initial Env. Review | VPI/IER/Fiscal Year | VPI/IER/FY |
| 06 | Environmental Aspect Register | VPI/EAR/ Fiscal Year | VPI/EAR/FY |
| 07 | Objectives and Targets | VPI/Obj/XX; where XX is Fiscal Year or Year. | VPI/Obj/FY |

Note: ^ Individual EMS procedure shall be numbered as VPI/EMSP/XX/YY; where XX is Procedure number and YY is revision number.

FY: The current Fiscal Year

For QMS related documents, the numbering system shall be as follows:

a) VPI/QSM/****/### whereas,

VPI – Vishal Plastocab Ind. Pvt. Ltd.

QSM- Quality System Manual

*** - Clause number

- Revision numbers.

b) Quality System Procedure

VPI/QSP/X/ZZ

VPI

QSP

X

ZZ

- Organization Name

- Quality System Procedure

- Procedure No.

- Amendment No./Revision No.

c) Work Instruction

VPI/ WI/ X/ AA

VPI

WI

X

AA

- Organization name

- Work Instruction.

- Work instruction No.

- Amendment No.

d) Formats

VPI/XX/F/ X/ Z

VPI

XX

F

X

Z

- Organization name.

- Department

- Format

- Format No.

- Amendment No./Revision No.

References:

Master list of Documents/Standards/catalogues - VPI/F/MR/01 (Same used in QMS)

ISO 14001:2004 Clause 4.4.5

VISHAL PLASTOCAB IND.PVT. LTD.

Procedure for Operation Control, Monitoring and Measurement

Doc.Ref. *VPI/EMSP/06/00*

PURPOSE

The purpose of this procedure is to identify operational activities that are associated with significant environmental aspects consistent with the company's environmental policy, objective and targets and to carry out these activities under controlled conditions.

SCOPE

- a) All operations those are associated with the identified significant aspects.
- b) Other processes which require procedures the absence of which could lead to deviation from the Environmental Policy, Objectives and Targets.

RESPONSIBILITY :

MR and In-charge of concerned department.

ACTIVITY DESCRIPTION

1. All the activities associated with the significant environmental aspects in various processes like Batch Mixing, Feeding, Grinding of scrape pipes, DG operation and others are identified.
2. The operations/activities which require preparation of operation control and monitoring plan has been identified
3. MR and respective departmental heads prepare a list of activities in their section which are to be operated under controlled condition in order to comply with the requirements or to meet the target.
4. Work Instructions have been prepared for various processes in order to have systematic working procedure.
5. One copy of each the OCPs are given to the Incharge of the concerned department, the other copy being retained by the M.R.

6. Incharge of the concerned department ensures monitoring and measurement of the identified key characteristics at laid down intervals using identified instruments and sampling plans as applicable. Records of such monitoring and measurement are maintained in the respective Forms and registers.
7. Instruments used for M & M needing calibration are identified and are calibrated or verified to ensure valid results and record is maintained.
8. Wherever results obtained are outside the specified limits, the corrective and preventive actions are taken.
9. Respective departmental heads/MR evaluate the effectiveness of operation control plan and revise the plan, if necessary.

REFERENCE

- Operation Control & Monitoring Plan (VPI/ OCP/00)
- List of Work Instructions (VPI/WIL/ 00)
- Instrument Calibration certificate file - VPI/File/QC/01

Operation Control awareness for all the employees of VPI

1. Handle your machines and tools carefully so that it continues to function well.
2. If you come across any defect on the tools, machines do not ignore it. Correct it first, if you know how to do so or report immediately to your supervisor.
3. While putting grease/ gear oil in the moving parts of the machine, please ensure that extra quantity is not put and also it does not leak out of the machine; Use proper trays while filling oils and grease.
4. If you find that there is smell of burning of electrical insulations either from the machine or from electrical wiring, report it immediately to the supervisor and stop the work until clearance is given by the supervisor.
5. The cotton waste if used for cleaning machine should not be mixed with the other wastes and should be kept in separate bin meant for the same.
6. Any broken metal part taken out from the machine should not be thrown away and mixed with the other waste but should be returned to the place meant for the same.
7. Put off the electricity of your machine when no work is happening or while leaving the machine for some reason.
8. Keep yourself and your work area clean and hygienic.
9. Wear mask, goggles, earplugs, shoes or helmets in the areas, which require their use. This will be good for your own health.
10. Only required quantity of machine spare, consumables should be got issued from the store and excess quantity, if any, should be returned to the store early.
11. Follow the safety signs.
12. In the event of any accident do not panic and follow the instructions given by your seniors.
13. After eating your food, the left over items should be thrown at the fixed location. Any waste paper any plastic bag should be kept on separate bin meant for it.
14. Read fire safety instruction displayed on the notice board or given to you during training carefully and if not understood ask clarification from the concerned supervisor.
15. Handle raw materials and PVC/HDPE Pipes properly such that there is least possibility of dust generation.
16. Let us all work toward a clean, safe and environment friendly work area at VPI.

VISHAL PLASTOCAB IND.PVT. LTD.

Procedure for Emergency Preparedness and Response

Doc.Ref. *VPI/EMSP/07/00*

PURPOSE

To establish a uniform and consistent method to identify the potential emergency situations & potential accidents that can have an impact on the environment & response to them.

SCOPE

Applicable to all the activities and areas of the organization prone to emergency situations.

RESPONSIBILITY

On overall MR and for their respective areas respective departmental In-charges are responsible for implementation of this procedure.

ACTIVITY DESCRIPTION

1. The potential areas/processes for emergency situation and accidents are identified based on review of aspects-impacts and past experience of emergency situation. The identified potential emergency situations are fire, earthquake whereas the accident/incidents are Cut down of body parts by machines, fall down, slippery, contact of body parts with chemicals, etc.
2. Once the potential emergency situations & accidents have been identified, emergency preparedness & response plans are prepared keeping in the view the following:
 - a) Potential emergency areas and nature of emergency situations
 - b) Preventive measures for the particular emergency situation
 - c) Mitigative measures
 - d) Responsible person for implementing the plan

3. The potential emergency areas like Electrical Transformer yard, diesel storage yard are properly fenced and entry is allowed there only to concerned/authorized persons.
4. In order to have effective internal as well as external communication during emergency situation, a List of key personnel and aid agencies to be contacted during emergency situation (e.g. fire brigade, police and others) is prepared with their address and contact number. This has also been displayed at various places of the organization.
5. To make employees informed about the emergency situation within the organization, emergency siren has been planned to install. Similarly, emergency exits and two assembly points have been identified to be gathered during emergency situation.
6. The safety devices like fire extinguisher, pipeline water supply have been provided in the organization. Fire extinguishers are placed at various spots of the production area, DG area, Diesel storage area and others. The list of placement of fire extinguishers is also prepared.
7. The training on fire fighting will be provided to the selected employees of the organization. They are trained for effective fire fighting and use of various safety devices during emergency situation.
8. The safety devices like fire extinguishers, emergency sirens are periodically tested. MR prepares a schedule for conducting mock drill at least once in a year in order to test response plan. The schedule will also include surprised drills, which will be conducted without any prior information to the employees. The record is maintained in "Mock Drill Record Register".
9. The emergency exit routes are identified and informed to all the employees. Administration department and respective departmental Incharges ensure that these evacuation routes and assembly points are kept clean and free of all hindrances at all the time. In case there is any problem immediate action will be taken by Admin. Department to solve the problem or plan an alternative, if needed.
10. The first aid box is available in the organization for first aid treatment of employees in the organization.
11. The first aid box contains general medicines required for first aid treatment.
12. If an emergency situation or accident actually takes place, it is immediately responded to, in order to prevent or mitigate associated adverse environmental impacts and human health hazards, consequently emergency preparedness & response methods are revised, if necessary.
13. This emergency preparedness and response procedure is reviewed as per necessity or after the occurrence of accidents or emergency situations. Wherever necessary, revisions are made in the procedures/work instructions etc.

REFERENCE

Emergency Preparedness and Response Plan (VPI/ EPRP/00)

Emergency preparedness and response plan

VPI/EMS/EPRP/00

| SN | Potential Emergency Area | Nature of Emergency Situations | Preventive Measures | Mitigating Measures | Responsibility | Remarks |
|----|-----------------------------|--------------------------------------|---------------------|---------------------|----------------|---------|
| | | | | | | |