

[Company Name]
Spare Parts Trading

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System Manual

SYS 01

System	ISO 9001, ISO 14001 and ISO 45001
Rev Number	01
Issue Date	01-10-2016

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[Address]

	Prepared By	Approved By
Name		
Designation	Management Representative	CEO
Signature		

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Your Logo Here	EHSMS Procedure	No.	PRO/EHSMS/01
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Procedure for Identification of Environmental Aspects, OHS Hazards and Its Environmental Impacts and Risk Assessment

1.0 Purpose

- A. To identify Environmental Aspects and its impact, OHS Hazards and associated risks on ongoing basis.
- B. To assess Environmental Impact and EHSMP Risks, identify associated significance and to control the risk through establishment of EHSMP Management Program and / or Operational Control Procedure.
- C. To keep the information up-to-date.

2.0 Scope

All activities having bearing on EHSMP Environmental Aspects and its impact, OHS Hazards and associated risks as listed below or any additional activities identified.

- a. Routine and non-routine activities.
- b. Activities of all the personnel at workplace (including suppliers and visitors).
- c. Facilities at the work place.

3.0 Responsibility

- 3.1 Management Representative is responsible for ensuring that all Environmental Aspects, OHS Hazards arising from the Company activities and services are identified and recorded.
- 3.2 Functional Heads and Management Representative are responsible for identifying the Environmental Aspects, OHS Hazards in their respective areas and evaluate the same for their impact on Environment, occupation, Health and safety. They are also responsible for ensuring that risks are managed through objectives and targets by operational control measure or by emergency preparedness procedures.

4.0 Description of Activity

4.1 Environmental Aspects and Hazard Identification

- 4.1.1 Management Representative / Functional Head collects information about various occupational and health hazard and their risk related to activities, products or services during normal, shut down or start up, abnormal and emergency situations. They shall list Environmental Aspects and OHS Hazards based on the following. Observations By Employees

- Analysis of non-compliance
- Analysis of external communication records
- Feed back from regulatory authorities
- Feed back from suppliers, customers etc.
- Study product life cycle.
- Observations by employees
- Analysis of non-compliance, accidents, incidents
- Analysis of medical check up records
- Records of previous accidents including results of investigation
- Inputs from safety audits
- All routine and non-routine activities where environmental aspects and its impact, OHS environmental aspects, OHS hazards and associated risks are involved.
- Existing EHSMP procedures and practices.
- Facilities available at work place.

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- 4.1.2 The identification of Environmental Aspects and OHS Hazards should cover, where relevant
- People having access to the work place (employees, contractor's workers and visitors).
 - Applicable legislative and regulatory requirements
 - During the operation,
 - Emissions to air
 - Discharge of water
 - Waste management
 - Contamination of land
 - Impacts on communities
 - Use of raw material and natural resources
 - Concerns of interested parties
 - Accidents minor or reportable as well as potential emergency situations.
 - Chemical, physical, ergonomic, biological, monotonous functions
 - Work at predetermined rate
 - Influence of shift work
 - Overtime loading and fatigue
 - Heat exposure/ fire
 - Accidental
 - Unsafe conditions and unsafe practices
 - Noise and improper illumination
 - Accidents minor or reportable as well as potential emergency situations.

Also any employee of the organisation can identify the Environmental Aspects, OHS Hazards and handover to MR / Functional Head. All the information are compiled and recorded in Aspects and Hazard Register.

- 4.1.3 The risk are categorized as below;
- DIRECT – Aspects, Hazards, which can be controlled by Company.
 - INDIRECT – Environmental Aspects, OHS Hazards where Company can influence the control.
 - NORMAL CONDITION – Environmental Aspects, OHS Hazards / Risks associated with standard operating procedures.
 - ABNORMAL CONDITION – Environmental Aspects and its impacts, OHS Hazards / Risks associated with – deviation from normal conditional / SOP
 - EMERGENCY CONDITION – Risks, which are contained of, mitigated by invoking emergency procedure and have potential for foreseeable accidental situations.

4.2 Risk assessment

- 4.2.1 The significant occupational health and Environmental Aspects, OHS Hazards identified based on follow up of ABCDEF method of significance analysis given in Annexure-1.
- 4.2.2 All the significant risk is recorded in the Impacts and Risk Register.
- 4.2.3 Management Representative is responsible for working with Functional Heads to ensure that significant Environmental Aspects, OHS Hazards identified by the team are considered in setting EHSMS objectives and targets for the Company.
- 4.3 In addition whole operation or part of that shall be observed for the review of risk assessment and recorded in the cases listed below:
- Changes in legislation
 - Pressure from interested parties

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- Changes in products / raw materials
- New knowledge regarding occupational health environmental aspects, OHS hazards and risk assessment
- Identified during audit.

The EHSMS register is reviewed Once In Year / on completion of EHSMP.

4.4 The need for updation of Environmental Aspects and its impact, OHS Hazards and risk assessment is identified in management review meetings. Factors such as improved assessment methodologies or major changes to the organization's mission, products and processes are considered in determining the need to update the assessment. In such cases follow-up evaluations is determined based on changes in evaluation methodology or significant changes in the organization's mission related to Environmental Aspects and its impact, OHS Hazards and risk assessment.

5.0 Reference

- 5.1 PRO/SYS/01 Procedure For Management Review
5.2 Commentaries On Consolidated Consents and Authorization
5.3 Commentaries On Factory Acts

6.0 Enclosure

- 6.1 Annexure – 1 Method of Significance Analysis

7.0 Formats / Exhibits		
Sr. No.	Format No.	Title Of formats
1.	F/EHSMS/02	Evaluation of Impacts / Risks
2.	F/EHSMS/03	Initial EHSMS review of prioritization of significant aspect, OHS hazards its impact and risks feasibility analysis

Department EHSMS		[Company Name] Evaluation Of HSE Impacts / Risks										No.		F/EHSMS/02			
Date												Issue No.		01			
Page												Approved By				MR	
Sr. No.	Activity	Aspects / OHS Hazards	Impact / Risks	Condition N / A / E	Type D / I	Attributes A B C D E F						Magnitude of Impact	Remarks (Present Control And Needs If Any)				
	Maintenance of Vehicles	Spillage of Oil and Greases	Land Contamination	N	D	1	2	1	1	1	2	1x2x1x1x1x2=4					
	Maintenance of Vehicles	Spillage of Oil and Greases	Slip	N	D												

N	Normal	A	Abnormal	E	Emergency	D	Direct	I	Indirect	Magnitude of Impact / risk → A*B*C*D*E*F			
A = Quantity / Scale (1–5)		B = Occurrence (1–5)		C = Severity (1–5)		D = Legal concern (1–5)		E = Control (1–10)		F = Likelihood of detection (1–5)			

Department EHSMS		[Company Name] Evaluation Of HSE Impacts / Risks					No.		F/EHSMS/02				
Date							Issue No.		01				
Page							Approved By				MR		
Sr. No.	Activity	Aspects / OHS Hazards	Impact / Risks	Condition N / A / E	Type D / I	Attributes A B C D E F						Magnitude of Impact	Remarks (Present Control And Needs If Any)

N	Normal	A	Abnormal	E	Emergency	D	Direct	I	Indirect	Magnitude of Impact / risk → A*B*C*D*E*F			
A = Quantity / Scale (1–5)		B = Occurrence (1–5)		C = Severity (1–5)		D = Legal concern (1–5)		E = Control (1–10)		F = Likelihood of detection (1–5)			

A. Risk & Opportunity Process Flow Chart

Area wise risk & opportunity is identified by QHSE coordinator

Identify risk rating based on magnitude, severity and customer/legal

- a. Occurrence (1 to 5)
- b. Severity (1-5)
- c. Legal / Customer concern (1 to 5)

Classify the risk

High – Above 60

Medium – 45 to 60

Low – Below 45

Note: If any of the A, B & C is 5 then it is high risk

Identify mitigation plan for all type of listed risks

Initiate action for medium risk and implement it immediately for high risk monitor risk on monthly basis & record in risk analysis sheet

Summaries action taken on risk & effectiveness of action & discuss risk & opportunities summary in management review meeting

Emergency Response Plan – At Site

Document No.	NIC/01
Date	01-10-2016
Applicable Standard	ISO 9001, ISO 14001, ISO 45001

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