

Operational Control - EMS

1.0 Purpose

The purpose of this procedure is to:

- a) Define a method to prepare documented operational control procedures for the identified significant environmental aspects where their absence may lead to deviation from the environmental policy, objectives and targets,
- b) Ensure that operational control procedures stipulate operating criteria, and
- c) Ensure that relevant operational control procedures are communicated, implemented and followed by all employees (including contractors and their employees).

2.0 Scope

Activities, operations and services of KSPHC which are associated with the identified significant environmental aspects

3.0 Associated and reference documents

- a) ISO 14001:2004 clause 4.4.6
- b) Environmental Policy
- c) Register of significant environmental Aspects
- d) Environmental Objectives, targets and programs

4.0 Definition

Procedure: Specified way to carry out an activity or a process.

Note 1: Procedures can be documented or not (ISO/TR 10013). When a procedure is documented, the term "written procedure" or "documented procedure" may be used.

Note 2: Operational Control Procedures (OCP) / Standard Operating Procedures (SOP) / Work Instructions (WI) are all one and the same with different nomenclature, and they are intended to provide instructions for performing an activity.

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5.0 Responsibility

Sl. No.	Activity	Responsibility	
		Primary	Secondary
1	Develop / revise OCP's / Work Instructions.	Concerned functional heads	-
2	Review OCP's / Work Instructions	MR	Concerned functional heads
3	Approve OCP / Work Instructions	MR	-
4	Communicate OCP's / Work Instructions to employees / Suppliers / Contractors.	Concerned functional heads	MR
5	Impart training on OCP / Work Instructions	MR	Concerned functional heads
6	Monitoring of the key operating criteria of OCP	Concerned functional heads	EMS Site Coordinators
7	Evaluate OCP effectiveness / Work Instructions	Concerned functional heads	EMS Site Coordinators

6.0 Procedure**6.1 Identification of operational control needs**

Upon completion of environmental aspect-impact study they shall be evaluated as per procedure IMSP 19, for determining those that are significant aspects. Operational controls shall be established for all significant aspects. Operational control procedures shall be prepared for the identified significant environmental aspects related to goods and services obtained by KSPHC.

6.2 Establishing operational controls

Operational controls can be established either in a operational control procedure (OCP), or a work instruction. The OCP needs to specify the responsibility for the subject operation wherein it needs to be performed by competent personnel, for example, chemical spill control. An OCP should specify – Objective, Responsibility, Operational procedures, Key characteristics that need to be monitored and the Record requirements

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6.3 Establishing OCP linkage with significant aspects and risks

Operational control procedures should be brought under document control in accordance with procedure ~~EHSP-01~~ IMSP 01(Control of documents). Reference numbers of OCP should be referenced in the Register of significant aspects,

6.4 Communication and implementation of OCP.

Concerned functional heads should know whether the activity / services is performed by KSPHC personnel or by the contract personnel. They shall ensure that relevant OCP are communicated to these personnel. Also, where identified, they shall coordinate with MR for the provisioning of training. The relevant Operational Control procedures shall be communicated to suppliers and Contractors as appropriate through training and issuing copies of relevant Operational Control procedures to them.

6.5 Monitoring the effectiveness of operational control

Concerned functional heads shall monitor the effectiveness of operational controls implemented by tracking the trends of key performance indicators. This data shall be used for the purpose of evaluating the EMS performance.

7.0 Records

As detailed in specific OCP / WI

8.0 Revision details

This document supersedes and replaces EMSP 08. This document being part of the integrated management system, it is designated as IMSP 21 and the revision status is set to "0".

Approved by : Chairman and Managing Director
