

Monitoring and measurement of EMS Operational Controls

1.0 Purpose

The purpose of this procedure is to define a method applicable for the monitoring and measurement of EMS management system processes:

- a) Periodic inspections of risk control measures implemented
- b) Monitoring and measurement of key operating criteria specified in operational control procedures (OCP) to control and manage significant environmental aspects.
- c) Tracking Performance indicators to monitor progress on objectives & targets and management programs
- d) The calibration and maintenance of monitoring equipment

Note: The evaluation of compliance with relevant EMS legal and other requirements is described in procedure IMSP 24.

2.0 Scope

All activities & operations carried out at / by KSPHC which are covered under the scope of Environmental Management System.

3.0 Associated and reference documents.

- a) ISO 14001:2004 clause 4.5.1
- b) IMSP 03 - Objectives, targets and programs
- c) IMSP 21 - Operational control
- d) IMSP 22 - Emergency preparedness and response

4.0 Definition

None

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5.0 Responsibility

SL. No.	Activity	Responsibility	
		Primary	Secondary
1	Measuring and Monitoring of key operating criteria of OCPs	Site In-charge Officers / EMS Coordinators.	Site In-charge officers / EMS Coordinators.
2	Tracking Performance indicators to monitor progress on objectives & targets and management programs	Site In-charge / EMS Coordinators.	EMR MR
3	Compiling monitoring and measurement reports and reporting summary to top management	Site In-charge / EMS Coordinators.	EMR MR
4	Ensuring valid calibration for measuring equipments used by the external service providers.	Site In-charge / EMS Coordinators.	EMR MR

6.0 Procedure

6.1 Monitoring and measurement of key operating criteria specified in OCP

Concerned operational personnel shall maintain relevant records specified in the corresponding operational control procedures

6.2 Monitoring progress on objectives & targets and management programs

Objectives and targets are set at relevant functions and levels within the organization. Management programs are established for the set objectives and targets. These programs specify designation of responsibility, time-frame and indicators for monitoring the progress / performance. Site In-charge / EMS Coordinators shall maintain these records and report to the **EMR** MR at least once in six months. The progress and performance level shall be reviewed during Management Review Meeting.

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The calibration and maintenance of monitoring /measuring equipment

Where determined and practicable, the key characteristics related to a significant environmental aspect (e.g. DG Exhaust emissions, Noise level] are measured periodically as specified in the relevant OCP. These measurements are carried out by external agencies / service providers. Whenever such measurements are made, concerned Site In-charge / EMS Coordinator shall ensure the equipment has the valid calibration status. They shall indicate this verification in the reports submitted by the service provider.

7.0 Records

Sl. No	Name of the Record	Custodian	Retention Period
1	Visual inspection of Fire Extinguishers	-- do --	2 Years
2	Copy of Calibration certificate of measuring equipment	-- do --	2 Years
3	Records as required by OCP	Site In-charge / EMS Coordinator.	2 Years

8.0 Revision details

This document supersedes and replaces EMSP 10. This document being part of the integrated management system, it is designated as IMSP 23 and the revision status is set to "0".

Approved by : Chairman and Managing Director
