

**Lotte Chemical Pakistan Limited  
Port Qasim**

<b>PROCEDURE NO.</b>	<b>HSE&amp;S Procedure No. 1.03-01</b>	<b>Page 1 of 6</b>
<b>TITLE</b>	<b>Location HSE&amp;S Management</b>	
<b>WRITTEN BY</b>	<b>Asghar S Gardezi</b>	<b>Date: 16 July 2001</b>
<b>REVISED BY</b>	<b>Shuaib Iqbal</b>	<b>Date: September 2024</b>
<b>REVIEWED BY</b>	<b>Sohail Abbas Adnan Ul Haque Syed Qamar Alam Tariq N. Virk Raja Waheed Ullah Khan Ashiq Ali Muhammed Talha Khan</b>	<b>Date : October 2024 Date : October 2024</b>
<b>APPROVED BY</b>	<b>Young Dae Kim</b>	<b>Date: October 2024</b>
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## 1. PURPOSE

The purpose of this procedure is to provide guidance to managers for defining the organizational arrangements necessary for the implementation of the HSE&S Management system.

## 2. SCOPE

This procedure applies to Lotte Chemical Pakistan Limited (LCPL) Plant Site, Raw Water Pumping Station and City Office. It supports the HSE&S standards that require line management to have in place the appropriate organization, responsibility, authority, resources, support services and other arrangements required to implement the Company Policy and Standards.

## 3. DEFINITIONS

### **Management System**

The management system is composition of the systems, procedures and instructions which prescribe method of work, design requirements & operational limits, and which ensure adherence to relevant legislation, regulations and standards.

### **Location**

Any LCPL owned or leased location where people are employed by LCPL.

### **Location Manager**

The manager with overall responsibility and accountability for location performance.

### **Operating Manager**

The manager of a production unit / facility on a site / location, appointed by the Responsible Executive to carry out defined responsibilities. The **General Manager- Operations** is the Operating Manager for LCPL site.

### **Site Responsible Engineer (SRE)**

The manager appointed by Responsible Executive (RE), responsible for ensuring the appointments of the appropriate key individuals for the production unit / facility to carry out responsibilities specified in Local Engineering Procedures (LEPs). The **General Manager- Works** is the Site Responsible Engineer (SRE) for LCPL site.

## 4. REQUIREMENTS

- 4.1 **Director Manufacturing** shall be the Location Manager of the LCPL Plant Site, and Raw Water Pumping Station, accountable for the implementation of all relevant legislation, the HSE management system and for the managing and improving of its operations and performance.

- 4.2 The Chief Executive shall have systems in place to ensure that roles, responsibilities and authority for taking action for all key parts of the HSE management system are defined, documented and communicated.
- 4.3 There shall be up-to-date organization chart of each department indicating key HSE responsibilities allocated to each manager, including areas / activities / assets outside the location boundaries for which local management is responsible.
- 4.4 [Director Admin](#), HR &IT shall be the Location Manager of the City Office, accountable for the implementation of all relevant legislation, the HSE management system and for the managing and improving of its operations and performance.
- 4.5 There shall be separate chart maintained, documenting the nomination and approval of the Responsible Engineers as defined in the Local Engineering Procedure (attached as Appendix-1).
- 4.6 The [Director](#) Manufacturing shall be the Responsible Executive and shall ensure that the changes in the LCPL organization, roles and duties shall be managed to ensure HSE&S, engineering and other responsibilities remain clearly defined.
- 4.7 [Director Admin](#), HR & IT shall ensure that the changes in the LCPL organization, roles and duties shall be managed to ensure security related responsibilities remain clearly defined.
- 4.8 The Chief Financial Officers shall ensure that there is a system to identify, and maintain access to, new and existing legislation that is relevant to activities at the LCPL Site. The [Director Admin](#), HR & IT and General Affairs & Security Manager shall also ensure compliance of all local legislation relating to Factories Act, Labour Code and Motor Vehicle Act etc. requirements pertaining to their functions and as applicable to the Business.
- 4.9 The [Director](#) Manufacturing shall ensure the establishment of a HSE Management system commensurate with the hazard assessment and the HSE risks present at the location, inclusive of implementation of formal procedures, appropriate training and validation methods, and routine methods.
- 4.10 General Affairs & Security Manager shall ensure the establishment of a Security Management system commensurate with the hazard assessment and the Security risks present at the location, inclusive of implementation of formal procedures, appropriate training and validation methods, and routine methods.
- 4.11 The [Director Admin](#), HR & IT shall ensure that, adequate provisions of, or access to, appropriate occupational health resources and facilities and health promotion programmes, including both general, health screening and health education, are available to all employees. [Director Admin](#), HR &IT shall

ensure that all First Aid Boxes are maintained and audited on periodic basis.

- 4.12 The **Director** Manufacturing shall ensure availability of specialist and advisory support resource, whether dedicated or part time to meet the requirements of implementing the local programmes of safety, toxicology and industrial hygiene.
- 4.13 The LCPL HSE&S Policies and rules shall be defined and communicated.
- 4.14 At Plant Site, Location HSE&S Committee shall be set up by the **Director** Manufacturing, which shall meet quarterly. (Appendix-2)

Agenda of Management Review Meeting / **Location QHSE&S Committee Meeting** will be as follows

- a) Results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organization subscribes;
  - b) The results of participation and consultation;
  - c) Relevant communication(s), Customer Satisfaction & feedback, the needs and expectations of relevant interested parties, including compliance obligations, Customer complaints; change in internal & external issues relevant to EMS& QMS, the effectiveness of actions taken to address risk & opportunities, significant environmental aspects
  - d) The QHSE&S performance & effectiveness of the organization; including nonconformity and corrective actions, monitoring and measurement results, fulfillment of compliance obligations, audit results, the performance of external providers, process performance & product conformity
  - e) The extent to which QHSE&S objectives have been met;
  - f) Status of incident investigations, corrective actions and preventive actions;
  - g) Follow-up actions from previous management reviews;
  - h) changing circumstances, including developments in legal and other requirements related to QHSE&S; and, adequacy of resources
  - i) Recommendations opportunity for improvement.
- 4.15 A City Office Location HSE&S Committee shall be set up by the **Director Admin**, HR & IT which shall meet quarterly (Appendix-3).
  - 4.16 HSE&S Sub Committees shall be nominated by Location Managers to give recommendations of specific HSE&S issues to LCPL HSE&S Committee. Sub Committees shall continue to work in a specific period of time depending upon nature of the assignment.
  - 4.17 The **Director Admin**, HR & IT shall ensure that for all facilities that occupy leased space, the responsibility of the lesser for HSE&S matters pertaining to the building, surrounding grounds, permitted environmental effluents, and installed safety systems should be clearly defined in the lease.

4.18 The **Director Admin**, HR & IT and General Affairs & Security Manager shall ensure that a procedure is in place to handle unannounced regulatory audits.

4.19 LCPL being a Major hazard Plant:

4.19.1 The operating and technical decisions shall be defined which, for added assurance, plant management should refer to higher management levels.

4.19.2 Changes of personnel are managed to ensure that continuity of experience, knowledge and awareness of the hazards involved is maintained.

4.20 The **Director Manufacturing** shall nominate the following:

4.20.1 Major Hazard Plant Manager

The **General Manager- Operations** shall be the Major Hazard Plant Manager. He shall have the overall responsibility, for continued performance of the plant with regard to process hazards and for managing and improving operations, and who is competent to hold the position by virtue of having appropriate qualifications, experience and formal major hazard management training.

4.20.2 Operating Manager

Operating Manager shall be appointed following assessment of experience and competence as required by the Local Engineering procedures (LEP). The Operating Manager is to make sure that:

- a) Procedures are available for the design, construction, testing, commissioning, Registration, operation, Periodic Inspection and maintenance of equipment and systems covered by the Local Engineering Procedures (LEPs).
- b) Key individuals are appointed for the production unit or facility
- c) Equipment and systems are operated and maintained by competent and trained staff within their safe design operating limits, and in a way that avoids danger to personnel or the public.
- d) The required protective systems are in place and are operational.
- e) Equipment and systems are not operated after the date of the next due Periodic Inspection unless appropriate permission is given.

- f) Operational and specialist engineering audits check that engineering requirements are carried out, and they continue to be so.
- g) Procedures are audited by the site or facility operational audit programme, audit records are available, and previous audit actions are checked for completion.

#### 4.20.3 Responsible Engineers

Based on the requirements of the Local Engineering Procedure (LEP), the responsible engineers shall be appointed with the responsibility for establishing and maintaining management systems for ensuring engineering integrity of the relevant equipment including emergency decontamination equipment (showers etc) and civil works. They shall be appointed following assessment of experience and competence as required by the Local Engineering Procedures (LEPs).

### 5. COMMUNICATION

- 5.1 Departmental Heads shall ensure that this procedure is communicated to all relevant employees within their departments.

### 6. TRAINING

- 6.1 Departmental Heads shall ensure that all managers with specific responsibilities are trained / aware of the requirements as defined in the procedure.
- 6.2 These managers nominated as Responsible Engineers shall be trained and validated.

### 7. DOCUMENTATION

- 7.1 Appendix-1 Documentation for appointment of Responsible Engineers
- 7.2 Appendix-2 Organization of the LCPL Site Location HSE&S Committee
- 7.3 Appendix-3 Organization of the City Office Location HSE&S Committee
- 7.4 Appendix-4 Minutes of Meeting Format for Location QHSE&S Committee Meeting & ISO- 9001 &45001&14001 Management Reviews

### 8. REFERENCES

- 8.1 LEP-1 General requirements for LEPs

### 9. AMENDMENTS

This is the [twelfth](#) revision.