

**Lotte Chemical Pakistan Limited
Port Qasim**

PROCEDURE NO.	HSE&S Procedure No. 1.07-01	Page 1 of 8
TITLE	HSE&S Documentation & Records	
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ISSUE DATE	February 2020	

Changes w.r.t organizations, designations

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1. PURPOSE

To provide guidance to the managers in maintaining, HSE&S and applicable legal obligations documentations record.

2. SCOPE

This procedure is applicable to the Lotte Chemical Pakistan Limited (LCPL) and supports the LCPL Health, Safety, Environment & Security Standards and applicable legal obligations that require line managers to have in place the appropriate organisation, responsibilities & authority, resources, support services & other arrangement required to implement the LCPL HSE&S policy & guidelines.

3. DEFINITIONS

3.1 LCPL HSE Desk

Single point contact to control and maintain the HSE Management System documentation as well as to facilitate all department/function in their HSE related activities. The Assistant Manager QHSE shall be the single point contact for the LCPL HSE Desk.

3.2 LCPL HSE Database

IBM notes based database to control the existing HSE Management System documentation electronically in order to facilitate the internal customers in an effective & efficient manner.

3.3 Q&HSE Management Representative (MR)

Q&HSE Management Representative (MR) is directly responsible for ensuring maintaining of record of Q&HSE related activities at LCPL in line with following systems:

3.3.1 Occupational Health and Safety Management System (ISO 45001:2018)

3.3.2 Environmental Management System (ISO 14001:2015)

3.3.3 Quality Management System (ISO 9001:2015)

3.4 Abbreviations

3.4.1 Occupational Health & Safety OH&S

3.4.2 Q&HSE Management Representative MR

3.4.3 Health, Safety, Environment & Security HSE&S

4. REQUIREMENTS

4.1 Q&HSE Management Representative shall be responsible to maintain the requirements of this procedure.

- 4.2 The Chief Executive shall have in place appropriate arrangements to ensure that HSE&S & legal applicable obligation records are kept consistent with business needs, and HSE&S responsibilities of individuals are defined and that they are fully aware of them.
- 4.3 Department Heads (Production, Technical, Engineering, Commercial, Finance, HR & IT, HSE & Technical Training) shall ensure that systems are in place to maintain all HSE&S & all relevant applicant legal obligations records (Ref: Appendix-1) are listed and kept updated. These records shall have:
- Control method designed to ensure that correct version of document is available.
 - Retention period which should define the time for which the record is to be kept.
 - Confidentiality, including the protection of electronic, or other record about people.
 - Trace-ability to enable identification & to ensure that document is retrievable if required including archived records.
- 4.4 Department Heads shall ensure that record keeping system provide means to facilitate in handling situations, which involve process research & development, potential future liabilities, litigation and personal claims, personnel training and development aspects.
- 4.5 All operating instructions for plant shall be documented & circulated by Plant Managers through a closed circulation list. These instructions shall be amended & updated as per changes or modifications to systems.
- 4.6 Concerned sectional managers shall ensure that documentation of modifications & the risk assessments made are retained in Registry. Record of all modifications shall be documented as per the modification procedure HSE&S Procedure 18.01-01 (Management of Change).
- 4.7 The General Manager HR & IT shall ensure that systems are in place to maintain all relevant confidential records regarding staff members till they attain the **retirement** age and are retained for two years after cessation of work.
- 4.8 The **Deputy** IT Manager shall be responsible for taking the backup of the electronic data **including ELDs, Piping, Isometrics, Layouts, and Flow Sheets** of the Main IT server periodically.
- 4.9 Relevant training records regarding any training imparted due to change in the existing procedures due to new equipment, guidelines or systems in the light of new information shall be retained. **HSE & Technical Training Manager will ensure all records of the technical training validation shall also be maintained.** The General Manager HR & IT, HSE & Technical Training Managers shall ensure that systems are in place and all training sessions are properly documented and recorded along with the training records of TNA related to HR Trainings, HSE & Technical Trainings.

- 4.10 Relevant studies regarding environment studies and risk assessments with HSE implication shall be recorded and documented, record of which shall be available with the Registry.
- 4.11 HSE & Technical Training Manager shall ensure that records of all accidents for at least three years is available giving the details of the incident and proposed remedial actions. This record shall be documented in an auditable form.
- 4.12 Chief Financial Officer shall ensure that all legal applicable regulations / laws are legally reviewed through Legal for updation after every three years. HSE & Technical Training Manager shall ensure that legal applicable laws update versions are available and reviewed by all departments every year.
- 4.13 Manager Planning & Reliability shall ensure that overhaul record is available for all employees for two years.
- 4.14 Document Hierarchy

The different levels of documents shall be as under:

Level-1	Manuals (OH&S, Environment)
Level-2	HSE&S Procedures
Level-3	HSE&S Procedure Appendixes

4.15 Structure and Format

4.15.1 Manuals:

Manuals shall have no specific format.

4.15.2 Level “2” Documents

4.15.2.1 Document Coding

4.15.2.1.1 The right corner of the header of the pages shall contain:

Document Code	example: HSE&S
Procedure	1.01-01
Revision No.	01
Page Number	Page 1 of 8

4.15.2.1.2 The document code shall be of the form HSE&S Procedure A.BB-CC, where:

- A is the standard.
- BB is the guideline.
- CC is the local document number, starting from 01

The exception shall be the manual, which is coded simply are as under:

For Environmental Management System
EMS/01

For Occupational Health & Safety Management System
OHS/01

4.15.2.1.3 Official controlled documents of level 1, 2 shall be created on A4 paper.

4.16.3 For Level “3” Documents

4.16.3.1 There is no specific format for level “3” documents and it can be created on any size of paper.

4.16.3.2 Header of each level “3” document shall contain, document code number and revision number as described for level ‘2’ documents.

4.16.4 Document Name

4.16.4.1 The first page of level 2 HSE&S Procedure shall contain a grid same as the one on the first page of this Procedure.

4.16.5 Headings

Following headings shall be used in the HSE&S Procedure documents:

- 1) Purpose
- 2) Scope
- 3) Definitions
- 4) Requirements
- 5) Communication and Training
- 6) Documentation
- 7) References
- 8) Amendments

4.17 Preparation and Approval

Documents shall be prepared and approved as shown in the following matrix.

LEVEL	DOCUMENT	PREPARED BY	APPROVED BY
1	OH&S & EMS Manual	Q&HSE Management Representative	Chief Executive
2	HSE&S Procedures (Business Related)	Q&HSE Management Representative	Chief Executive
	HSE&S Procedures (Manufacturing Related)	Q&HSE Management Representative	General Manager Manufacturing

3	HSE&S Procedure Appendixes (Business Related)	Line Managers & above	Chief Executive
	HSE&S Procedure Appendixes (Manufacturing Related)		General Manager Manufacturing

4.18 Issuing Documents (Level 1,2)

4.18.1 Issuing of controlled documents shall be made by uploading of their Pdf. converted formats to an electronic database through Assistant Manager QHSE. Background of these officially controlled documents shall bear the "CONTROLLED COPY" mark on the each page.

4.18.2 Use of documents by Internal Quality Auditors and External parties (e.g. customers, auditors, consultants), shall be allowed with "UNCONTROLLED COPY" mark on each page. Issuance of uncontrolled copy shall be done by Assistant Manager QHSE with the consent of MR. QHSE MR will ensure that all uncontrolled copy to issue internal & external auditors for communication and training only with appended note that document will be used for said purpose and either it will be shredded or return back to HSE Desk, however during their use they will place the document in lock and key arrangement.

4.18.3 The original approved document shall be retained in the LCPLHSE Database.

4.18.4 All documents issued shall be recorded on a Document Control Master List (Appendix-3) by Assistant Manager QHSE.

4.18.5 Acknowledgement of receipt of the updated document shall be maintained by Assistant Manager QHSE through IBM Notes.

4.19 Amending Documents (Level 1, 2& 3)

4.19.1 Request for any change in documents shall be intimated by the Initiator to LCPLHSE Desk, which shall finalize the required changes in controlled document in co-ordination with Requester and on his/her behalf raise the Document Change Request Form (Appendix-2) and send it to Initiator with complete document path needed to review & approve this change request.

4.19.2 Assistant Manager QHSE shall ensure that the controlling authority who initially approved the document shall approve / not approve the proposed changes.

4.19.3 For all changes, a new issue shall be published. The issue number advances i.e., Revision 1 becomes Revision 2, etc in amendments clause (8).

4.19.4 In the new issue of a document, the section/ paragraph/ sentence/ text that have been changed shall be marked in blue colour.

4.19.5 Assistant Manager QHSE shall be responsible for maintaining all Document Change Requests.

4.20 Withdrawal / Obsolete Documents

4.20.1 The amended document shall be issued according to section 4.18 of this procedure.

4.20.2 The Document Control Master List (Appendix-3) shall be updated by Assistant Manager QHSE.

4.20.3 Assistant Manager QHSE shall withdraw all obsolete copies from the database, when the amended document is issued according to section 4.20 of this procedure.

4.20.4 For reference purpose, Pdf. converted copy of Obsolete Document shall be attached with its Approved Document Change Request Form. Background of all Obsolete Documents shall bear the "OBSOLETE DOCUMENT" mark on the each page.

4.20.5 Assistant Manager QHSE shall be responsible for maintaining all Obsolete Documents.

4.20.6 Hard copies of obsolete documents shall be shredded off after their retention period as mentioned in Appendix-1.

4.21 Control of Computer Data & Documents

4.21.1 Regular maintenance and backups shall be ensure by HR & IT Manager to protect all procedures and records that are being maintained on the computer IT Server.

4.22 Control of External Origin Documents

4.22.1 External Origin Documents i.e. Equipment Installation & Operational Manuals, Drawings and Specifications shall be readily available in Registry as per HSE&S Procedure No. 19.02-01. Concerned Persons shall be able to access these documents whenever required as per distribution system of the Registry.

5. COMMUNICATION & TRAINING

5.1 HSE dossier shall be available with a circulation list, which shall be available for reference.

5.2 Training regarding documentation & record keeping shall be consistent with

the procedure.

6. DOCUMENTATION

- 6.1 Appendix-1 List of Records Required
- 6.2 Appendix-2 Document Change Request Form
- 6.3 Appendix-3 Document Control Master List
- 6.4 Appendix-4 Details of Records

7. REFERENCES

- 7.1 HSE&S Procedure 18.01-01 Management of Change
- 7.2 HSE&S Procedure 19.02-01 Plant Information – The Plant HSE&SDossiers

8. AMENDMENTS

This is the [eight](#) revision.