

**LotteChemical Pakistan Limited
Port Qasim**

PROCEDURE NO.	HSE&S Procedure No. 19.07-02	Page 1 of 4
TITLE	De-matching Procedure	
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ISSUE DATE:	November 2023	

Changes w.r.t organizations & designations

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1. PURPOSE

This procedure specifies the requirements to achieve de-matching at Lotte Chemical Pakistan Limited (LCPL) Plant Site to control sources of ignition for Fire & Explosion prevention.

2. SCOPE

This procedure applies to all LCPL Employees, Contractors, Visitors and Customers at the LCPL Plant Site. It does not apply to Fire Extinguisher training activity carried out by HSE department at designated areas.

3. DEFINITIONS

3.1 Match Box & Match Sticks

Any type of matchbox & matchsticks which produce heat & flames and could cause fire & explosion risk.

3.2 Lighters

Any type of lighter which produces flame or heat and are capable of causing Fire & Explosion. This includes vehicle lighter.

3.3 Cubby Holes Cabinet

Wooden Hole Cabinets installed at the entrance of main Security gate, Construction gate, Raw Material gate house & time office for placing match boxes & lighters.

3.4 Non-Smoking Site

LCPL is a Non Smoking Site. Smoking is permitted only in designated open areas. The list is attached as Appendix-1.

3.5 Smoking Permitted Open Areas

The designated open areas where Smoking Permitted signs are displayed, Fire Extinguishers are placed, Ash trays are available and electric lighters are fitted.

4. REQUIREMENTS

4.1 The General Affairs & Security Manager shall ensure that security staff de-match employees, contractors, customers and visitors at the Main Gate, Construction Gate, Material Gate, Descon Walkthrough Gate & Time Office. He shall also ensure that appropriate treatment in this regard is given to Regulatory Authority Visitors.

- 4.2 Government officials visiting the LCPL plant site will not be de-matched at the main gate. However manager conducting the visit will ensure that the visitors are either de-matched by him personally or lighter / matchboxes are not used by the visitor while on the plant premises.
- 4.3 The General Affairs & Security Manager shall ensure that the source of ignition (lighters, match boxes, car lighters) collected from Employees, Contractors, Visitors & Customers or removed from vehicles are safely stored in the cubby hole cabinets and returned to the owners when leaving the site.
[Also maintain all Cubby Hole Cabinets](#)
- 4.4 HSE & Technical Training Manager shall update list of smoking permitted areas periodically.
- 4.5 General Affairs & Security Manager shall ensure that list of open Smoking Area is displayed at the Main Gate, Time Office and appropriate locations for the attention of management and non-management staff.
- 4.6 The [Admin & IR Manager](#) shall:
 - 4.6.1 Maintain the common Smoking Places.
 - 4.6.2 Provide fuel free lighters for cooking areas.
 - 4.6.3 Provide metallic ash tray in smoking areas.
 - 4.6.4 Depute staff for cleaning of ash tray regularly.
- 4.7 [Manager Electrical & Manager Instrumentation](#) shall ensure:
 - 4.7.1 Electric cigarette lighters are only installed in open smoking areas and smoking places.
 - 4.7.2 Maintenance, inspection, repair and tagging of electric lighters is in place.
- 4.8 HSE & Technical Training Manager shall:
 - 4.8.1 Ensure audit of the smoking areas is done once a quarter.
 - 4.8.2 Provide fire extinguishers and smoking permitted Sign.
- 4.9 The HSE & Technical Training Manager shall audit the requirements of this procedure periodically.
- 4.10 The HSE & Technical Training Manager shall ensure maintenance of all De-match sign boards.

5. COMMUNICATION AND TRAINING

- 5.1 The HSE & Technical Training Manager shall ensure that all personnel with specific responsibilities in this procedure are made aware of the contents of this procedure.

- 5.2 The Assistant Manager QHSE shall be responsible for all aspects of fire extinguishers training.
- 5.3 The General Affairs & Security Manager shall train all security staff in the requirement of this procedure.
- 5.4 The Admin& IR Manager shall train all housekeeping staff in the requirement in the requirement of this procedure.

6. DOCUMENTATION

- 6.1 Appendix-1 List of Smoking Areas

7. AMENDMENTS

This is the [ninth](#) revision.