

**Lotte Chemical Pakistan Limited
Port Qasim**

PROCEDURE NO.	HSE&S Procedure No. 7.05-01	Page 1 of 4
TITLE	Housekeeping	
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Contents

	Page No
1. Purpose	2
2. Scope	2
3. Definitions	2
4. Requirements	2
5. Communications & Training	4
7. Documentation	4
8. References	4
9. Amendments	4

1. PURPOSE

This procedure defines the arrangements required to maintain high housekeeping standards at all areas of Lotte Chemical Pakistan Limited (LCPL) Site.

2. SCOPE

This procedure supports the HSE&S standard that requires appropriate risk control and monitoring programmes to be put in place. It further defines the principles that should be incorporated in to the system to maintain housekeeping standard.

3. DEFINITIONS

3.1 Site

In the context of this procedure, Site is taken to mean the LCPL Site, the Raw Water Pumping Station, and the adjacent 50 Acre Plot.

4. REQUIREMENTS

- 4.1 The Director Manufacturing shall assign responsibilities of housekeeping of each area of LCPL Plant Site, City Office and Raw Water Pumping Station. The Director Manufacturing shall ensure that sufficient resource; equipment and tools are available to support managers in maintaining high housekeeping standards. (Appendix-1 for housekeeping responsibilities plan and Appendix-3 for housekeeping area distribution plan).
- 4.2 Department Managers are responsible to ensure that areas of responsibility for housekeeping are clearly defined and required standard of housekeeping is defined and communicated.
- 4.3 Section Managers shall nominate individuals for each area; nominated individuals are responsible to ensure that housekeeping standard is maintained in their area of responsibility. Each section shall maintain record of housekeeping inspections, observations and status of actions.
- 4.4 The achievement of standards of housekeeping is a management responsibility. Each employee has a personal responsibility for maintaining high standard of housekeeping and help to maintain safe, secure and tidy workplace.
- 4.5 Respective Manager shall ensure that materials and tools shall be removed from the workplace after completion of mechanical and / or E&I, workshop jobs, if it is necessary to store material at job location, then area should be barricaded and temporary storage notice to be displayed. Material to be removed immediately after completion of mechanical and / or E&I, workshop jobs.

- 4.6 Relevant Section Manager is responsible to provide storage facilities for materials and other equipment, convenient to the point of use (e.g. hose racks) and storage facilities for files, manuals, records, books etc.
- 4.7 Nominated Managers shall demonstrate their commitment to housekeeping by carrying out regular housekeeping audits by using Appendix 2A / 2B of any area.
- 4.8 Access to Safety equipment shall be unobstructed. HSE & Technical Training Manager shall ensure that Emergency Exits are clearly marked. Section Manager shall ensure that Emergency Exit Doors are kept unobstructed and are easily operable. Assistant Manager QHSE shall ensure monthly inspections and will share reports on monthly basis with relevant Section Managers.
- 4.9 Areas should be used for the purpose for which those areas are intended, in case of utilization of an area on temporary basis e.g. storage, parking etc. the responsibility for housekeeping shall rest with the user of the area till it remains in his control. User shall take prior permission from area owner if it is not under his direct ownership.
- 4.10 Equipment and tools shall be correctly stored in suitable containers. Areas with no specific use should be finished in an appealing way.
- 4.11 Regular housekeeping inspections shall be carried out at least once / month by area owners. All identified hazards should be dealt with promptly by area owners. (Appendix 2A & 2B Housekeeping Inspection Forms)
- 4.12 Department Manager shall ensure that sensitive data or computer peripherals shall be stored in secure cabinets / drawers. Clear desk policy should be applied. Confidential documents shall be properly disposed off.
- 4.13 Respective Manager shall ensure that Plant structures, buildings, offices, walls, windows, lights, should be regularly cleaned to avoid accumulation of dust; potential ignition sources should be kept clear of combustible materials, and oil etc.
- 4.14 Assistant Manager QHSE shall ensure that the display of notice boards, notices and other information should be properly considered by Area Owners. Adequate provision of notices, floor marking, etc., to be made available. Design and location of notice boards will be approved by HSE & Technical Training Manager.
- 4.15 Manager Planning & Reliability shall ensure that separate housekeeping arrangements are made for Plant Annual Overhaul, which shall be a part of the Safe System of Work Document.
- 4.16 Administration Manager and Area Owners shall arrange for the removal of litter, waste paper, wild bushes, weeds etc., on regular basis to ensure housekeeping standards. Particular attention should be given to amenities. They shall also ensure that all green / grassy areas are well maintained.

- 4.17 Area owners shall ensure that all unused areas including remote or infrequently visited are also kept well maintained and tidy.
- 4.23 Administration Manager shall ensure the pest management of non-plant area with specified frequency as and when necessary.
- 4.19 Administration Manager and General Affairs & Security Manager shall ensure that vehicles are parked only in designated areas. Compliance of Regulatory Housekeeping requirement shall be the responsibility of Administration Manager or nominated person.
- 4.20 Area Owners shall ensure that floor areas shall be suitable market out, kept free of loose material and slipping and tripping hazard.
- 4.21 Purchase Manager (Non Engineering) shall ensure that the material in Engineering stores and open yard is stored properly and area is kept tidy.
- 4.22 Housekeeping shall be an integral part of all PTW jobs.
- 4.23 Housekeeping competition may be established on quarterly basis within various areas.

5. COMMUNICATIONS & TRAINING

- 5.1 The Section Managers shall have a system in place to ensure that their staff is aware of this procedure.
- 5.2 The Area Managers shall have a system in place to ensure that housekeeping awareness training is provided to their staff through training department on specific frequency.

6. DOCUMENTATION

- 6.1 Appendix-1 Housekeeping Responsibilities Plan
- 6.2 Appendix-2A Housekeeping Inspection Form – Plant Areas
- 6.3 Appendix-2B Housekeeping Inspection Form – Office Areas
- 6.4 Appendix-3 Housekeeping Area Distribution Plan (100 Acre Area)
- 6.5 Appendix-4 Housekeeping Area Distribution Plan (50 Acre Area)

7. REFERENCES

- 7.1 Pakistan Factories Act

8. AMENDMENTS

This is the seventh revision.