

**Lotte Chemical Pakistan Limited
Port Qasim**

PROCEDURE NO.	HSE&S Procedure No. 9.02-01	Page 1 of3
TITLE	Location Security Review	
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Changes w.r.t organizations & designations, location security review frequency is defined in clause 4.5, as per management audit 2017 finding.

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1. PURPOSE

The procedure supports the HSE&S Standards, which requires facilities and system to be reviewed periodically to take account of the current and perceived future security threats and associated risks.

2. SCOPE

The procedures shall apply to Lotte Chemical Pakistan Limited (LCPL)Site including City Office.

3. DEFINITIONS

Location Security Manager

The General Affairs & Security Manager shall be Location Security Manager for LCPL.

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 Location Security Manager shall ensure that Security Arrangements are reviewed every six months or following major site / plant modifications and results or the review form a part of the location HSE&S improvement Plant.

4.2 The Location Security Manager shall ensure that an appraisal of the external emergency services is carried out as part of the review process. These shall includes, services of Police, Fire Brigade and Ambulance Services.

4.3 The HR &IT Manager in conjunction with IT users shall carry out security risk assessment of IT activities, minimum once a year which shall form part of HSE&S Improvement process.

4.4 Line Manager shall carry out risk assessment specific to their areas, minimum once a year, which will form part of HSE&S Improvement process.

4.5 A Security review shall be carried out on every alternate year by Location Security Manager to monitor arrangements made by the Location in the context of the threat assignment, keeping in view the structural as well as written down instructions passed to the Security. If need is felt by the Location Security Manager external expert could be hired for review.

5. COMMUNICATION & TRAINING

5.1 The Location Security Manager shall ensure that the Contractor / Permanent Staff receive adequate training to meet the specific security requirements of the location.

6. DOCUMENTATION

Audit carried out on alternate year basis by General Affairs & Security Manager.

7. AMENDMENTS

This is the [Sixth](#) revision.