

	SNF (INDIA) PVT LTD				Doc No	Annexure - 2 of Apex Manual
	TITLE: IMS POLICY DEPLOYMENT MATRIX				Rev	0
	(Ref. Procedure: IMS/CPM/04)				Date	18.01.2024
IMS Policy Element	IMS Objectives - 2024	Organisation Target	Department Responsible	Department (s) Target	Review frequency	
Safety:						
Safety and Occupational Health of interested parties	Incidents / Accidents	Nil	All	Nil	Once in a month	
	Reporting near miss & strict compliance to corrective / preventive actions of investigation.	On time reporting & 100% compliance to Corrective / Preventive actions	All	On time reporting & 100% compliance to Corrective / Preventive actions	Once in a month	
	Compliance to Personal Protection Equipment usage at work place	100% compliance	All	100% compliance & Zero non complaince tokens issued w.r.t PPE matters	Once in a month	
	EHS Induction training to be imparted to all the employees and contract workmens on their first day at SNF.	100% compliance	HR & EHS	100% complaince, Joining vs Induction record.	Once in a month	
	Compliance to EHS related action points (Raised in different forums , eg. safety count cards etc.)	>95 % complaince	All	>95 % compliance, Observations vs closures.	Once in a month	
Environment:						
Optimum utilisation of Natural Resources	Reduction of Raw water consumption	0.5% over previous year consumption	Engg	0.5% over previous year consumption	Once in a year	
	Increasing of energy conservation by adopting green technologies.	0.2% reduction of electricity over previous year consumption	Engg	0.2% reduction of electricity over previous year consumption	Once in a year	
Environemnt protection	Increase green belt in the facility	200 Saplings to be planted in this year	All	200 Saplings to be planted in this year	Once in year	
Pollution Control	Chemical spills	Zero	Production & Warehouse	Zero	Once in 6 months	
	Reduction of Effluent	0.2% over previous year generation	Production	0.2% over previous year generation	Once in 6 months	
	Reduction of Hazardous waste	0.2% over previous year generation	Production	0.2% over previous year generation	Once in year	
Quality:						
Customer satisfaction	To Resolve Customer Complaints	Within 50 working days from the date of receipt.	R & D	Within 50 working days from the date of receipt.	Once in a year	
	Customer Satisfaction Index	Minimum 90% (0.9 Index)	CS	Minimum 90% (0.9 Index)	Once in a year	

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Continual improvement	Material Returns	Should not exceed 0.5 % of the total material dispatched in a Year on account of Commercial Issues.	CS	Should not exceed 0.5 % of the total material dispatched in a Year on account of Commercial Issues.	Once in a year	
	To procure Raw materials and Packing materials, delivery schedule as per PO norms vs actual receipts.	98 % compliance	Materials	98 % compliance	Once in 6 months	
	To develop new vendor / alternative supplier for Raw materials & Packing materials	Minimum 6 / year.	Materials	Minimum 6 / year.	Once in a year	
	Suppliers and Service provider evaluation	Once in a year, and Rating should be “A” for above 95 % total suppliers.	Materials	Once in a year, and Rating should be “A” for above 95 % total suppliers.	Once in a year	
Continual improvement	Vehicle loading plan vs vehicle dispatch.	Compliance should be >98% on monthly plan.	Logistics	Compliance should be >98% on monthly plan.	Once in a month	
	Customer complaints related to Product Quality.	Zero	QC	Zero	Once in 6 months	
	New product development / modification of existing product	1 New product development/modification of existing product/quarter	R & D	1 New product development/modification of existing product/quarter	Once in 6 months	
	To achieve monthly average Production Target	>95 % against planned production.	Prod.	>95 % against planned production.	Once in a month	
	To reduce no. of breakdowns	210 Hrs to 180 Hrs per year	Engg	210 Hrs to 180 Hrs per year	Once in a month	
	To adhere preventive maintenance schedule	Minimum 95% compliance	Engg	Minimum 95% compliance	Once in 6 months	
	Measuring equipment’s calibration and monitoring	100% compliance	Engg	100% compliance	Once in 6 months	
Common:						
Commitment to comply with legal and other requirements	Compliances to Legal and Other Requirements	100% compliance	HR, EHS, Engg.	100% compliance	Once in a month	
Training	To provide trainings	Avg. 240 Man Hrs./PM	HR & EHS	Avg. 240 Man Hrs./PM	Once in a month	

Prepared by

Approved by

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Management Representative

Chairman cum Managing Director