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| **INTEGRATED SYSTEM PROCEDURE**  MONITORING AND MEASUREMENT |

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1. **Purpose**

Purpose of this procedure is to monitor and measure the key health & safety and environmental characteristics of site operations and activities that can have a significant environmental impacts and health & safety hazards.

1. **Scope**

This procedure applies to monitor and measure key environmental and health & safety characteristics, operations with significant Impacts and hazards, IMS performance monitoring, operational controls, objectives and targets, corrective and preventive actions in result of monitoring, of Bin Rasheed Colors and Chemicals (BRCC) & Pakistan coating chemicals (PCC).

1. **Responsibility**

Compliance team is responsible for the planning and conducting periodic monitoring and measurement activities.

1. **Procedure**
   1. **Proactive Monitoring and Measurement of Significant Impacts and Hazards**

QHSE Team regularly monitors the significant environmental aspects and health & safety hazards which are found in result of environmental and health & safety risk assessment. Proactive monitoring is to be carried out in one or more of the following ways according to the needs of the company;

* + 1. **Physical Observation**

Concerned QHSE Team members physically visits the areas to monitor the activities related to the achievement of health, safety and environmental standards and objectives.

* + 1. **Periodic Inspections of QHSE Documents and Documented Information**

Concerned QHSE Team review the QHSE Documented Information to identify any lapses and weaknesses in the system. This inspection also includes the review of any feedback and data analysis results.

* + 1. **Health Surveillance**

BRCC & PCC have established procedures for health management of its employees, which covers the annual medical check-ups, blood tests, physical examination etc.

* + 1. **Testing and Inspections**

Compliance team arranges the annual environmental inspection and testing through EPA certified labs while Manager HR will arrange health inspections according to this Monitoring & Measurement Procedure to verify the performance of QHSE system.

Compliance team ensures that calibrated or verified monitoring and measurement equipment are used and maintained and it retains associated Documented Information in case internal testing is carried out.

* 1. **QHSE Performance Monitoring**

QHSE team regularly monitors the performance of QHSE System. Following are the performance indicators;

1. Number of Risks Identified.
2. Number of injuries or ill-health incidents
3. Number of accidents and near misses
4. Progress on the achievement of objectives and targets
5. Number of Innovations received, Acknowledged.
6. Number of corrective actions completed

QHSE team periodically conducts a meeting to review these performance indicators. Comliance team monitors the achievement and performance against overall goals, objectives and targets developed from the management plans as part of the continual improvement process.

* 1. **Operational Controls**

Concerned Manager/Section In-charge is responsible to monitor the operational controls related health, safety and environment which have been implemented in the section. He/she with the help of QHSE team periodically monitors the effectiveness of these operational controls.

* 1. **Corrective Actions**

If the results of the monitoring and measurement activities shows any significant deviation from the company defined policies, procedures, plans and the requirements of international standards, then appropriate corrective actions are initiated to mitigate these issue after conducting proper root cause analysis.

1. **Associated Documented Information**
   1. Testing documented information (Calibration Reports, Environmental Reports, etc.)
   2. Medical documented information (Workers medical checkup)
   3. Corrective Plan & Action Request
   4. Monitoring Checklists (e.g. Cleaning hygiene and sanitation checklists (Admin dept.), QC sheets of respective departments)

**Amendment History Record**

| **Revision Number** | **DCR Number** | **Section** | **Amended Text** |
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