| **Department: Compliance Year: 2021 Last Updated on: 15/10/2021** | | | | |  |  |
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| **Obj. No** | **Objectives** | **Key Actions** | **Responsible** | **Target Date** | **Recourse**  **(If any)** | **Status** |
| 1. | Avail Halal Management System (PS 3733-2019) Certificate | * Document preparation for stage 1 audit * Awareness session to IMS team on new changes in system regarding halal management system * Working on corrective action after stage 1 audit * Conducting internal Audit and MRM * Stage 2 audit * Working on NCs (If any) and response to certification body accordingly | Compliance Team | 30-06-2021 |  | Done |
| 2. | Implementation of online customer complaint software | * Complete development of software * Trial of software and provide feedback to developer * Training of concern to use this software and start to use officially * Frequent inspections to check affectivity | Compliance Team | June 2021 |  | Done |
| 3. | Implementation of online document control software | * Complete development of software * Trial of software and provide feedback to developer * Training of concern to use this software and start to use officially * Frequent inspections to check affectivity | Compliance Team | June 2021 |  | Done |
| 4. | Implementation of PTW system in both units | * Development of SOP and work permit form * Development of issuing and receiving authorities list and its approval * Training to all issuing and receiving authorities and evaluate the effectiveness of training * Frequent inspections to check affectivity | Oct 2021 | Compliance Team |  | Done |
| 5. | Installation of eye wash stations in both units | * Take quotations and make comparison * Take approval from GM * Provide approved PO to purchaser * After purchase install on defined areas * Check the affectivity | Sept 2021 | Compliance Team |  | Done |
| 6. | Revision of HSE layouts of all sections | * Hiring of layout designer * Visit of all areas with designer * Verification of draft working of designer * Printing flex and displaying in areas | Dec 2021 | Compliance Team |  | In Process |
|  | Thorough revision of OHS risk assessment | * Make plan for revision of all sections risk assessment * Follow this plan and review properly | March 2022 | Compliance Team |  | In Process |
| 7. | Redesigning of emergency preparedness system and its implementation through emergency evacuation drills | * Review and update ISP for emergency preparedness * Approved from GM * Review ERT and develop roll call in-charges list * Provide training to ERT and roll call in-charges * Conducting drill to evaluate effectiveness | Dec 2021 | Compliance Team |  | In Process |
| 8. | Installation of Fire Hydrant System in both Units | * Cost analysis against quotation of al umer fire tech. * Purchase of required Items * Installation of fire hydrant system * Final assessment and dril on fire hydrant system | June 2022 | Compliance Team |  | In Process |
| 9. | NOC for Both units will be availed from EPA | * Coordinate with Consultant and reply on time to EPA as per requirements | Dec 2021 | Compliance Team |  | In Process |

Prepared By (HOD): Approved By (GM/MD/CEO):