| **Department:** Compliance **Year:** 2022  **Last Updated on:** 25-02-2022 | | | | |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Obj. No** | **Objectives** | **Key Actions** | **Responsible** | **Target Date** | **Recourse**  **(If any)** | **Status** |
| 1. | Developing visitor’s protocols and make sure its implementation accordingly. | * When developing protocols, consider all the necessary requirements relevant to quality, health and safety, environment and halal. * Provide awareness to concern * Inspect and take follow ups for effective implementation | Aamir Khan | June 2022 |  | Pending |
| 2. | Improve PTW system so that non routine activity will not be performed without PTW. | * Identify gaps, improve PTW and get it printed * Ensure no non-routine jobs are done without permit system * Audit of PTW system to improve its effectiveness | Haroon Qureshi | Dec. 2022 |  | In-Process |
| 3. | Revise and display HSE/emergency exit layouts in both units | * Ensure layouts are prepared * Ensure Layouts are displayed at key locations | Haroon Qureshi | Apr 2022 |  | In-Process |
| 4. | Thorough revision of OHS risk assessment | * Make an annual plan * Conduct session with concern team on OHS assessment as per plan * Take follow ups to make sure that new controls have been taken. | Haroon Qureshi | Dec. 2022 |  | In-Process |
| 5. | Installation of Fire Hydrant System in both Units | * Take follow ups for installation of fire hydrant system in unit 1 * Take proposals and approval for fire hydrant designing and installation in unit 2 * Conduct planned drills after installation of fire hydrant system in both units | Haroon Qureshi | Dec. 2022 |  | In-Process |
| 6. | Re-start of employee of the month criteria | * Prepare policy and get approval * Implement policy and gather section wise data to support employee of the month | Haroon Qureshi | Mar.  2022 |  | In-Process |
| 7. | Conduct internal audit of all departments twice in this year | * Make internal audit program for year 2022 * Implement according to plan | Ali Raza Gohar | Dec. 2022 |  | In-Process |
| 8. | Conduct HSE trainings in more systematic way that each employee takes comprehensive HSE training twice in the year. | * Make plan of the HSE trainings as per no. of employees in each department * Communicate plan and a selected day to conduct HSE training on weekly basis * Take a written test from participants to evaluate training effectiveness level | Haroon Qureshi | Dec. 2022 |  |  |
| 9. | NOC for Both units will be availed from EPA | * Get in touch with Yaqoob Sb and consultant * Provide required information to Yaqoob Sb * Follow up to get NOC | Haroon Qureshi | Dec 2022 |  |  |
| 10 | Developing analytical techniques in IMS team so that they can take decisions which based on data analysis. | * Attend external training on data analysis techniques * Conducting training sessions for IMS team * Giving assignments to IMS team * Applying this technique in report making | Ali Raza Gohar | Sept. 2022 | External Training | Pending |
| 11 | Develop SOP for pest control in Unit 1 premises | * Consider all pest control activities while developing SOP * Take approval and provide awareness to concern | Ali Raza Gohar | May 2022 |  | Pending |
| 12 | Initiate pest control trend analysis (in Unit 1) | * Develop format of a trend analysis report * Conduct analysis activity on quarterly basis | Ali Raza Gohar | Apr 2022 |  | Pending |

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