

6.0 Planning

6.1 Actions to address risks and opportunities.

When planning for the IMS, APD has considered the following:

- External and internal issues, as stated in 4.1 and 4.2
- The scope of our IMS.

APD has determined risks and opportunities for the organization that need to be addressed through the IMS:

- To achieve the intended results(s) and outcomes.
- To enhance desirable effects and prevent or reduce undesired effects, including the potential for external conditions, including environmental, to affect the organization.
- To achieve continual improvement.
- Plan actions to address identified risks and opportunities.
- Evaluate the effectiveness of such actions, which shall be proportionate to the potential impact on the conformity of products and services.
- Identify potential unforeseen situations, including those which could have an effect on the environment, a quality issue, or an injury to a worker or ill health.
- Processes needed to have confidence those are carried out as planned.

APD has maintained documented information for:

- Risks and opportunities that needs to be addressed. Processes are needed to the extent necessary to have confidence that they are carried out as planned.

6.1.1 IMS Aspects

Within the defined scope of IMS, APD has determined the IMS related aspects, including environmental aspects of their activities and services and their impacts, considering a life cycle perspective.

- Change, including planned or new developments and new or modifies activities and services.
- Abnormal conditions and reasonably foreseeable emergency situations.
- APD has established a procedure for determining aspects and impacts. IMS aspect considered significant, have been communicated among our organization's various levels and functions.
- APD maintains an environmental aspect and impact register as documented information and includes criteria used to determine its significant IMS aspects.

6.1.2 Hazard Identification, Risk Assessment, and Determining Controls

- Department Heads supported by managers determine the hazards and associated risks of activities, processes and services which are ongoing and proactive.
- The level of risk for each identified hazards is decided based on risk assessments (severity and probability).
- For identified hazards, an effective control and monitoring mechanism is applied to eliminate or control the associated risks. These controls may be in the form of procedures, work instructions, flow charts, monitoring, training, external support, etc., depending on the level of risk.
- The results of risk assessment and the effects of controls are considered when setting the objectives.
- Each Department Head keeps the information concerning identification of hazard and risk assessments up to date for their respective departments.
- Hazard identification and risk assessments are carried out on a defines interval and when there is a change in control and monitoring mechanism or an accident / incident.
- Hazard identification considers how work is organized, social factors, including workload, work hours, harassment, bullying, victimization, leadership, and the culture of APD, routine and non-routine activities and situations, people, and changes in knowledge of and

information about hazards.

6.1.3 Compliance and Legal Obligations

APD has:

- Determined and have access to compliance and legal obligations related to APD Quality & Environmental aspects, hazards and risks related to Occupational Health and Safety (OHSE) Management.
- Determined how compliance and legal obligations apply to APD.
- Considered the identified compliance and legal obligations when establishing, implementing, maintaining, and continually improving APD's IMS.
- Maintains a risk register to manage risks and opportunities of APD's compliance obligations effectively.

6.1.4 Planning Action

APD has plans in place to:

- Address APD's significant IMS, compliance obligations, and risks and opportunities are identified.
- Integrate and implement the actions into APD's IMS processes or other business processes.
- Determine up-to-date legal requirements and other requirements that are applicable to its hazards, OHSE risks, and Integrated Management System.
- Determine how these legal requirements and other requirements apply to the organization, what needs to be communicated and to ensure they are taken fully into account.
- Evaluate the effectiveness of these actions.

APD considers its technological options and financial, operational, and business requirements when planning these actions.

6.2 Quality, Environmental and OHSE Management Objectives and Planning to achieve them:

6.2.1 Establishing Quality, Environmental and OHSE Objectives

APD has established IMS objectives at relevant functions and levels. While establishing objectives, APD has considered the organization's risks and opportunities, significant environmental aspects, compliance obligations, relevant stakeholders' requirements, and other financial, technical, legal, regulatory, and organizational requirements.

The IMS objectives are:

- Consistent and aligned with the IMS policies.
- Measurable where practicable.
- Monitored.
- Communicated.
- Reviewed and updated as appropriate.
- Considering the result of consultation with workers and where they exist workers representatives.

The IMS objectives take into consideration:

- Financial, operational, and business requirements.
- Legacy issues.
- The greatest improvement practicably possible, within the objective's timescale and the organization's capacity to address it.
- Interested party feedback.
- Relevant supply chain issues. The organization retains documented information on the IMS objectives.

6.2.2 Planning Actions to Achieve APD IMS Objectives

When planning how to achieve its IMS objectives, APD has determined the following:

- What will be done.
- What resources will be required.
- Who will be responsible.
- When it will be completed.
- How the results will be evaluated, including indicators for monitoring progress towards achievement of its measurable IMS objectives.
- The method and criteria for decision making and prioritizing of the activities and resources to achieve APD's Plans and objectives as defined in the IMS policies

It has been considered how actions to achieve IMS objectives can be integrated into APD's business process.

6.3 Planning of Changes

When a need for changes to IMS is determined, the changes are carried out in a planned manner to maintain the integrity of the IMS.

The following are taken into consideration for the management of change:

- The purpose of the changes and their potential consequences.
- The integrity of the IMS.
- The availability of resources.

The allocation or reallocation of responsibilities and authorities.

Document reference number	Reference Procedure
APD-IMSP-001	Objectives & Targets
APD-IMSP-011	Hazard Identification and Reducing OHSE risks
APD-IMSP-012	Risks & Opportunities
APD-IMSP-014	Environmental Management System
APD-IMSP-017	Management of Changes