	ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM	Doc Number	EM-PR 14 A
	PERFORMANCE EVALUATION	Compiled By	OBS
		Approved By	Abdul Kamdor
		Clause Reference	9
		Issue Date	16 th November 2017

1.0 Purpose

The purpose of this procedure is to ensure that the key characteristics of KDG LOGISTICS's operations and activities that can have a significant impact on the environment are monitored and measured regularly.

2.0 Scope

This procedure applies to all the EMS operations of KDG LOGISTICS.

3.0 References:

Relevant Indicators

4.0 Responsibilities

Designated personnel and entity.

4.1 IDENTIFICATION OF MONITORING REQUIREMENTS

Environmental monitoring is conducted in accordance with licence and permit conditions, agreements and programmes issued in terms of legislation (Acts, Regulations, By-laws) and standards (ISO) to which KDG LOGISTICS ascribes. All environmental licences, permits and agreements requiring monitoring, if applicable are kept in the relevant files, in either hard copy or soft copy.

Monitoring also relates to KDG LOGISTICS's most significant environmental impacts such as land pollution and water pollution. Ad hoc monitoring, for example ambient noise monitoring, can be requested by any of the regulators and can also result from an environmental or other complaint.

KDG LOGISTICS's Environmental Management Programme also lists certain monitoring requirements that should be considered and implemented during operations.

4.2 MONITORING PROGRAMMES

4.2.1 Environmental Management Programme:

4.2.1.1. All processes within KDG LOGISTICS have been analysed.

If the risk assessment of a hazardous substance shows a potential exposure of the element, monitoring for that hazardous substance will be conducted. The employee with the highest exposure shall be monitored. If the highest single exposure cannot be identified, a representative sample from the exposure group must be obtained.

4.2.1.2 Other occupational hygiene monitoring, for example heat stress; noise; illumination is prescribed by legislation and more information is available in COP 42 and COP 43. Ad hoc monitoring can be requested by any of the regulators or may result from environmental or other complaints or incidents. Results will be reported at the Main SHE Committee and be included in the quarterly environmental report to this Committee. Feedback is given at the SHE Management Review regarding monitoring results.


4.3 Calibration of Measurement instruments

This procedure applies to all equipment which is used to measure or test materials and products through all stages of service/ production, whether the equipment is owned by KDG LOGISTICS, on loan, or provided by the customer.

It also applies to process control gauges and instruments (e.g. temperature gauges, pressure gauges) which are used in the control of "special processes"

All equipment falling into the scope of this procedure is controlled, calibrated and maintained to demonstrate conformance of materials and products/ service to the specified requirements. All such equipment is registered and checked prior to use against the requirements and against certified equipment having a known valid relationship to nationally recognized standards.

Thereafter it is checked and calibrated if required, at prescribed intervals in accordance with documented calibration and methods.

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Wherever practical the calibration status is identified on the equipment itself. Calibration records are maintained for all equipment, which show the full calibration history of each item, adjustments made, action taken when necessary etc.

No equipment is used which is found to be outside of the specified limits of accuracy. If it cannot be corrected immediately or a correction factor applied for continued control, it is impounded until it is corrected or disposed of.

Whenever equipment is found to be out of calibration, the validity of inspection and test results previously obtained with the equipment are assessed and any action taken as a result.

4.3 Evaluation of Legal Compliance

Legal compliance will be assessed at regular intervals to ensure the companies commitment to comply with current and future legislation.