	ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM	Doc Number	EM-PR 11 A
	<u>OPERATIONAL PLANNING & CONTROL</u>	Compiled By	OBS
		Approved By	Abdul Kamdor
		Clause Reference	8.1
		Issue Date	16 th November 2017

1. Purpose

This document outlines the operational control procedures established by KDG Logistics to manage its significant environmental aspects, ensure compliance with legal and regulatory requirements, and maintain consistency with its environmental objectives in accordance with ISO 14001:2015 Clause 8.1.

2. Scope

The procedures apply to all operational activities, including transportation of vehicles, fleet maintenance, and administrative functions. They cover both routine and non-routine operations as well as emergency situations.

3. Responsibilities

- **Operations Manager:** Ensures implementation and monitoring of operational control procedures.
- **SHEQ Manager:** Reviews and updates procedures to address changes in operations or regulatory requirements.
- **Employees and Contractors:** Follow established procedures and report any deviations or incidents.

4. Operational Control Procedures

4.1 Fleet Operations

- **Objective:** Minimize emissions and fuel consumption during transportation.
- **Procedures:**
 - Perform pre-trip inspections to ensure vehicles are in optimal condition.
 - Adhere to designated routes optimized for fuel efficiency and minimal environmental impact.
 - Prohibit idling beyond [specified time] to reduce emissions.
 - Maintain speed limits and driving practices aligned with eco-driving techniques.
- **Records:** Pre-trip inspection logs, route plans, and telematics data.

4.2 Fleet Maintenance


- **Objective:** Prevent environmental contamination and ensure vehicle efficiency.
- **Procedures:**
 - Schedule regular preventive maintenance for all vehicles.
 - Use designated areas for vehicle maintenance equipped with spill containment systems.
 - Properly dispose of used oil, filters, and other waste materials through certified waste handlers.
 - Conduct inspections of storage tanks and containers for leaks.
- **Records:** Maintenance schedules, waste disposal manifests, and inspection reports.

4.3 Waste Management

- **Objective:** Ensure proper segregation, storage, and disposal of waste.
- **Procedures:**
 - Segregate hazardous and non-hazardous waste at the source.
 - Store hazardous materials in labeled, leak-proof containers in designated areas.
 - Partner with licensed waste management companies for disposal.
 - Maintain waste transfer and disposal records for compliance.
- **Records:** Waste logs, transfer manifests, and disposal certificates.

4.4 Spill and Leak Prevention

- **Objective:** Prevent and respond to spills or leaks of hazardous materials.
- **Procedures:**
 - Store fuels, lubricants, and chemicals in secure, bunded areas.
 - Train employees on spill response and containment procedures.
 - Deploy spill kits at maintenance facilities and high-risk areas.
 - Conduct regular audits of storage and handling practices.
- **Records:** Spill response training logs, audit reports, and incident records.

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4.6 Emergency Preparedness and Response

- **Objective:** Respond effectively to environmental emergencies.
- **Procedures:**
 - Develop and maintain an Emergency Response Plan (ERP) covering potential environmental incidents.
 - Conduct regular emergency drills and training sessions.
 - Ensure availability of emergency equipment such as spill kits, fire extinguishers, and first aid kits.
 - Review and update the ERP annually or after an incident.
- **Records:** ERP, drill reports, and training attendance records.

5. Monitoring and Measurement

- Regular audits and inspections are conducted to verify compliance with operational control procedures.
- Performance metrics are tracked and reviewed to identify areas for improvement.

6. Communication and Training

- Employees receive training on operational control procedures relevant to their roles.
- Contractors and third parties are informed of applicable procedures and requirements.

7. Documentation and Records

- **Controlled Documents:** Ensure all operational control procedures are documented, accessible, and up to date.
- **Records Retention:** Maintain records in accordance with legal, regulatory, and organizational requirements.

8. Review and Revision

- Operational control procedures are reviewed annually or when significant changes occur in operations, legal requirements, or environmental aspects.

9. Conclusion

KDG Logistics' operational control procedures ensure effective management of significant environmental aspects, compliance with regulations, and alignment with environmental objectives. These procedures support the organization's commitment to continuous improvement and environmental stewardship.



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