

SRI	ISO 9001: 2015 Quality Management System Quality Procedure Manual	
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Title : Procedure for Contingency Preparedness		

23. PROCEDURE FOR CONTINGENCY PREPAREDNESS

23.1 Purpose

An alternative contingency preparedness procedure is to ensure that the customers, environment is protected and that the reputation of the company is safeguarded in the event of a crisis occurring to the normal procedure if an unusual but anticipated situation arises.

23.2 Scope : Procedures, Routine Functions, Set of Sequence Steps of a Process

23.3 Responsibility: Detailed Below.

23.4 Authority : GM (R & D), Senior Design Engineer

23.5 Procedure

1. Depending on the nature of the threat, it is necessary to deal with particular issues during an emergency, this procedure applies to the following situations:
 - 1.a. Interruption of the normal operations or conduct of the business such as off-site storage, information, procurement, customers, suppliers, change of specified standard operating procedures or work procedures.
 - 1.b. Requirement for an immediate co-ordinate management response.
2. The procedure ensures that in the event of a crisis, the management team will be well prepared to deal with the procedural elements of the crisis and be able to communicate quickly and efficiently with relevant departments and show that all possible measures are taken to prevent the crisis situation.
3. Contingency management team that includes at least one senior manager representing from each department or relevant department.
4. The Contingency management team is set up, to handle a specific situation and has the authority to handle that situation. The core members of the crisis management team depend on the nature of the crisis

If MR signature is absent this will not be a controlled document.	Signature of Management Representative	
	Date	

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5. Process Steps

No	Steps	Responsibility	Document
5.1	The Planning Manager designated as the Incident Coordinator. When a crisis occurs the planning manager (Incident Coordinator) convenes the contingency management team for prompt actions.	Planning Manager	MRM-REC-02
5.2	To identify the objectives of the contingency plan for each department, by the team members and then the team conducts realistic work plan assessing the risk that lead to creating the outline for responding to every potential threat.	Contingency Management Team (relevant managers)	MRM-REC-02
5.3	To conduct a thorough assessment and business impact followed by risk mitigation actions and decide the contingency preparedness procedure to be adopted and maintain as documented information.	Contingency Management Team (relevant managers)	MRM-REC-02
5.4	To Obtain the approval from GM (R&D) to the prepared procedure by the Contingency preparedness team, along with the date, time and signatures as documented information and evidence for implementation	Contingency Management Team (relevant managers)	MRM-REC-02
5.5	To inform (electronic) the crisis and agreed contingency preparedness procedure to the top management for their awareness	Senior Technical Manager	MRM-REC-02
5.6	Approved GM (R&D) To communicate (electronic) the agreed procedure and provide the information to all relevant departments and the first-tier people whom are most affected by the event and need information that will enable them to take prompt actions.	Senior technical Manager , relevant managers	MRM-REC-02
5.7	To ensure that the contingency preparedness procedure is followed and controls are in place.	Senior technical Manager ,	MRM-REC-02
5.8	In order to resume normal production, the contingency management team will meet to decide whether full production will resume on site.	Senior Technical Manager	MRM-REC-02

Reviewed and Approved by Director

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