**REVISION HISTORY**

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| **Revision** | **Date** | **Change** |
| 00 | January 01, 2024 | Created |
| 01 | January 01,2024 | Reviewed |
| 02 | January 01,2025 | Reviewed |
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**OBJECTIVES**

1. PURPOSE:
   1. The purpose of this system is to measure how effectively the company is achieving key business objectives.
2. SCOPE:
   1. This system shall apply to all employees of **M/S HAJI GUL GROUP OF COMPANIES.**
3. DEFINITIONS:
   1. NMPI: Near Miss & Potential Incident
   2. HSEQ: Health, safety, environment & quality
   3. CEO: Chief Executive Officer
   4. GM: General Manager
   5. MDVR: Mobile Digital Video Recorder
4. STATEMENT:
   1. Following are the Objectives of HAJI GUL GROUP OF COMPANIES.
      1. Reduce the number of incidents (Major/Minor/Near Miss & Potential Incident)
      2. Appointment of External HSE Advisor.
      3. Monitoring through MDVR.
      4. Reconstruction of Base in PQA as per requirements.
5. ACTION PLAN:

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| **S** | **OBJECTIVES** | **HOW TO ACHIEVE** | **FREQUENCY / ACTION DATE** | **RESPONSIBILITY** | **STATUS** |
| 1 | Reduce the number of incidents (Major/Minor/Near Miss) | * Through reporting NMPI’s & sharing their lesson learning | * 1 NMPI/Trip | * HSSE Manager / Operation Manager | Done |
| * Through TBM | * Daily | * HSSE Manager | Done |
| * Through Training | * As per plan | * HSSE Manager | Done |
| * Through spot checks | * 6/month | * DO * HSSE Manager * Operation Manager | Done |
| 2 | Reduce the number of Violations | * Training & Counselling the drivers and follow the consequence management | * Close & vigilant drivers’ movement every day | * VTS * Operation * HSSE Manager | Done |
| 3 | Monitoring of Vehicles on system with MDVR and carry out spot checks | * Carry out spot checks each month on MDVR. * Carry on road spot checks. | 50 MDVR /month  6 on road spot checks | * DO * Operation Manager * HSSE Manager * VTS Rep. | Done |
| 4 | All office employees must have basic Safety knowledge, Firefighting and First Aid | * In HGGC Base Office Port Qasim Karachi | * Monthly | * HSSE manager | Done |
| 5 | Continue to eliminate the paperwork | * HGGC own software development | * 31 Mar 2025 | * Director Operation | In progress |
| 6 | Add drivers work forms in the app to eliminate paperwork | Add trips logs, JMP, STL, NMPI, Stop Cards | 30 June 2025 | * HSSE manager | Done |
| 7 | Company will carry out some community services | * Plants have been given to community | 30 July 2025 | Director | Done |
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1. RECORDS:

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| Sr. # | Document Name | Document # | Retention Period |
| 1 | NMPI Reporting Form | HGGC/HSEQ/FM001 | 1 Year |
| 3 | Driver Training Plan | HGGC/DM/PLN01 | 1 Year |
| 4 | HSEQ (KPIs) Plan | HGGC/HSEQ/PLN01 | 1 Year |
| 5 | MOM Form | HGGC/HSEQ/FM002 | 1 Year |
| 6 | Accident Incident Initial Report | HGGC/HSEQ/FM003 | 1 Year |
| 7 | MDVR Spot Check Checklist | HGGC/VM/CHK06 | 1 Year |

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| Prepared by: |
| Designation | Department | Date | Signature |
| Manager (Operations) | Operations | Jan 01st, 2023 |  |

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| Reviewed by: |
| Designation | Department | Date | Signature |
| Manager (HSEQ) | HSEQ | Jan 01st, 2025 |  |

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| Approved by: |
| Designation | Department | Date | Signature |
| CEO | All | Jan 01st, 2025 |  |