

<b>Monitoring and measurement of EMS Operational Controls</b>
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**1.0 Purpose**

The purpose of this procedure is to define a method applicable for the monitoring and measurement of EMS management system processes:

- a) Periodic inspections of risk control measures implemented
- b) Monitoring and measurement of key operating criteria specified in operational control procedures (OCP) to control and manage significant environmental aspects.
- c) Tracking Performance indicators to monitor progress on objectives & targets and management programs
- d) The calibration and maintenance of monitoring equipment

Note: The evaluation of compliance with relevant EMS legal and other requirements is described in procedure IMSP 24.

**2.0 Scope**

All activities & operations carried out at / by KSPH&IDCL which are covered under the scope of Environmental Management System.

**3.0 Associated and reference documents.**

- a) ISO 14001:2004 clause 4.5.1
- b) IMSP 03 - Objectives, targets and programs
- c) IMSP 21 - Operational control
- d) IMSP 22 - Emergency preparedness and response

**4.0 Definition**

None

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**5.0 Responsibility**

SL. No.	Activity	Responsibility	
		Primary	Secondary
1	Measuring and Monitoring of key operating criteria of OCPs	Site In-charge Officers / Coordinators.	Site In-charge officers / Coordinators.
2	Tracking Performance indicators to monitor progress on objectives & targets and management programs	Site In-charge / Coordinators.	MR
3	Compiling monitoring and measurement reports and reporting summary to top management	Site In-charge / Coordinators.	MR
4	Ensuring valid calibration for measuring equipments used by the external service providers.	Site In-charge / Coordinators.	MR

**6.0 Procedure****6.1 Monitoring and measurement of key operating criteria specified in OCP**

Concerned operational personnel shall maintain relevant records specified in the corresponding operational control procedures

**6.2 Monitoring progress on objectives & targets and management programs**

Objectives and targets are set at relevant functions and levels within the organization. Management programs are established for the set objectives and targets. These programs specify designation of responsibility, time-frame and indicators for monitoring the progress / performance. Site In-charge / Coordinators shall maintain these records and report to the MR at least once in six months. The progress and performance level shall be reviewed during Management Review.

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**The calibration and maintenance of monitoring /measuring equipment**

Where determined and practicable, the key characteristics related to a significant environmental aspect (e.g. DG Exhaust emissions, Noise level] are measured periodically as specified in the relevant OCP. These measurements are carried out by external agencies / service providers. Whenever such measurements are made, concerned Site In-charge / Coordinator shall ensure the equipment has the valid calibration status. They shall indicate this verification in the reports submitted by the service provider.

**7.0 Records**

Sl. No	Name of the Record	Custodian	Retention Period
1	Visual inspection of Fire Extinguishers	-- do --	2 Years
2	Copy of Calibration certificate of measuring equipment	-- do --	2 Years
3	Records as required by OCP	Site In-charge / EMS Coordinator.	2 Years

<p><b>Approved by : Managing Director</b></p>
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