

OPERATIONAL CONTROL PROCEDURE

Approved by:
Planning & Development Director:



ADWEA HSE PROCEDURE MANUAL

OPERATIONAL CONTROL PROCEDURE

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Effective Date:

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1 PURPOSE

The purpose of this procedure is to identify those operations and activities that are associated with the identified significant HSE Aspects & Hazards in line with ADWEA's HSE policy, objectives and targets. ADWEA shall plan these activities, including maintenance, in order to ensure that they are carried out under specified conditions by:

- a) establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the HSE policy and the objectives and targets;
- b) stipulating operating criteria in the procedures; and
- c) establishing and maintaining procedures related to the identifiable significant HSE aspects of goods and services used by ADWEA and communicating relevant procedures to suppliers and contractors.

2 SCOPE

This Procedure applies to all operations and activities that are associated with the identified significant HSE Aspects & Hazards.

3 DEFINITIONS & ACRONYMS

May	A requirement subject to the discretion of the authorized person
MR	Management Representative.
Shall	A mandatory requirements
Should	A requirement to be met to the greatest extent practicable
Standard	A National or International Standards, manufacturer specifications, drawings or equivalent.

4 REFERENCES

ISO 14001:2004, Environmental Management Systems - Specifications with guidance for use.
[OHSAS 18001:2007](#), Occupational Health and safety management systems – [Standard](#)
 ADWEA HSE Management System Manual
 Local, Federal and International Requirements

5 RESPONSIBILITY

As defined in the procedure.

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6 PROCESS

The following steps shall apply to all ADWEA's activities, products and services.

6.1 Identify the Requirements for HSE Operational Controls

No.	Action	By
1.	Identify and define operating controls and parameters deemed necessary to control activities related to the significant HSE aspects.	Line Managers
2.	Plan all activities & services in order to ensure that the significant HSE aspects do not deviate from the objectives and targets of these aspects and to stipulate the operating criteria.	Line Managers
3.	Ensure that suppliers and contractors working for ADWEA are bound by their respective contracts to follow the prescribed operational controls in order to maintain the HSE objectives and targets of the significant HSE aspects.	Contracts Division

Note: ADWEA may engage third party contractors to define the operating controls and parameters if these have not been specified in any operation document.

6.2 Establish and maintain HSEMS operational controls.

No.	Action	By
4.	Document all the operating controls identified and defined in section 6.1 above.	Line Managers
5.	Maintain the document and update when there are changes/modifications to the activities or operations might have significant HSE impacts.	Line Managers

Note: ADWEA may engage third party contractors to modify the operating control documents accordingly.