

SMART Technical Services Co.,Ltd.

ISO 14001: 2015

ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL

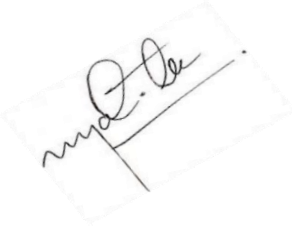

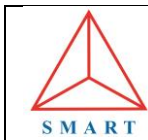
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Table of Contents

Section No.	Title	Page No.
1.0	The Company	3
2.0	Company structure	6
3.0	Environmental Management System	7
4.0	Environmental Management Policy	7
5.0	Environmental Planning	8
6.0	Implementation and Operation	9
7.0	Checking and Corrective Action	12
8.0	Management Review	12
9.0	Accountability and Responsibility	13
10.0	Index of related documents	14

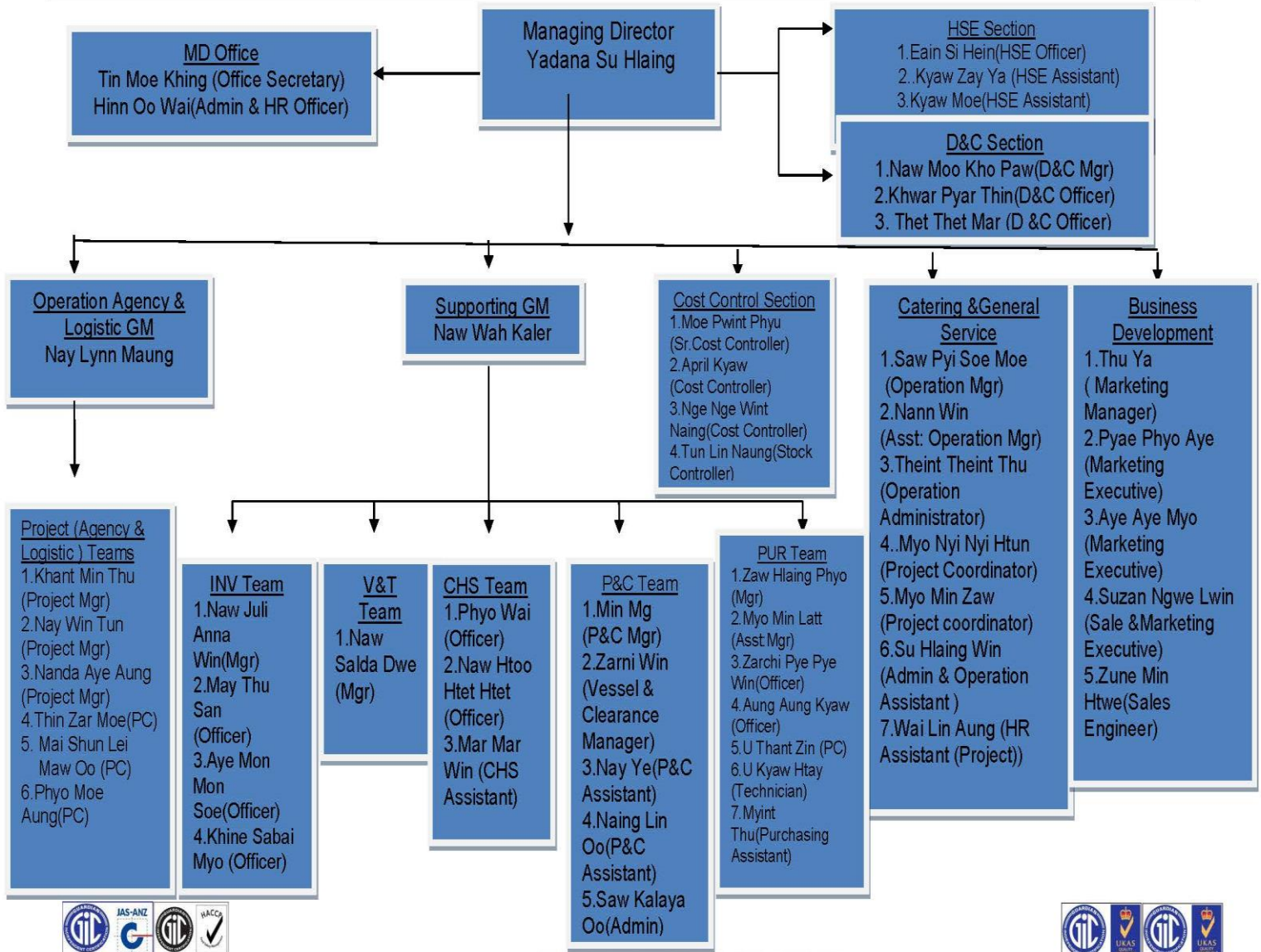


SMART Technical Services

Environmental Management System

EMS/1/001
 Issue Date : 01/08/2018
 Effective Date : 15/08/2018
 Issue : 1.0
 Page : 3 of 14

Section 1.0 The Company

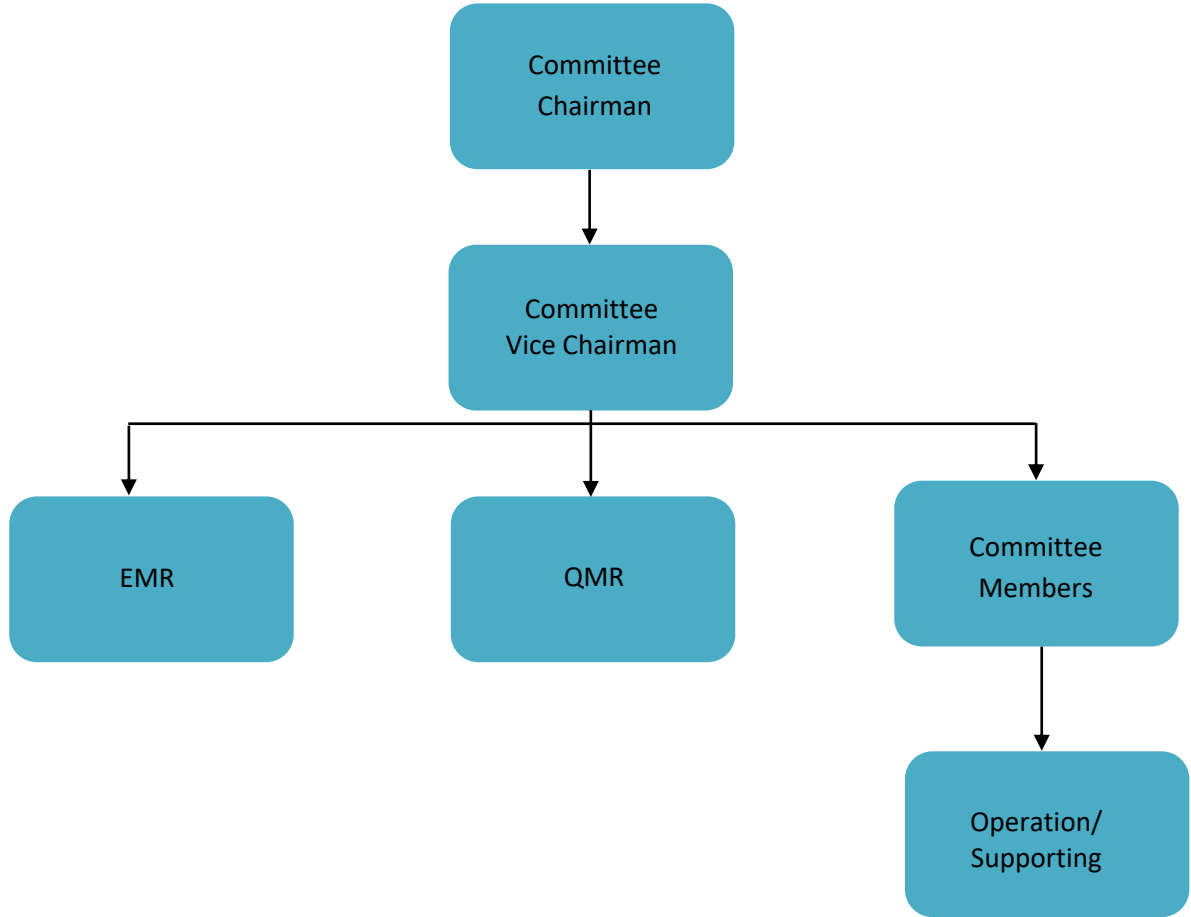


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Organization of Environmental Management Committee (EMC)



Reference –

- EMC – Environmental Management Committee
- EMR - Environmental Management Representative
- QMR – Quality Management Representative

Section 3.0 Environment Management System


3.1 General Requirements



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	SMART Technical Services	EMS/1/001 Issue Date : 01/08/2018 Effective Date : 15/08/2018
	Environmental Management System	Issue : 1.0 Page : 5 of 14

Environment can be defined as the inter-relationship between aspects of living things, their process, products and their impacts of physical surrounding. An organization's environment extends from within the organization itself to the global system and includes air, water, land as well as human beings.

Company Environment Management System is to reduce, eliminate the impacts resulting from the aspects of oil and gas related services and products.

Section 4.0 Environment Management Policy

Top Management of the Company is fully committed to protect Natural and Physical Environment of our organization and shall make simple, clear and realistic policy which will be supportive and guided for the organizational objectives and targets.

1. Compliance

- To comply with local legislative requirement

2. Improvement

- To identify organizational aspect (risk factors) for proper management by means of Corrective and Preventive action.
- To implement Energy Conservation, recycle and renewable energy.

3. Prevention (Protection)

- To protect our organization process, activities and products impacts on natural and physical environment, by preventing pollution (air, noise, soil).

Section 5.0 Environment Planning


Our organization has been practicing according to Standard Operating Procedures, SOPs to implement the Environmental Management System in order to minimize the negative impact of the environment as our plan.



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	SMART Technical Services	EMS/1/001 Issue Date : 01/08/2018 Effective Date : 15/08/2018
	Environmental Management System	Issue : 1.0 Page : 6 of 14

5.1 Environment Aspects / Impact

Environmental aspects are those elements of an organization's activities, products, services or physical resources which may have potentially beneficial or harmful effects on the environment. These may include discharge and emissions or raw materials and energy used, waste recycling, noise, dust and visual pollution.

Any changes to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services are known as impacts.

Our purpose is to identify the environmental aspects and to determine those aspects, which can have significant impacts on the environment.


5.2 EMS Objectives, Targets and Program (s)

Our company is continually establishing specific and measurable environmental management objectives consistent with the environmental management policy. These objectives are periodically reviewed and updated as necessary by the Managers and Management Review Team and communicated to the organization.

Objectives will be achieved through management philosophy of continual improvement in all aspects of company performance. Continual measurement, monitoring and corrective action will be taken.

For the following years, the following objectives will be established.

1. Reduction of office electricity consumption
2. Reduction of office water usage consumption
3. Reduction of paper usage
4. Reuse the draft paper
5. Recycle of office paper waste
6. Use the solar power (renewable energy)
7. To reduce elevator usage
8. To reduce noise pollution by generator

	SMART Technical Services	EMS/1/001 Issue Date : 01/08/2018 Effective Date : 15/08/2018
	Environmental Management System	Issue : 1.0 Page : 7 of 14

- 9. Plastic free office environment
- 10. Live Green Policy
- 11. Waste disposal management

Section 6.0 Implementation and Operation

6.1 Roles and Responsibilities

Roles and responsibilities shall be defined, documented and communicated to facilitate effective environmental management. Health, Environment, Safety and Social Responsibilities (HESS) Manager is assigned as Environmental Management Representative (EMR) here to ensure that EMS requirements are established, effectively implement and maintained in addition to his present duties. Any weakness or differences and opportunity for improvement in implementation will be reported to the top management for review.

6.2 Resources

The management will provide human resources and specialized skills and financial resources for implementation and control of EMS. The needs of the EMS are also considered at each management review.

6.3 Awareness, Training and Competence

Training will be conducted to get awareness of the importance of the EMS policy, objectives and targets by the staff. The gap analysis of the internal audits and training needs survey are conducted in order to have compliance with environmental management policy. The management is responsible for the establishment of training requirements and as well as investigating the possible sources for the training where in-house training is not adequate, out-source training will be conducted.

6.4 Communication

6.4.1 Internal Communication


Most communication concerning the EMS takes place at the management review meetings and also conducting meetings, briefing and also through letter instructions and through notice board. Awareness training courses are conducted including the movement of EMS in Company for effective communication. Internal Audit Plan and schedule for each



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	SMART Technical Services	EMS/1/001 Issue Date : 01/08/2018 Effective Date : 15/08/2018
	Environmental Management System	Issue : 1.0 Page : 8 of 14

department is established and their reports shall be conveyed to their concerned person and department.

6.4.2 External Communication

To provide the proper channels of the communication for the environmental issues to external groups, in which is including media, suppliers and customers. To receive, consider and provide timely, accurate and meaningful environmental communication to public.

6.5 Environment Management Documentation

Document Control Procedure and Control of Record Procedure from the **Quality Management System Manual (ISO 9001: 2008)** will be tailored in EMS. Once the objectives and targets are developed, the procedure check lists will define for the successful achievement of the targets. The Document Control Procedure will become the integral portion of the environmental management system.

6.6 Operational Control

6.6.1 Management Control

Management shall review at intervals to ensure continuing suitability, adequacy and effectiveness of the EMS. Management review is responsible for continual improvement of the organization's EMS by assessing the extent of compliance or nonconformance to the objectives and targets, along with preventive and corrective action.

In accordance with Quality Manual, ISO 9001:2008, the established Internal Audit will take part in EMS. Results of compliance, complaints, any impacts of pollution prevention program, waste minimization programs and adequacy of resources supporting EMS requirements will be identified and reported to management. All management reviews will be documented.

The established periodic environmental management system (EMS) audit will be taken part to determine whether or not the EMS conforms to planned arrangement and has been properly complemented and maintained.


6.6.2 Technical Control



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	SMART Technical Services	EMS/1/001 Issue Date : 01/08/2018 Effective Date : 15/08/2018
	Environmental Management System	Issue : 1.0 Page : 9 of 14


HAPs and SOPs are developed as Master List to control the operations by concern staffs, who are taking responsibility of the work done. Operation procedures are practiced with "Plan-Do-Check-Act" approach.

The following are the references of procedures to be maintained and controlled.

1. Competence, Awareness, Training
2. EMS Objectives, Targets & Programs
3. External Communication
4. Internal Communication
5. Housekeeping Procedure
6. Monitoring & Measurement of EMS
7. Fire Prevention Plan
8. Energy Conservation
9. Office Emergency Evacuation Procedure
10. Pollution Management
11. Utilization of Clean Water
12. Live Green Policy
13. Resources, Roles, Responsibility and Authority
14. Waste Paper Management
15. Waste Water Management

6.7 Emergency Preparedness and Response

Emergency plan is established as per Fire Prevention Plan and Office Emergency Evacuation Procedure to mitigate, reduce and eliminate the environmental health and safety impacts so that it can be reduce or eliminate financial loses. Safety materials such as fire alarms are already installed in the building. For everyone to know what to do at the time of fire broke out, fire drill is practiced every year by all staffs.

	SMART Technical Services	EMS/1/001 Issue Date : 01/08/2018 Effective Date : 15/08/2018
	Environmental Management System	Issue : 1.0 Page : 10 of 14

7.0 Checking and Corrective Action

7.1 Monitoring and Measurement

Measuring and monitoring are performed to see if the EMS target and objectives are being met. Recording of information and periodic internal auditing will conduct to see the compliance of procedures, objectives and targets.

Quality control measure such as water bacteriology tests is to be performed to evaluate process and outcome measurement.

7.2 Non-conformance and corrective and preventive action

Corrective and preventive action is practiced for evaluation of compliance. Internal audit findings, systemic review and root cause analysis by the managers will be used as a basis for training and recognizing opportunities for continual improvement of EMS.

7.3 Environmental Management System Audits

Internal audits are performed regularly and periodically as schedule to determine the EMS was effectively implemented by the management and effectively maintained by the employees. EMS audit area will be defined.

The present internal audit team is trained and enhanced with new members who have knowledge in environmental aspects.

8.0 Management Review

Management is responsible to review the EMS internal audit reports and assess the extent of compliance or non-compliance to the organization's adopted EMS standard and also review the effectiveness of corrective actions. Management review is an essential portion of the continual improvement of the organization's EMS. The review is to be documented.

9.0 Accountability and Responsibility


To ensure effective development and implementation of an EMS, the following persons are assigned to take their respective responsibility.

Environmental Responsibilities	Person(s) Responsible
Establish Overall Direction	Company Administrator and Directors
Development of Environmental Policy	Company Administrator
Development of Environmental Objectives Target and Programs	Relevant Managers
Monitor Overall EMS Performance	EMR, Environmental Committee, Management Team
Assure Regulatory Compliance (External)	Marketing & Customer Relation Department staffs
Ensure EMS Compliance (Internal)	EMR, All Managers, Environmental Committee

Ensure Continual Improvement	EMR, All Managers
Identify Customers Expectations	Marketing & Customer Relation Department staffs
Develop and Maintain Accounting Procedures	Finance/ Accounting Managers
Comply with Defined Procedures	All Staffs

10.0 Index of Related Documents

Section No.	Title	Related Documents
5.1	Environmental Aspects/ Impact	Environmental Management Aspect and Impact (EMS/2/014)
5.3	EMS Objectives, targets and Program (s)	EMS Objective, Target and Program (EMS/2/002)
6.3	Awareness, Training and Competence	Competence, Awareness, Training (EMS/2/001)
6.4.1	Internal Communication	Internal Communication(EMS/2/005)
6.4.2	External Communication	External Communication (EMS/2/003)
6.5	Environmental Management Documentation	Work Instruction for Document & Data Control Work Instruction for Handling of Quality Record
6.6.1	Management Control	Quality Manual ISO 9001:2008
6.6.2	Technical Control	Document Master Lists
6.7	Emergency Preparedness and Response	Fire Prevention Plan (EMS/2/011) Office Emergency Evacuation

	SMART Technical Services	EMS/1/001 Issue Date : 01/08/2018 Effective Date : 15/08/2018
	Environmental Management System	Issue : 1.0 Page : 13 of 14

		Procedure(HESS/2/003)
7.1	Monitoring and Measurement	Quality Manual ISO 9001:2008
7.2	Non- conformance and Corrective and Preventive action	Customer Feedback Process CPA Request Form CPA Report Form
7.3	Environmental Management system Audit	Internal Audit