



## **Environmental and Social Management System Manual**

April 2020

<b>Environmental and Social Management System Manual</b>	<b>Corporate Procedure</b>	<b>Phase: Operation</b>	<b>April 2021</b>
	<b>Status: Active</b>	<b>Operational Controls</b>	<b>Version: 01</b>

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# 1. OPERATION

## 1.1 OPERATIONAL CONTROLS

### *Intent*

To ensure that adverse consequences from significant aspects, hazards and issues are managed and mitigated through the development of operational controls and maintenance programs.

### *Requirements*

1. Establish operational controls and maintenance programs to properly manage significant aspects, hazards and issues identified through the ES risk assessment process. This should cover activities regarding operations, logistics and the provision of production and services.
2. Review the operational procedures and maintenance programs such that the following information is included:
  - Purpose;
  - Scope;
  - Roles and responsibilities; and
  - Process flow/ instruction.

Additionally, the document shall cover normal, abnormal and emergency situations.

Operational procedures for issue management should cover key ES risks e.g. permit to work system, high-risk jobs instruction, waste management and chemical management, etc.

3. Communicate and ensure implementation of developed operational controls to relevant personnel including contractors and suppliers (i.e. personnel whose task may result in significant ES aspects/ hazards). Educating relevant personnel may be required whereby induction orientation, on-the-job training or competency training are possible methods.
4. Monitor and inspect the effectiveness of implemented procedures through audit programs. Audit programs shall be in alignment with requirements stated in *Section 4.4.14- Assessment and Verification (Audit)*.
5. Review and update operating procedure, maintenance programs, relevant documents/ form/ tools at least every two years or when a change is implemented to ensure currency and relevancy.

### *Relevant Documents*

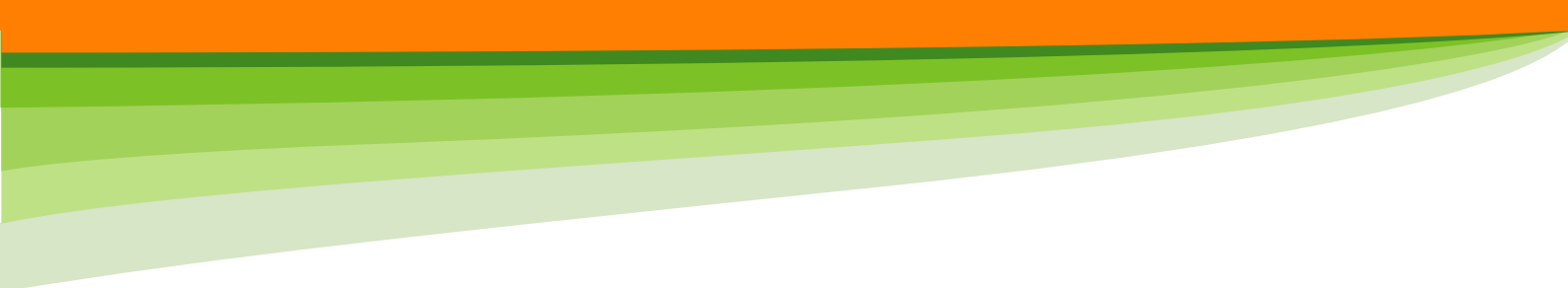
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## 2. APPENDIX

### 2.1 ESMS DOCUMENT INDEX

ESMS Element	Procedure	Tool
<b>4.1 Project Feasibility</b>		
<b><i>Greren Field Development</i></b>		
4.1.1 ES Risk Screening	-	ES Risk Screening
4.1.2 Stakeholder Identification	Stakeholder Analysis and Engagement	Stakeholder Mapping Tool Engagement Plan Template
4.1.3 ES Obligations and Permit	-	-
<b><i>Brown Field Development</i></b>		
4.1.4 ES Due Diligence	ES Due Diligence	ES Due Diligence
4.1.5 Post Merger and Acquisition	-	-
<b>4.2 ES Impact Assessment And Engineering Preparation</b>		
4.2.1 ES Implace Studies and Management Plans	ES Impact Assessment Study	Outline of Impact Assessment
4.2.2 Bidodiversity Action Plan Development		-
4.2.3 Resettlement Plan Development		Outline of Resettlement Plan
4.2.4 Indigenous People Plan Development		Outline of Indigenous People Plan
4.2.5 Design	-	-
4.2.6 Stakeholder Analysis and Engagement	Stakeholder Analysis and Engagement	Stakeholder Mapping Tool Engagement Plan Template
4.2.7 EPC Bidding (TOR) & Contracting	-	Contract terms – EHS Management Section
<b>4.3 CONSTRUCTION</b>		
4.3.1 Site Preparation	-	-
4.3.2 Induction	-	-
4.3.3 Execution (Construction and Installation)	- Supplier Code of Conduct - ES Management for Construction	Inspection Checklists
4.3.4 Testing & Commissioing	-	-
4.3.5 Operation and Maintenance Manual Development and Training	-	-

ESMS Element	Procedure	Tools
<b>4.4 OPERATION</b>		
<b>Planning</b>		
4.4.1 Management Leadership and Commitment	-	-
4.4.2 Risk Assessment	ES Risk Assessment	ES Risk Assessment Template
4.4.3 Management of Change	Management of Change	Change Management Request Form
4.4.4 Requirement and Compliance	-	-
4.4.5 Goals and Improvement Plan	-	ES Goals and Action Plan Template
4.4.6 Stakeholder Engagement	Stakeholder Analysis and Engagement	Stakeholder Mapping Tool Engagement Plan Template
<b>Implementation</b>		
4.4.7 Competency, Training and Awareness	-	Training Needs Matrix
4.4.8 Contractors and Suppliers Management	Supplier Code of Conduct	-
4.4.9 Operational Controls	-	-
4.4.10 Emergency Preparedness and Response	Emergency Preparedness and Response	-
4.4.11 Communication and Grievance Mechanism	Grievance Management	Grievance Form
4.4.12 Incident Management	Incident Reporting and Investigation	Incident Investigation Form
<b>Evaluation</b>		
4.4.13 Monitoring and Reporting	-	ES Performance Indicators Template
4.4.14 Assessment and Verification	Internal and External Audit	Compliance Audit Protocol
<b>Improvement</b>		
4.4.15 Handling of Non-conformities	Handling of Non-conformities	Corrective Action Request Form
4.4.16 Management Review	-	-
<b>4.5 ASSET RETIREMENT</b>		



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