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
5.0 Responsibility

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Activity</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Measuring and Monitoring of key operating criteria of OCPs</td>
<td>Site In-charge Officers / Coordinators.</td>
</tr>
<tr>
<td>2</td>
<td>Tracking Performance indicators to monitor progress on objectives &amp; targets and management programs</td>
<td>Site In-charge / Coordinators.</td>
</tr>
<tr>
<td>3</td>
<td>Compiling monitoring and measurement reports and reporting summary to top management</td>
<td>Site In-charge / Coordinators.</td>
</tr>
<tr>
<td>4</td>
<td>Ensuring valid calibration for measuring equipments used by the external service providers.</td>
<td>Site In-charge / Coordinators.</td>
</tr>
</tbody>
</table>

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.
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

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

Approved by: Managing Director