AL HIKMA BUILDING CONTRACTING (L.L.C)

OCCUPATIONAL HEALTH & SAFETY ENVIRONMENT SYSTEM

MANUAL

AL HIKMA BUILDING CONT. L.L.C HBC Controlled

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1. REVISION AND APPROVAL

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CONTENTS

Table of contents

1.0 GENERAL 5

1.1 Company Profile

1.2 Scope of EMS system

1.4 Purpose of this manual 5

2.0 NORMATIVE REFERENCES 5

3.0 TERMS & DEFINITIONS 5

4.0 CONTEXT OF THE ORGANIZATION 6

4.1 Understanding the context of the organization 6

4.2 Understanding the needs and expectations of interested parties 7

4.3. Determining the scope of the environmental management system 7

4.4. Environmental Management System 8

5.0 LEADERSHIP 8

5.1 Leadership and commitment

5.2 Environmental policy

5.3 Organizational roles, responsibilities and authorities 8

6.0 PLANNING 9

6.1. Actions to address risks and opportunities

6.2. Environmental aspects

6.3. Compliance obligations 10

6.4. Planning Action 10

6.5. Environmental objectives and planning to achieve them 11

7.0 SUPPORT 11

7.1. Resource

7.2. Competence

7.3. Awareness 11

7.4. Communication 12

7.5. Documented information 12

8.0 OPERATIONS 12

8.1. Operational planning and control

8.2. Emergency preparedness and Response

9.0 PERFORMANCE EVALUATION 13

9.1. Monitoring, measurement, analysis and evaluation

9.1.1 Evaluation of Compliance 14

9.2. Internal audit 14

9.3. Management review 14

10.0 IMPROVEMENT 15

10.1. General .....

10.2. Nonconformity and corrective action .....

10.3. Continual improvement 15

1.0 GENERAL

1.1 *Company Profile*

*See Attached

1.2 *Scope of EMS System*

The scope of the EMS applies to **AL HIKMA BUILDING CONTRACTING (L.L.C)** and to the products and services it is providing, the locations and areas are also covered in the EMS. **AL HIKMA BUILDING CONTRACTING (L.L.C)** also endeavors to pursue a strategy that not only encompasses all our activities but also that of our suppliers and customers and stakeholders. In doing this we aim to influence our impact on the environment not only of our business but of all business and organizations that we use or interact with.

1.3 *Purpose of this Manual*

This Manual defines the Environmental Management System (EMS) of **AL HIKMA BUILDING CONTRACTING (L.L.C)** activities and contains:

1. Understanding our business and its potential impact.
2. The context of the organization.
3. Leadership and commitment.
4. The Environmental Policy.
5. Statements of responsibility and authority.
6. An overview of **AL HIKMA BUILDING CONTRACTING (L.L.C)'s** environmental procedures and controls.
7. The identification of the resources and training allocated to management.
8. Performance of work and verification activities including internal audit.
9. The appointment of the Environmental Management Representative (EMR); and
10. The arrangement for periodic management reviews.

The purpose of this Manual is to demonstrate that this EMS meets all ISO14001:2015 requirements and provide guidance and direction for the implementation and operation of the EMS to all personnel including all relevant documents.

2.0 NORMATIVE REFERENCES

There are no normative references.

3.0 TERMS & DEFINITIONS

Compliance obligation: A compliance obligation is a requirement. There are two kinds of compliance obligations: mandatory compliance obligations and voluntary compliance obligations. Mandatory compliance obligations include laws and regulations while voluntary compliance obligations include contractual commitments, community and industry standards, ethical codes of conduct, and good governance guidelines. A voluntary obligation becomes mandatory once you decide to comply with it.

Context: An organization's context is its business environment. It includes all the issues, factors, and conditions that could influence or be influenced by an organization's environmental management system.

Documented information: The term documented information refers to information that must be controlled and maintained and its supporting medium. Documented information can be in any format and on any medium and can come from any source.

Effectiveness: Effectiveness refers to the degree to which a planned effect is achieved. Planned activities are effective if these activities are actually carried out and planned results are effective if these results are actually achieved.

Environmental aspect: An environmental aspect is an element or characteristic of an activity, product, or service that interacts or can interact with the environment. Environmental aspects can cause environmental impacts. They can have either beneficial impacts or adverse impacts and can have a direct and decisive impact on the environment or contribute only partially or indirectly to a larger environmental change.

Environmental impact: An environmental impact is a change to the environment that is caused either partly or entirely by one or more environmental aspects.

Interested party: In general, an interested party is any person, group, or organization who can affect, be affected by, or believe that they are affected by a decision or activity. In the context of this ISO 14001 standard, an interested party is anyone who can affect, be affected by, or believe that they are affected by the environmental performance of an organization.

Top management: The term top management normally refers to the people at the top of an organization. It refers to the people who provide resources and delegate authority and who coordinate, direct, and control organizations. However, if the scope of a management system covers only part of an organization, then the term top management refers, instead, to the people who direct and control that part of the organization.

4.0 CONTEXT OF THE ORGANIZATION

4.1 *Understanding the Context of the Organization*

We **AL HIKMA BUILDING CONTRACTING (L.L.C)** will determine both internal and external issues that are relevant to the organization and that have both a direct influence on the effectiveness of the environmental management and an impact on global environmental and sustainability issues. In doing so **AL HIKMA BUILDING CONTRACTING (L.L.C)** will consider the following environmental issues when developing and implementing its business strategy:

- Air quality including both local and global impacts.
- Water quality and preventing contamination of controlled waters.
- Land use.
- Existing contamination and remediation issues.
- Natural resources and their depletion.
- Protection and enhancement of both local ecology and biodiversity and that of the wider community.

In addition to these core values **AL HIKMA BUILDING CONTRACTING (L.L.C)** will also consider the implications and risks to our business in respect of:

- Cultural and social responsibility.
- Legal and regulatory regulations and guidance.
- Financial implications.
- Use best available technologies where financially practical and feasible.

In applying the above criteria and techniques **AL HIKMA BUILDING CONTRACTING (L.L.C)** will actively manage and implement programs, procedures, and its business strategy in order to mitigate against pollution and harm to the environment and global climate change. These aspects will form the core strategy of **AL HIKMA BUILDING CONTRACTING (L.L.C)** when managing both its risks and opportunities for enhancing the local and global environment. These key strategies and management programs will form the core values of **AL HIKMA BUILDING CONTRACTING (L.L.C)** when implementing and managing its environmental management system.

(Doc Ref: Procedure for Context of the Organization)

4.2 *Understanding the Needs and Expectations of Interested Parties*

AL HIKMA BUILDING CONTRACTING (L.L.C) will carry out regular reviews with regards to all interested parties whether internal or external. In doing so **AL HIKMA BUILDING CONTRACTING (L.L.C)** will consider the needs and expectations of interested parties in terms of its overarching environmental strategy and performance **AL HIKMA BUILDING CONTRACTING (L.L.C)** will gain a general (i.e. high-level, not detailed) understanding of the expressed needs and expectations of those internal and external interested parties that have been determined by the organization to be relevant. **AL HIKMA BUILDING CONTRACTING (L.L.C)** considers the knowledge gained when determining which of these needs and expectations it has to or it chooses to comply with, i.e., its compliance obligations (see 6.1.1).

In the case of an interested party perceiving itself to be affected by the organization's decisions or activities related to environmental performance, the organization considers the relevant needs and expectations that are made known or have been disclosed by the interested party to the organization.

Organization realized that some interested party requirements reflect needs and expectations that are mandatory because they have been incorporated into laws, regulations, permits and licenses by governmental or even court decision.

4.3. Determining the Scope of the Environmental Management System

The scope of the environmental management system is intended to clarify the physical and organizational boundaries to which the environmental management system applies, especially if the organization is a part of a larger organization. An organization has the freedom and flexibility to define its boundaries. It may choose to implement this International Standard throughout the entire organization, or only in (a) specific part(s) of the organization, as long as the top management for that (those) part(s) has authority to establish an environmental management system.

In setting the scope, the credibility of the environmental management system depends upon the choice of organizational boundaries. The organization considers the extent of control or influence that it can exert over activities, products and services considering a life cycle perspective. Scoping should not be used to exclude activities, products, services, or facilities that have or can have significant environmental aspects, or to evade its compliance obligations. The scope is a factual and representative statement of the organization's operations included within its environmental management system boundaries that should not mislead interested parties.

Once the organization asserts it conforms to this International Standard, the requirement to make the scope statement available to interested parties applies.

The scopes of **AL HIKMA BUILDING CONTRACTING (L.L.C)** are as follows:

- Building Contracting
- Steel Constructions Contracting
- Electrical Fitting Contracting

4.4. *Environmental Management System*

This Management System manual is based on the requirements of ISO 14001:2015 and details the specific controls established, documented and maintained at **AL HIKMA BUILDING CONTRACTING (L.L.C)** in the execution of its operations.

This manual demonstrates the methodology adopted at **AL HIKMA BUILDING CONTRACTING (L.L.C)** to meet the requirements specified in these standards and refers to documented procedures, established and maintained at **AL HIKMA BUILDING CONTRACTING (L.L.C)**.

5.0 LEADERSHIP

5.1 *Leadership and Commitment*

The top management of **AL HIKMA BUILDING CONTRACTING (L.L.C)** has handed over the responsibility for EMS actions to others but they preserve the accountability for ensuring the actions are performed. There are some specific responsibilities related to the environmental management system in which the top management are personally involved.

5.2 *Environmental Policy*

AL HIKMA BUILDING CONTRACTING (L.L.C) has established an environmental policy which enables the organization to set its environmental objectives to take actions and to achieve the intended outcomes of the environmental management system and achieve continual improvement.

(Doc Ref: Environmental Policy)

5.3 *Organizational Roles, Responsibilities and Authorities*

The top management of **AL HIKMA BUILDING CONTRACTING (L.L.C)** is the overall responsible for the implementation of the Environmental Management System and for the project specific roles, responsibilities, authorities, and accountabilities refer to the project specific EMS Plans.

The top management has appointed a Management Representative, (refer to letter of appointment) he is responsible for:

- Ensuring that the Management System is established implemented and maintained in accordance with ISO 14001:2015 Standards.
- Ensuring that reports on the performance of EMS are presented to top management for review during the management review meetings and used as a basis for improvement of the Environmental Management System.

MANAGEMENT REPRESENTATIVE AND EMS COMMITTEE RESPONSIBILITIES:

- Minimize all environmental impact of the operations.
- Ensure that all personnel are familiar with their own duties and responsibilities following EMS management structure and shall ensure all Supervisors have been issued their responsibilities in writing.

- Prepare and review the Environmental policy and objectives.
- Ensure the approved Environmental policy and objectives are communicated throughout **AL HIKMA BUILDING CONTRACTING (L.L.C).**
- Ensure that the Environmental objectives are achieved on time.
- Consult the EMS Manager, ensuring that all Local and Federal applicable national and international environmental standards and safety management systems are being implementing and adhered to.
- Be responsible for conduction of EMS inspections, Internal audits, and other EMS related activities.
- Be responsible to conduct Management review meetings as per the defined frequency.
- Ensure whether the objectives and targets are reviewed during the periodical management review meetings and Management programmes are framed for the objectives and targets.
- Ensure that emergency procedures are in place and that all personnel are aware of and has understand the procedures and how to bring them into action.
- Personally participate in EMS activities so as to set a good example.
- Report major EMS matters with which he is concerned to Senior Management.
- Design audits and establishes checklists, audits, and follows up recommendations.
- Ensure the continual improvement of the EMS.

6.0 PLANNING

6.1. *Actions to Address Risks and Opportunities*

AL HIKMA BUILDING CONTRACTING (L.L.C) has established, implemented, and maintains the Compliance Obligations Procedure to implement and Monitor Environmental Aspect and Control. Environmental aspects can create risks and opportunities associated with adverse environmental impacts, beneficial environmental impacts, and other effects on the organization. The risks and opportunities related to environmental aspects were determined as part of the significance evaluation or determined separately. EMS MR identifies the persons from various departments to form HSE Committee Members and conducts overall aspect / impact and hazard / risk study.

The EMS Committee Members identifies the environmental aspects to control and over which it may be expected to have influence and determines which of those aspects are considered significant. The EMS Committee Members identifies the hazards, assess the risks, and implement necessary control over all activities and areas in the facility.

These aspects / hazards and associated impact / risks are reviewed at least annually by the EMS committee members or when there is a new or changed process or activity at the facility.

(Doc Ref: Procedure for Environmental Aspects & Impacts)

6.2. *Environmental Aspects*

The top management of **AL HIKMA BUILDING CONTRACTING (L.L.C)** has determined its environmental aspects and associated environmental impacts, and determines those that are significant and, therefore, need to be addressed by its environmental management system.

When determining environmental aspects, the organization has considered a life cycle perspective. Typical stages of a product (or service) life cycle include raw material acquisition, design, production, transportation/delivery, use, end-of-life treatment, and final disposal. The life cycle stages that are applicable will vary depending on the activity, product, or service.

The Organization does not have to consider each product, component, or raw material individually to determine and evaluate their environmental aspects; it may group or categorize activities, products, and services when they have common characteristics.

When determining its environmental aspects, the organization has considered:

a) emissions to air;
b) releases to water;
c) releases to land;
d) use of raw materials and natural resources;
e) use of energy;
f) energy emitted (e.g. heat, radiation, vibration (noise), light);
g) generation of waste and/or by-products;
h) use of space.

The aspect impact analysis has been conducted based on the established procedure Environmental Review.

(Doc Ref: Procedure for Environmental Aspects & Impacts)

6.3. *Compliance Obligations*

AL HIKMA BUILDING CONTRACTING (L.L.C) has established, implemented, and maintains Legal & Other Requirements Procedure. **AL HIKMA BUILDING CONTRACTING (L.L.C)** has to identify at a sufficiently detailed level, the compliance obligations it identified that are applicable to its environmental aspects, and how they apply to the organization. Compliance obligations include legal requirements that an organization has to comply with and other requirements that the organization has to or chooses to comply with. **AL HIKMA BUILDING CONTRACTING (L.L.C)** have access to the applicable legal requirements and other requirements to which **AL HIKMA BUILDING CONTRACTING (L.L.C)** subscribes, related to environmental aspects of its activities, and to determine how these requirements apply to **AL HIKMA BUILDING CONTRACTING (L.L.C)** keeps this information up-to-date. These requirements are communicated to persons working under the control of **AL HIKMA BUILDING CONTRACTING (L.L.C)**, and other relevant interested parties.

(Doc Ref: Procedure for Legal Requirements)

6.4. *Planning Action*

The top management of **AL HIKMA BUILDING CONTRACTING (L.L.C)** has planned, at a high level, the actions that have to be taken within the environmental management system to address its significant environmental aspects, its compliance obligations, and the risks and opportunities identified in 6.1.1 that are a priority for the organization to achieve the intended outcomes of its environmental management system.

As a result of planning, **AL HIKMA BUILDING CONTRACTING (L.L.C)** established the environmental objectives (see 6.2) and when considering its technological options, **AL HIKMA BUILDING CONTRACTING (L.L.C)** considered the use of the best-available techniques, where economically viable, cost-effective, and judged appropriate.

6.5. *Environmental Objectives and Planning to Achieve Them*

The top management has established the environmental objectives at the strategic level, the tactical level, and the operational level. The objectives are consistent with the environmental policy. The strategic level includes the highest levels of the organization, and the environmental objectives can be applicable to the whole organization. The tactical and operational levels can include environmental objectives for specific units or functions within the organization and should be compatible with its strategic direction.

The Environmental Objectives are communicated to all persons working with **AL HIKMA BUILDING CONTRACTING (L.L.C)** and indicators are selected to evaluate the achievement of measurable environmental objectives.

(Doc Ref: Procedure for Objectives & Targets)

7.0 SUPPORT

7.1. *Resource*

The top management has ensured that the resources are available for the effective functioning and improvement of the environmental management system and to enhance environmental performance.

Resources includes human resources, natural resources, infrastructure, technology, and financial resources. Human resources include specialized skills and knowledge. Infrastructure resources includes the organization's buildings, equipment, underground tanks, and drainage system.

7.2. *Competence*

The competency requirements of this International Standard applied to persons working with **AL HIKMA BUILDING CONTRACTING (L.L.C)**, who affect its environmental performance, including persons:

- Whose work has the potential to cause a significant environmental impact.
- Who are assigned responsibilities for the environmental management system, including those who:

    1. Determine and evaluate environmental impacts or compliance obligations;
    2. Contribute to the achievement of an environmental objective;
    3. Respond to emergency situations;
    4. Perform internal audits;
    5. Perform evaluations of compliance.

The job description with detailed competency requirement and responsibilities are established in the organization. And every year the competency evaluation is conducted with the performance evaluation.

7.3. *Awareness*

The top management made the awareness of the environmental policy to make sure that these persons should be aware of Environmental policy existence, its purpose, and their role in achieving the commitments, including how their work can affect the organization's ability to fulfill its compliance obligations.

(Doc Ref: Procedure for Competency & Training)

7.4. *Communication*

AL HIKMA BUILDING CONTRACTING (L.L.C) has established a communication system in the organization for the effective implementation of the EMS. The management decided to make sure the Communication should:

a) Be transparent, i.e., the organization is open in the way it derives what it has reported on;
b) Be appropriate, so that information meets the needs of relevant interested parties, enabling them to participate;
c) Be truthful and not misleading to those who rely on the information reported;
d) Be factual, accurate and able to be trusted;
e) Not exclude relevant information;
f) Be understandable to interested parties.

7.5. *Documented Information*

AL HIKMA BUILDING CONTRACTING (L.L.C) has created and maintains a documented information in a manner sufficient to ensure a suitable, adequate, and effective environmental management system. The primary focus was on the implementation of the environmental management system and on the environmental performance, not on a complex documented information control system.

The top management of **AL HIKMA BUILDING CONTRACTING (L.L.C)** has established and implemented a documented procedure for the "Documented information" which explains the systematic control of the information related to the EMS.

(Doc Ref: Procedure for Documented Information)

8.0 OPERATIONS

8.1. *Operational Planning and Control*

The top management of **AL HIKMA BUILDING CONTRACTING (L.L.C)** has determined the operational controls based on the nature of the operations, the risks and opportunities, significant environmental aspects, and compliance obligations. **AL HIKMA BUILDING CONTRACTING (L.L.C)** has established a procedure for the operation control. These methods include:

a) Designing (a) process (es) in such a way as to prevent error and ensure consistent results;
b) Using technology to control (a) process (es) and prevent adverse results (i.e., engineering controls);
c) Using competent personnel to ensure the desired results;
d) Performing (a) process (es) in a specified way;
e) Monitoring or measuring (a) process (es) to check the results;
f) Determining the use and amount of documented information necessary.

The organization has decided the extent of control needed within its own business processes (e.g., procurement process) to control or influence (an) outsourced process(es) or (a) provider(s) of products and services. Its decision was based upon factors such as:

- knowledge, competence, and resources, including:
- the competence of the external provider to meet the organization's environmental management;
- system requirements;
- the technical competence of the organization to define appropriate controls or assess the adequacy of controls;
- the importance and potential effect of the product and service will have on the organization's ability to achieve the intended outcome of its environmental management system;
- the extent to which control of the process is shared;
- the capability of achieving the necessary control through the application of its general procurement process;
- Improvement opportunities available.

(Doc Ref: Procedure for Operational Control)
(Doc Ref: Procedure for Waste Management)

8.2. *Emergency Preparedness and Response*

AL HIKMA BUILDING CONTRACTING (L.L.C) has established, implemented, and maintains a procedure for Emergency Preparedness and Response to identify the potential for emergency situations and to respond to such emergency situations.

AL HIKMA BUILDING CONTRACTING (L.L.C) responds to actual emergency situations and prevents or mitigates associated adverse Environmental consequences.

In planning its emergency response, **AL HIKMA BUILDING CONTRACTING (L.L.C)** has taken into account the needs of relevant interested parties, e.g., emergency services and neighbors.

AL HIKMA BUILDING CONTRACTING (L.L.C) has periodically tests its procedure to respond to emergency situations, where practicable, involving relevant interested parties as appropriate.

AL HIKMA BUILDING CONTRACTING (L.L.C) has prepared a detailed emergency evacuation plan for its offices. The responsibility of preparation and implementation lies with the EMS Representative.

AL HIKMA BUILDING CONTRACTING (L.L.C)'s emergency preparedness and response plan is communicated to all employees by displaying it at identified locations.

AL HIKMA BUILDING CONTRACTING (L.L.C) periodically reviews and, where necessary, revises its emergency preparedness and response procedure, in particular, after periodical testing and after the occurrence of emergency situations.

(Doc No: Procedure for Emergency Preparedness)

9.0 PERFORMANCE EVALUATION

9.1. *Monitoring, Measurement, Analysis and Evaluation*

AL HIKMA BUILDING CONTRACTING (L.L.C) has established, implemented, and maintains Measurement and Analysis to monitor and measure performance of Management System on a regular basis. This procedure provides for:

- Both qualitative and quantitative measures, appropriate to the needs of **AL HIKMA BUILDING CONTRACTING (L.L.C)**
- Monitoring of the extent to which **AL HIKMA BUILDING CONTRACTING (L.L.C)'s** Environmental objectives are met;
- Monitoring the effectiveness of controls for EMS;
- Proactive measures of performance that monitor conformance with the EMS programs, controls and operational criteria;
- reactive measures of performance that monitor environmental impact, ill health, incidents (including accidents, near-misses, etc.), and other historical evidence of deficient Environmental performance;
- Recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective action and preventive action analysis.

9.1.1 ***Evaluation of Compliance***

Consistent with its commitment to Compliance **AL HIKMA BUILDING CONTRACTING (L.L.C)** has established, implemented, and maintains a procedure for Measurement & Analysis, for periodically evaluating compliance with applicable compliance obligations.

AL HIKMA BUILDING CONTRACTING (L.L.C) evaluates the compliance with other requirements to which it subscribes; **AL HIKMA BUILDING CONTRACTING (L.L.C)** has combined this evaluation with the evaluation of legal compliance within the Procedure for compliance obligations.

9.2. ***Internal Audit***

AL HIKMA BUILDING CONTRACTING (L.L.C) has established, documented and maintains Procedure for Internal Auditing. This procedure ensures that internal audits of Environmental Management System are conducted at planned intervals to determine whether the Management System:

- Conforms to planned arrangements for Management System,
- Including the requirements of ISO 14001:2015;

Audit programs are planned, established, implemented, and maintained by **AL HIKMA BUILDING CONTRACTING (L.L.C)**, based on the results of the risk/impact assessments of **AL HIKMA BUILDING CONTRACTING (L.L.C)** activities, and the results of previous audits.

Auditors should be independent of the activity being audited, wherever practicable, and should in all cases act in a manner that is free from bias and conflict of interest.

Nonconformities that are identified during internal audits are subject to appropriate corrective actions. When considering the results of previous audits, the organization should include:

a) Previously identified nonconformities and the effectiveness of the actions taken;
b) Results of internal and external audits.

(Doc Ref: Procedure for Internal Audit)

9.3. ***Management Review***

AL HIKMA BUILDING CONTRACTING (L.L.C) has established documented and maintains Procedure for Management Review. This procedure details the methodology adopted at **AL HIKMA BUILDING CONTRACTING (L.L.C)** for the review of Management System, at planned intervals, to ensure its continuing suitability, adequacy, and effectiveness. The management

review should be high-level; it does not need to be an exhaustive review of detailed information. The management review topics need not be addressed all at once. The review will take place once in a year and can be arranged based on an urgent requirement.

Relevant complaints received from interested parties are reviewed by top management to determine opportunities for improvement. The inputs and the out puts of the management review meetings are identified as per the ISO 14001:2015 and listed in the Management review procedure.

(Doc Ref: Procedure for Management Review)

10.0 IMPROVEMENT

The top management of **AL HIKMA BUILDING CONTRACTING (L.L.C)** has determined the opportunities for the improvement of the EMS. They established the necessary actions for the achievement of the intended outcomes of its EMS.

10.1. *General*

The organization considered the results from analysis and evaluation of environmental performance, evaluation of compliance, internal audits and management review when taking action to improve. The improvement of EMS includes corrective action, continual improvement, breakthrough change, innovation, and re-organization.

10.2. *Nonconformity and Corrective Action*

AL HIKMA BUILDING CONTRACTING (L.L.C) has established, implemented, and maintains Procedure for Corrective, Actions and Nonconformance, for dealing with actual nonconformities and for taking corrective action. The procedure defines requirements for:

- Identifying and correcting nonconformities and taking actions to mitigate their Environmental consequences;
- Investigating nonconformities, determining their causes and taking actions in order to avoid their recurrence; evaluating the need for actions to prevent nonconformities and implementing appropriate actions designed to avoid their occurrence;
- Recording and communicating the results of corrective actions taken; and
- Reviewing the effectiveness of corrective actions taken.

One of the key purposes of an environmental management system is to act as a preventive tool. The concept of preventive action is now captured in 4.1 (i.e., understanding the organization and its context) and 6.1 (i.e., actions to address risks and opportunities).

(Doc Ref: Procedure of Control of Nonconformity & Corrective Actions)

10.3. *Continual Improvement*

The rate, extent and timescale of actions that support continual improvement are determined by the organization and discussed in the regular management review meetings. Environmental performance can be enhanced by applying the environmental management system as a whole or improving one or more of its elements.