ITG RESOURCES FZCO

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

ENVIRONMENTAL ASPECTS PROCEDURE

ROLE	NAME	SIGNATURE	DATE
PREPARED BY	**XUEQI ZHANG**		**16 OCT 2026**
APPROVED BY	**BINGHUANG CHEN**		**20 OCT 2026**

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	20 Oct 2026	Original issue.	GENERAL MANAGER

1. PURPOSE:

The purpose of the procedure is to establish a system for the identification of environmental aspects of activities and services in ITG RESOURCES FZCO that may have a significant impact on the environment; this shall be done by considering the planned or new developments, new or modified activities, and services of the company.

2. SCOPE:

This process is applicable to all ITG RESOURCES FZCO operations either at projects site or in-house testing and calibrating activities for aspects and impacts identification and implementation of environmental management programs.

3. DEFINITIONS:

Control and Detection: Availability of mechanism for control of that aspect.

Environment: Surroundings in which an organization operates including air, water, land, natural resources, flora and fauna, humans and their interrelation.

Environmental Aspect: Element of an organization's activities, or products, or services that can interact with the environment.

Environmental Impact: Any change in the environmental whether adverse, or beneficial, wholly, or partially resulting from an organizations environmental aspect.

Environmental Management System: Part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects.

Environmental Objectives: Overall environmental goal.

Frequency of Operation: Frequency of the aspects or impacts.

Legal Requirements: Applicable statutory requirements to the organization.

Legislation: The compliance to any legal or any other requirements for which the company subscribes.

Occurrence: Level of occurrence effect whether local, national or global.
Other Requirements: Other requirements to which the organization may subscribe including requirements by interested parties.

Preventive Mechanism: Availability of preventive mechanism in case of an impact.

Quantity of Emissions: Quantity of that aspect or impact.

Severity of Effects: Severity of the impact caused by that aspect.

4. RESPONSIBILITIES:

HSE MR, HSE Officer, Supervisors, Dept. Heads &Operations Manager

5. PROCEDURE:

5.1 ENVIRONMENTAL ASPECTS

Environmental Review shall be conducted as required by Environmental Representative in coordination with the respective Project Manager and EH&S Representative, however for each site environmental review is conducted before starting of any project.

The following factors shall be considered during the Environmental Review:

• Legal requirements,

• Present Waste Management Practices,

• Existing control of the processes and its impact to the Environment,

• Emission to air,

• Releases to water,

• Use of raw materials and natural resources,

• Use of energy,

• Energy emitted,

• Waste and by products.

• Flora and Fauna

Status of the identified areas with respect to environmental position shall be recorded in the aspect form.

5.2ASPECTS/IMPACTS IDENTIFICATION AND MEASURES

The following factors shall be considered during Aspects and Impacts identification.

• Activities associated with processes and services.
• Output associated with operations.
• Normal, abnormal and emergency operating conditions.
• Legal and other requirements.

The identified Aspects and Impacts shall be scored based on:

• Legislation,
• Severity of Effects,
• Quantity of Emissions,

• Control and Detection,
• Frequency of Operation,
• Preventive Mechanism,
• Occurrence Effect.

Significant Aspects and Measures shall be recorded and maintained by the Environmental Representative in the Significant Aspects and Measures Form.

5.3 ENVIRONMENTAL MANAGEMENT PROGRAMMES:

Proposed measures for identified significant aspects shall be supported by the Management Program(s).

Designated responsibility/authority means, and timescale shall be identified in the Management Program(s) if required.

6. RECORDS / DOCUMENTS:

Environmental Aspects and Impact Assessment IMS-EA-F01

ITG RESOURCES FZCO

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

MEASUREMENT & MONITORING PROCEDURE

ROLE	NAME	SIGNATURE	DATE
PREPARED BY	**XUEQI ZHANG**		**16 OCT 2026**
APPROVED BY	**BINGHUANG CHEN**		**20 OCT 2026**

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	20 Oct 2026	Original issue.	GENERAL MANAGER

1. PURPOSE:

The purpose of this Chapter is to establish, implement and maintain a process for the HSE monitoring and reporting requirements of **ITG RESOURCES FZCO**

2. SCOPE:

This Chapter applies to all HSE activities of **ITG RESOURCES FZCO** in conformance to its HSEMS based on the requirements of ISO 14001:2015 & ISO 45001:2018.

3. APPLICATION:

This Chapter applies to the whole organization of the **ITG RESOURCES FZCO** in which the HSEMS is implemented and monitored.

4. DEFINITIONS:

Organization – company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration i.e., **ITG RESOURCES FZCO**

4.1 OH&S – refers to Occupational Health & Safety.

4.2 ISO – refers to International Standardization for Organizations.

4.3 OHSAS STANDARD DEFINITIONS:

Lost Time Injury (LTI):

A lost time injury is any work–related injury that causes the employee's absence from scheduled work for one day (or shift) or more excluding the day of injury.

Work Loss Day:

When an employee missed one full day or more of a scheduled work due to work related injury.

Note: If LTI occurs during a project, the project Safe Man-hours will become zero after LTI and will again start from there on.

Restricted Work Injury (RWI):

When as a result of a work-related injury, health care professional keeps, or recommends keeping an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

Medical Treatment (MT):

Significant work-related injuries beyond first aid that are diagnosed and / or treated by a physician or other licensed health care professional. These include any work-related case involving a fracture or cracked bone, or a punctured eardrum etc.

Additional criteria that can result in medical treatment case include:

- Any needle-stick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material.
- Any case requiring an employee to be medically removed under the requirements of an OHSAS standard.

OHSAS Recordable Cases

LTI, RWI and MT are considered as OHSAS record able cases.

First Aid (FA):

First aid means the following treatments for work-related injuries and illnesses.

- Visit(s) to a health care provider limited to observation.
- Diagnostic procedures, including the use of prescription medications solely for diagnostic purposes (e.g., eye drops to dilate pupils).
- Use of nonprescription medications, including antiseptics.
- Simple administration of oxygen.
- Administration of tetanus or diphtheria shot(s) or booster(s).
- Cleaning, flushing or soaking wounds on skin surface.
- Use of wound coverings such as bandages, gauze pads, etc.
- Use of any hot/cold therapy (e.g., compresses, soaking, whirlpools, non-prescription skin creams/lotions for local relief, etc.) except for musculoskeletal disorders Use of any totally non-rigid, non-immobilizing means of support (e.g., elastic bandages).
- Use of eye patches.
- Removal of foreign bodies not embedded in the eye if only irrigation or removal with a cotton swab is required.
- Removal of splinters or foreign material from areas other than the eyes by irrigation, tweezers, cotton swabs or other simple means Health care provider is a person operating within the scope of his or her license, registration or certification in health care.

First Aid cases must be reported and analyzed to suggest corrective actions in order to avoid major injuries.

Near miss (NM):

A near Miss is a potential hazard or incident that has not resulted in any personal injury. Modern way of HSE management is to encourage reporting of near misses. These must be reported and analyzed to reach to the root cause to avoid recurrence. Note that casual attitude in handling the near miss cases may lead to serious incidents.

Incident:

This includes fire, property loss, environment impact, and community related incidents that are not covered in incident reporting otherwise.

OHSAS STANDARD FORMULA

Incident Rate/ Frequency Rate are the number of injuries and/or illnesses per 100 full-time workers in one year and calculated as:

$$\frac{N \times 200{,}000}{EH}$$

- N = number of injuries and/or illnesses
- EH = total hours worked by all employees during the calendar year
- 200,000 = For 100 full-time equivalent workers working 40 hours per week and 50 weeks per year

Severity rate is the total lost workdays due to injury or illnesses per 100 full-time workers per year and calculated as:

$$\frac{L \times 200{,}000}{EH}$$

- L = number of lost workdays due to injuries or illnesses
- EH = total hours worked by all employees during the calendar year
- 200,000 = For 100 full-time equivalent workers working 40 hours per week and 50 weeks per year

5. PROCEDURE:

5.1 Developing HSE Monitoring Program:

a) The GENERAL MANAGER shall develop the monitoring of HSE and of this manual, as implemented by **ITG RESOURCES FZCO** This shall include the monitoring of:

- HSE Policy;
- Achievement of the HSE objectives and targets;

- Implementation of the HSE management programs;
- Compliance to HSE standard operating procedures.

b) An HSE monitoring and reporting plan shall be developed, which outlines the key objectives, targets and performance indicators to be monitored and reported. A "List of Targets & Objectives" shall be prepared and maintained by the HSE Management Representative, which the HSE Management Committee has agreed to measure and report.

c) The HSE Management Representative shall use the agreed Key Performance Indicator (KPI) stated in the OTP to measure and report against the target set.

5.2 Implementation of HSE Monitoring Program

a) The GENERAL MANAGER shall regularly monitor the implementation of the HSE Management System of **ITG RESOURCES FZCO** This shall be carried out through formal audits, inspections and management reviews.

b) The Management Representative shall ensure that adequate resources are provided for the effective implementation of audits, inspections and reviews. In addition, he shall ensure that resources are committed to collating, evaluating, analyzing and reporting HSE performance.

5.3 Reporting of HSE Performance

a) The GENERAL MANAGER shall develop an HSE performance report format duly approved by the HSE Management Committee. The "HSE Performance Report" shall contain performance data covering the minimum reporting requirements as outlined in the 'Objectives, Targets & Programs' (OTP).

b) The HSE Performance Report shall be submitted to the organization's Top Management and to the HSE Management Committee on a quarterly basis.

5.4 Hazard/Near Miss Reporting & Investigation

The HSE Management Representative shall develop an OH&S hazard identification and risk assessment form, including a procedure, and shall ensure that systematic and routine onsite/workplace hazard assessments are carried out in all of the **ITG RESOURCES FZCO** 's buildings, offices and facilities, at least on an annual basis; or as deemed necessary.

a) The HSE Management Representative shall ensure that a standard onsite hazard assessment form is used in hazards identification. Also, he shall ensure that the completed onsite hazard assessment form and associated control measures are documented – 'Risk Management' of this HSE Manual and followed up accordingly.

b) The GENERAL MANAGER shall ensure that all hazards and near-misses are reported and if deemed necessary, investigated in accordance with provided in procedures and forms.

c) All results of Near-Miss Reports & Investigations shall be documented in – Risk Management Register, which shall be followed-up and close out accordingly.

d) The HSE Management Representative is responsible for reporting all near-misses and investigation results to the Top Management and to the HSE Management Committee on a quarterly basis. The results shall form part of the organization's HSE Performance Report.

5.5 Incident Reporting & Investigation Procedure

a) The HSE Management Representative and/or the HSE Officer shall ensure that all OH&S incidents are reported and if deemed necessary, investigated.

b) The HSE Management Representative and/or the HSE Officer shall ensure that 'Incident Report & Investigation Form' is used and fully accomplished for all reported incidents and that these are documented in the HSE Records– 'Risk Management' of the HSE Manual and are followed-up accordingly.

c) The GENERAL MANAGER is responsible for reporting all incidents and investigation results to the Top Management and to the HSE Management Committee on a quarterly basis. The results shall form part of the organization's HSE Performance Report.

6. RESPONSIBILITIES:

6.1 GENERAL MANAGER – responsible for ensuring that the HSE implementation of **ITG RESOURCES FZCO** is properly monitored and reported.

6.2 HSE Management Representative – responsible for developing and coordinating the HSE monitoring and reporting framework; and for reporting to the Top Management, HSE Management Committee.

7. RECORDS / DOCUMENTS:

HSE Performance Report	IMS-MM-F01