

CSR Sustainability Policy

January 2024

Basic Procurement Policy

We conduct our procurement activities based on the following policies in the countries and regions in which we operate.

1. We comply with laws, regulations, and social norms.
2. Based on the principle of free competition, we will provide fair and equitable opportunities and select our partners strictly.
3. We respect mutual benefit based on the philosophy of mutual harmony and prosperity and do not engage in conflicts of interest.
4. We promote Continuous Improvement activities actively in cooperation with our partners.
5. We build partnerships with our business partners through open communication.

CSR Procurement Guidelines

In support of the Guiding Principles on Business and Human Rights (United Nations Human Rights Council), the OECD Guidelines for Multinational Enterprises (Organization for Economic Co-operation and Development), and the SDGs (Sustainable Development Goals), we will conduct our procurement activities based on the following guidelines to fulfill our requirements for corporate social responsibility and sustainability.

(1) Compliance

1. Compliance with laws and regulations

- We comply with the laws, regulations, and social norms of each country, including competition laws, trade-related laws, and environmental laws.
- We establish and implement policies, systems, and training to ensure compliance with laws and regulations.
- We comply with export and import laws, international regulations, etc., and implement proper export procedures.

2. Management of Confidential Information

- We appropriately manage customer information, partner company information, personal information, technical information, and other information obtained through transactions, and use it appropriately.
- The privacy and data obtained through transactions will be strictly controlled and protected.

3. Protection of Intellectual Property

- We do not infringe on the rights of third parties, including the unauthorized acquisition or use of their intellectual property that prohibit unfair competition. This includes fraudulent acquisition and use of other companies' trade secrets, patents, copyrights, and trademarks, sales of counterfeit goods, labeling that misled the quality of goods, etc.

4. Anti-corruption

- We strive to build transparent and fair relationships with our partners and civil servants, and will not entertain, give, or receive gifts, money, or information for the purpose of obtaining or maintaining unfair profits or unfair preferential treatment.
- We strive to prevent unfair trade, such as bid-rigging and abuse of a dominant position

5. Elimination of Anti-Social Forces

- We do not do business with gangs, gangsters, people related to a gang or any other anti-social forces.

(2) Human rights and labor

1. Respect for human rights

- We do not tolerate discrimination based on gender, age, nationality, race, ethnicity, creed, religion, sexual orientation, gender identity, disability, marital status, or the presence or absence of children in any employment or treatment (including application, hiring, promotion, compensation, right to education, job assignment, wages, benefits, discipline, dismissal, and retirement).
- Harassment in any form, including power harassment and sexual harassment, will not be tolerated.
- Training seminars are conducted on the prevention of discrimination and human rights violations to employees
- These policies respect internationally declared protection of human rights and do not violate human rights.
- A committee has been established to investigate and maintain this system.

Committee Member	Title or Department
Mike Guidry	VP of Operations
Marc Guidry	VP of HSE
Shayne Torrans	HSEQT Manager
Peyton Huggins	HR Manager

2. Working Environment

- All work shall be voluntary, and no forced labor shall be tolerated due to lack of consent to work and threat of punishment. This includes inhumane treatment such as harassment, body punishment, and abuse.
- There shall be no child labor in which the age of employment is below the minimum age for employment under the laws, rules, regulations, and international norms of each country and region.
- Illegal or other illegal labor by foreign nationals shall not be permitted.
- We ensure the occupational health and safety of our employees and comply with the laws and regulations of each country and region.
- We comply with the laws and regulations of each country and region regarding minimum wages, overtime work, wage deductions, piece-rates, other benefits, working hours (including overtime hours), holidays, and entitlement to annual paid leave.

- We do not prevent employees from joining or forming labor unions in accordance with the laws and regulations of each country and region. We also approve the exercise of the right to collective bargaining.
- Opportunities for dialogue with employees (including proxy organizations) (Conclusion of Labor-Management Council, Collective Agreements, etc.) will be allowed.
- Opportunities for promotion, participation in training, etc. is made on an equal basis so that impartiality is not undermined based on gender, nationality, race, etc.
- We observe statutory or predetermined working hours, holidays, and paid holidays, and to manage the working hours of workers.
 - Office hours are Monday Through Friday 8:00am – 5:00pm CST
 - Field hours are typically 12-hour shifts based on client requirements. Straight time is the first eight (8) hours worked each shift, Monday through Friday. Overtime is all other hours worked Monday through Friday, and all hours worked Saturday, Sunday, and Holidays.
 - Observed Holidays are as follows: Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve, Christmas Day, Good Friday, and New Year's Day.
- IPS★ITCS shall comply with all environmental laws, regulations, and ordinances related to not only deliverables to us but also our business activities. In case of the any event that may have a significant impact on the environment (air, water, soil, noise, vibration, odor, etc.).
- IPS★ITCS shall provide appropriate health management, such as health checkups for all employees including medical examinations for workers engaging in specific lines of work. Personnel involved with hazardous materials or hazardous waste shall receive a medical examination in compliance with 29 CFR 1910.120. Personnel wearing respiratory protection shall fill out an MEQ (Medical Evaluation Questionnaire) and follow up medical examination in compliance with 29 CFR 1910.134. Any specific protocols shall also be pre-determined as prescribed by OSHA.

(3) Quality and Safety

- To earn the trust of customers and consumers, we will develop and procure products with "quality first" and "safety first" as our top priorities.
- There is a system for ensuring quality and safety and responding appropriately to customers and consumers.
- We currently have a system for securing quality and safety with self-certification. We request our partners to hold third-party certification or hold self-certification if third-party certification cannot be ascertained.
- In the event of an accident or defective product distribution, communication with the regulatory authorities, product recall, safety measures for suppliers, etc., will be disclosed.

(4) Environmental Conservation

Aiming for harmony with the environment, we will comply with the environmental laws and regulations of each country and region and conduct procurement activities based on the "IPS★ITCS Green Procurement Guidelines" in consideration of the global environment and the realization of a sustainable society.

In addition, we will strive to give due consideration to the environment in relation to transportation, and will actively work to simplify packaging, use recycled materials, use environmentally friendly packaging materials, and use packaging and cushioning materials that can be used repeatedly.

(5) Community and Society

1. Responsible procurement

- We strive to avoid procurement and use of products and raw materials from countries and regions that may cause human rights, environmental and other social problems.
- We work toward the non-use of minerals and their processed products that are the source of funding for armed groups that are engaged in inhumane acts.

2. Conflict Minerals

Our basic policy is to avoid the use of conflict minerals produced in the Democratic Republic of Congo (DRC) and surrounding countries, and to eliminate conflict minerals that fund or benefit antisocial armed groups in conflict areas. To ensure compliance with the policy, we request our partners to procure minerals from smelters that have been certified as free from complicity in conflict or serious human rights abuses.

To follow the policy, we will eliminate all forms of human rights violations in our corporate activities and supply chain and promote initiatives to procure raw materials that are not involved in conflicts and mitigate risks.

- We conduct sufficient research when purchasing raw materials, and will not purchase conflict minerals (tantalum, tin, gold, tungsten) or cobalt produced in the Democratic Republic of the Congo and neighboring regions that may be a source of funding for armed groups. In addition, we will not purchase materials that have not yet been confirmed by our partners.
- We spare no effort to cooperate with surveys on conflict minerals conducted by our customers and will work together to eliminate conflict minerals and conduct responsible procurement activities.
- We collect information related to Conflict Minerals and review the content and progress of our measures to make them more effective considering the above objectives.

Contributing to Local Communities

- IPS★ITCS is aware of our role as a corporate citizen and actively interact with and contribute to society.
- While cooperating with the local community, we will pay attention to the issues facing the community and aim for social contribution activities that lead to the resolution of those issues.
- We contribute to local communities' development with aggressive procurement from local suppliers.

- We will work to create jobs, develop skills, prioritize purchasing local products and services, and cultivate suppliers.

Information Disclosure

We disclose business information on management and finance, as well as information on product handling, safety, quality, and the environment, to all stakeholders in a timely and appropriate manner, and strive to maintain and develop mutual understanding and trustful relationships with stakeholders through open and fair communication.

(6) Crisis management for business continuity

- In preparation for the occurrence of crises such as cyber-attacks, information leaks, natural disasters, infectious diseases, fires, and accidents, we will establish a systematic management system for business continuity and implement thorough crisis management.
- We strive to take protective measures against computer network threats and manage them so that they do not cause damage to your company or other companies.
- All confidential information received from customers and third parties will be appropriately managed and protected.

NOTE: See: "Business Continuity Plan" for further details of execution

(7) Sharing awareness with partner companies

We work to ensure that our Charter of Corporate Behavior and Procurement Policy (Basic Procurement Policy and CSR Procurement Guidelines) are respected throughout the procurement supply chain.

Requests to Our Partners

(1) Understanding and request for the "Procurement Policy (Basic Procurement Policy and CSR Procurement Guidelines)"

We believe that it is important to share awareness of CSR activities throughout the entire procurement supply chain in order to fulfill our corporate social responsibility. We would like to ask our partner companies to understand our "Procurement Policy (Basic Procurement Policy and CSR Procurement Guidelines)" and to respect our "Charter of Corporate Behavior" and "Procurement Policy (Basic Procurement Policy and CSR Procurement Guidelines)" and make the same efforts.

(2) Deployment to suppliers of partner companies

We would like to ask our partner companies to disseminate their CSR initiatives to their suppliers by developing their own policies and guidelines based on the above objectives.

(3) Declining your kindness from partners.

1. We do not accept any kindness (money, gift certificates, book coupons, gifts, special discounts on products, etc.) from our partners.
2. We decline to attend dinners, golf games, etc., unless agreed upon in advance between the partner company and us.
3. We do not buy or sell shares based on internal information of the partner company.
4. We do not receive any benefits or favors that are inappropriate under normal social conventions.
5. Situations where the interests of employees' conflict with the interests of the company, is it prohibited from undermining the interests of the company and enjoying personal benefits.

(4) Consultation Service

We set up a consultation desk for suppliers who have compliance questions regarding transactions with us. (Administration Office)

1. This consultation desk seeks to resolve problems by receiving information from our business partners when they are aware of a violation of laws or regulations (or alleged conduct) by us or our employees in transactions with us.
2. We confirm the facts regarding the contents of the whistleblowing and take appropriate measures. In addition, we may ask for your cooperation in checking and examining the facts.
3. In accordance with the Company's policy on whistleblowing and protection from retaliation, the Company will not cause any disadvantage to the whistle-blower or their employer and will protect the whistle-blower from retaliation.
4. The above does not apply to cases where the content of the report intentionally contains incorrect information.

Green Procurement Guidelines

i. Introduction

IPS★ITCS was established in 2001, we have been supplying Safety Personnel, Rescue Teams and Equipment, Catalyst and Mechanical Services and Equipment to the petrochemical industry. To fulfill our mission that benefit industries and make people's lives better, we develop technologies contribute to resolve social issues, including environmental issues, and conduct environmental preservation activities. When we meet our customers' expectations and supply products and services trusted by society, it is important to reduce environmental impact throughout the product life cycle, from procurement of raw materials to disposal of used products, through cooperation with our supply-chain partners, such as raw materials and parts manufacturers, subcontractors. "IPS★ITCS Green Procurement Guidelines" explains our requests to supply-chain partners. We would like to ask for your kind understanding and cooperation with our procurement activities based on these guidelines.

ii. Our philosophy on environmental preservation

IPS★ITCS will do its best to prevent gases, oil and other fluids used in machinery from leaking out. Because such fluid or gas leaks pollute the environment, we believe we help to preserve the environment by providing high-quality/high performance equipment. Additionally, we conduct environmental preservation activities even in our production processes under our environmental policy.

Environmental Policy

Basic concept

Considering that our company is a part of society and our services including Safety, Rescue, Catalyst and Mechanical work can contribute to the environment by preventing pollution and saving energy, IPS★ITCS and its affiliated companies shall be aware that our activities, products, and services are deeply associated with the global environment. Setting "Compliance" as the basis of our corporate activities, we will pursue the preservation of the global environment voluntarily and continuously.

Activity policy



In the development of products, we will keep in mind how they will affect the environment.



Taking life cycle into consideration, we will strive to save resources and energy and to reduce greenhouse gas.



We will endeavor to reduce industrial waste and to promote recycling to use sustainable resources.



Taking biodiversity into consideration, we will make continual efforts to improve environmental effects and prevent pollution.



We will comply with regulations and other requirements to which a corporate subscribes. (Other requirements such as industry guidelines related to the environment.)



Through management review, we will set environmental objectives and a target, review them at appropriate intervals, and strive to improve environmental performance continuously.

iii. Request to supply-chain partners

(1) Compliance for deliverables to IPS★ITCS

As stated in the basic transaction agreement concluded between our company and our supply chain partners, we request that you comply with the regulations of environment-related laws and regulations regarding the products you deliver to our company. In addition to environment related laws and regulations, we may make individual requests from our customers, and in such cases, we ask that you respond to such requests based on the specifications we provide. When requested by our divisions, we will ask you to submit information on the chemical substances contained in the products you deliver to us. The format of the information will be specified by our company on a case-by-case basis. Please refer to "Table-1" for the details of deliverables covered by this guideline and "Table-2" for major laws, regulations, and industry standards that we follow.

Table 1 - Subjects and Definitions of Deliverables

Subject	Definition
Raw materials, components	Products that form part of our products Note: Processed products (machining, heat treatment, etc.) that use only raw materials and parts supplied by IPS★ITCS and to which no chemical substances are added are excluded.
Subsidiary materials	Items that IPS★ITCS purchase as sub-materials and become part of IPS★ITCS products and/or services.
Packaging and packing materials	Items used for packaging and wrapping products that IPS★ITCS ship.
Equipment, measuring instruments, and tools,	Items used in the manufacturing and inspection processes of IPS★ITCS products and/or services.
Consignment production	Products and/or services that IPS★ITCS design and contract manufacturing as our products and/or services.

*** If Applicable

Table 2 - Major Laws, Regulations, and Industry Standards that we follow:

No.	Regulatory and Industry Standards	Subject deliverables ("●" indicates the subject.)	
		Products	Services
1	(US) Toxic Substances Control Act (TSCA): Section 6	●	●
2	29 CFR 1910.120: OSHA HAZWOPER Standard	●	●
3	29 CFR 1910.1000: OSHA Air Contaminants Standard		
4	29 CFR 1910.1200: OSHA Haz-Com Standard	●	●
5	CAA 112(r) (40 CFR Part 68): Accidental release prevention requirements	●	●
6	EPCRA section 302 (40 CFR Part 355): Emergency Planning Notification	●	●
7	EPCRA section 304 (40 CFR Part 355): Emergency Release Notification	●	●
8	EPCRA section 313 (40 CFR Part 372): Toxic chemical release reporting	●	●
9	CERCLA sections 102-103 (40 CFR Part 302): Hazardous substances release notification	●	●
10	(EU) REACH (No 1907/2006): The Candidate List of Substances of SVHC, Annex XIV Authorization Substances	●	●
11	(EU) 2019/1021 (POPs): Annex I	●	●
12	(EU) 2011/65/EU (RoHS): Annex II	●	●
13	(EU) Directive 2000/53/EC (ELV): Targeted Substances	●	●
14	CGA G-7.1: Grade "D" Breathing Air	●	●
15	NFPA 472, 2018: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction	●	●
16	NFPA 475, 2017: Recommended Practices for Organizing, Managing, and Sustaining Hazardous Materials/Weapons of Mass Destruction Program	●	●

*** If Applicable

*CAA – Clean Air Act

*CERCLA - Comprehensive Environmental Response, Compensation and Liability Act

*CGA – Compressed Gas Association

*EPA – Environmental Protection Agency

*EPCRA - Emergency Planning and Community Right-to-Know Act

*EU – European Union

*HAZWOPER – Hazardous Waste Operations and Emergency Response

*NFPA – National Fire Protection Association

*OSHA – Occupational Safety and Health Administration

*TSCA – Toxic Substances Control Act

(2) Building Environmental Management System We request our supply-chain partners to hold an external certification, such as ISO14001, RC14001, EMAS or Eco Action 21, to reduce environmental impact continuously. For supply-chain partners who have not been certified from any third-party certification body, equivalent operation(s) without these certification(s) are acceptable.

(3) Compliance with environmental laws and regulations We request that our supply-chain partners comply with all environmental laws, regulations, and ordinances related to not only deliverables to us but also your business activities. In case of the any event that may have a significant impact on the environment (air, water, soil, noise, vibration, odor, etc.), please contact our procurement department as soon as possible.

(4) Reduction of environmental impact in business activities We ask our supply-chain partners to reduce their environmental impact by engaging in the following activities.

- a. Monitoring greenhouse gas emissions such as CO₂, fluorocarbon etc.
- b. Reducing waste
- c. Effective use of water
- d. Monitoring usage of chemical substances designated by PRTR law
- e. Monitoring usage of VOCs
- f. Consideration for biodiversity
- g. Raising environmental awareness among employees

(5) Reduction of environmental impact during transportation Please reduce CO₂ emissions related to logistics between our supply-chain partners and IPS★ITCS through eco-driving, introduction of fuel-efficient vehicles, etc.

4. Documents to be submitted by our supply-chain partners

Every three years, we request our supply-chain partners to submit the "IPS★ITCS Green Procurement Questionnaire" (Format-1) to check the status of your efforts on the items listed in "3. Request to supply-chain partners". Please submit the questionnaire to our procurement department. If there are any insufficient efforts (i.e., the answer to this questionnaire is "No"), please improve your efforts.

5. Scope of application

These guidelines are applicable to the deliverables to our group companies as shown in "Table-3".

Table-3 Scope of "IPS★ITCS Green Procurement Guidelines"

No.	Company Name	Location
1	Industrial Tubular Catalyst, Inc. dba Industrial Performance Services	1238 Center Street, Deer Park, TX 77536
2	Industrial Tubular Catalyst, Inc. dba Industrial Performance Services	1234 Center Street, Deer Park, TX 77536
3	Industrial Tubular Catalyst, Inc. dba Industrial Performance Services	11727 North D Street, LaPorte, TX 77571
4	Industrial Tubular Catalyst, Inc. dba Industrial Performance Services	406 Preston Avenue, Pasadena, TX 77503

6. Handling of these Guidelines

(1) When we or our group companies start doing business with a supply-chain partner, our procurement department of each company will inform the company of this guidelines.

(2) The contents of this guidelines will be reviewed every three years and revised if necessary. Whenever we revise this guideline, our procurement department of each company will notify the applicable our supply-chain partners of the revision.

7. Management of Information We will use the information we obtain from our supply-chain partners based on this guideline only for the purpose of promoting green procurement and will not disclose it outside our company without our supply-chain partners' permission.

8. Glossary

(1) ISO14001

One of International Standards issued by "International Organization for Standardization", which specifies requirements that enable an organization to build and continually operate its Environmental Management System.

(2) Eco Action 21

Eco Action 21 is a Japanese environmental management system settled by the Ministry of the Environment. This system is based on ISO14001 and specifies requirements that enable especially small and medium-sized enterprises to carry out environmental management.

(3) PRTR

PRTR comes from the initial letters of "Pollutant Release and Transfer Register". Businesses that manufacture or use of the target chemical substances notify the number of emissions and transfers to the environment, and the government compiles and publishes the data.

(4) VOC

Abbreviation for "Volatile Organic Compounds". A generic term for organic compounds that evaporate easily and become gaseous in the atmosphere, such as toluene, benzene, and dichloromethane.

(5) Chemical Substances Control Law

Abbreviation for "Act on the Evaluation of Chemical Substances and Regulation of Their Manufacture, etc." It establishes a system of prior review of new chemical substances and continuous management of chemical substances after they are put on the market.

(6) Toxic Substances Control Act (TSCA)

"TSCA" is an abbreviation for "Toxic Substances Control Act". It requires prior notification for the manufacture and import of chemical substances that are not on the list of chemical substances known as the "TSCA Inventory".

(7) End-of Life Vehicles Directive

(Directive 2000/53/EC) In order to reduce the environmental impact of end-of-life vehicles, the use of lead, cadmium, mercury, and hexavalent chromium in automobiles is restricted.

(8) RoHS Directive

(Directive 2011/65/EU) An abbreviation for "Restriction of Hazardous Substances Directive". It restricts the use of lead, mercury, cadmium, hexavalent chromium, PBB, PBDE, and four phthalates (DEHP, DBP, BBP, DIBP) in electrical and electronic equipment.

(9) POPs Regulation

(Regulation (EU) 2019/1021) "POPs" is an abbreviation for "Persistent Organic Pollutants". It is the national law in the EU of the Stockholm Convention aimed at reducing POPs.

(10) REACH Regulation

(Regulation (EC) No 1907/2006) "REACH" is an abbreviation for "Registration, Evaluation, Authorization and Restriction of Chemicals". Regulations on the registration, evaluation, authorization, and restriction of chemical substances, which also require the communication of information along the supply chain.

(11) Global Automotive Declarable Substance List

(GADSL) A list of chemical substances subject to control in the automotive industry.

(12) IEC 62474

An international standard issued by the "International Electrotechnical Commission". It stipulates the communication of information on chemical substances contained in electrical and electronic equipment products.

(13) CAA

Clean Air Act - The enactment of the Clean Air Act of 1970 (1970 CAA) resulted in a major shift in the federal government's role in air pollution control. This legislation authorized the development of comprehensive federal and state regulations to limit emissions from both stationary (industrial) sources and mobile sources.

(14) CERCLA

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), commonly known as Superfund, was enacted by Congress on December 11, 1980. This law created a tax on the chemical and petroleum industries and provided broad Federal authority to respond directly to releases or threatened releases of hazardous substances that may endanger public health or the environment. Over five years, \$1.6 billion was collected and the tax went to a trust fund for cleaning up abandoned or uncontrolled hazardous waste sites. The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA):

- established prohibitions and requirements concerning closed and abandoned hazardous waste sites;
- provided for liability of persons responsible for releases of hazardous waste at these sites; and
- established a trust fund to provide for cleanup when no responsible party could be identified.

(15) CGA

Compressed Gas Association - For more than 100 years, the Compressed Gas Association has been dedicated to the development and promotion of safety standards and safe practices for our industry. We use a committee system comprised of member volunteers to develop technical specifications, safety standards, and training and educational materials.

(14) EPA

Environmental Protection Agency - The Environmental Protection Agency is an independent executive agency of the United States federal government tasked with environmental protection matters.

(15) EPCRA

Emergency Planning and Community Right-to-Know Act - The Emergency Planning and Community Right-to-Know Act of 1986 is a United States federal law passed by the 99th United States Congress located at Title 42, Chapter 116 of the U.S. Code, concerned with emergency response preparedness.

(16) EU

European Union - The European Union is a supranational political and economic union of 27 member states that are located primarily in Europe. The union has a total area of 4,233,255.3 km² and an estimated total population of about 447 million.

(17) HAZWOPER

Hazardous Waste Operations and Emergency Response - is a set of guidelines produced and maintained by the Occupational Safety and Health Administration which regulates hazardous waste operations and emergency services in the United States and its territories.

(18) NFPA

National Fire Protection Association - is an international nonprofit organization devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards.

(19) OSHA

Occupational Safety and Health Administration - is a large regulatory agency of the United States Department of Labor that originally had federal visitorial powers to inspect and examine workplaces.

(20) TSCA

Toxic Substances Control Act - is a United States law, passed by the 94th United States Congress in 1976 and administered by the United States Environmental Protection Agency (EPA), that regulates chemicals not regulated by other U.S. federal statutes, including chemicals already in commerce and the introduction of new chemicals.

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1/3/2022	Shayne Torrans	Shayne Torrans	Initial Procedure - ISNetwork
1.1	11/23/2022	Shayne Torrans	Shayne Torrans	Format Revision
1.2	07/31/2024	Shayne Torrans	Shayne Torrans	Committee member update

Approvals:

Procedure Owner

Print Name

Date

Signature

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By	Employee:	_____	Date:	_____
	Trainer:	_____	Date:	_____
	Assessor:	_____	Date:	_____
	Regional Manager:	_____	Date:	_____

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Risk Assessment

Risk Assessment // insert name here

Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps. Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i> Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

Audit

Process: insert// Procedure: Insert //			Date:	Audited by:
			Location of Audit:	Area Mgr/Supervisor:
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE: SAFETY REP'S SIGNATURE:		CONFORMANCE SCORE: / 25 CONFORMANCE %:		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance