



STANDARD OPERATING PROCEDURE

Title: Structure Role Responsibility and Authority

SOP No.:		Department:	EHS	
		Effective Date:		
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1.0 OBJECTIVE:

To define the procedure for the commitment of the Top Management and the Strategy for establishing, implementing, maintaining and improving the EHS objectives with roles & responsibility of key personnel in the organization.

2.0 SCOPE:

This SOP is applicable for all departments.

3.0 RESPONSIBILITY:

Officer / Executive – EHS
Officer / Executive – Concern Department

4.0 ACCOUNTABILITY:

Head – EHS
Head – Concern Department

5.0 ABBREVIATIONS:

EMS Environmental Management System
EHS Environment, Health & Safety
EHSMS Environment, Health & Safety Management
EMR Environmental Management Representative
ISO International Organization for Standardization
Ltd Limited
No. Number
SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 The management of has indicated commitment to Environment Health & Safety by signing the Environmental policy. Each level of the organizational structure has roles and responsibilities towards EMS. Table 1.1 lists the minimum requirements for the roles and responsibilities for the different levels from corporate to plant level.

6.2 EMS is not solely the responsibility of the EHS Department or the EHS Manager. The role of the EHS Department or the EHS Manager/Officer is to provide guidance and advice about EMS matters. The Factories Act, 1948 allow responsibilities to be delegated.



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Table 1.1

Level	Roles	Responsibilities	Accountable function
Top management level and Senior management level.	Corporate governance EMS Leadership.	<p>Facilitate the development, implementation and Continuous Improvement of EHS strategy, plans and corporate initiatives, including training and development.</p> <p>Facilitate the development of policies, standards, Code of Practices and guidelines. Develop and mentor EHS practitioners throughout the organization.</p> <p>Monitoring and sharing of EHS legislation, experience and knowledge.</p> <p>Coordinating compliance assurance. Effective support and joint accountability.</p>	Corporate EMS, Corporate Human Resources
Middle management level.	Managing corporate programs and legislation, EMS Leadership	<p>Develop EHS work instructions for site-specific hazards and risks.</p> <p>Manage the implementation and maintenance of EHS programs and legislation. Lead by personal example.</p>	Plant EHS/ EMS core team
First management level.	Managing operational EMS programs and legislation EMS Leadership	Manage the implementation and maintenance of EHS programs and legislation.	Departmental / Section EHS/EMS Team.
Non management level.	Implement and comply with operational EMS programs.	Implement and maintain all operational work instructions.	Green Area Meetings

Table: Minimum requirements for Roles and Responsibilities

6.2.1 Top Management Level

The Chairman & Managing Director, as the most senior person in Akums, takes upon himself the ultimate responsibility for EMS.

6.2.2 Senior Management Level - (Plant Head)

This level takes upon him the ultimate responsibility for EMS for his area of responsibility.



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He will ensure that Policy is made, available and communicated to all levels of organization. He will ensure that the resources are available to achieve objectives of EMS and will ensure that EMS achieves its outcomes. Responsible to review the EMS system and assign responsibilities for effectiveness of the system will ensure that the audits and management reviews are conducted on time and the results are implemented within time frame.

He may delegate certain of his responsibilities to any Middle Management Level or First Management Level on his operation. However, he cannot delegate accountability.

These levels must be appointed in terms of the relevant EMS legislation. He will provide resources and guidance to develop, implement, measure and control a system to allocate responsibility towards EMS for their areas of responsibility.

6.2.3 Middle Management Level – Senior/Plant Manager, Plant/Functional Leaders, etc.

This level takes upon him the ultimate responsibility for EMS for his area of responsibility.

Will lead the objective and target achievement, monitor process of EMS establishment He will ensure that the outcomes of EMS are integrated to the manufacturing process. He will be responsible to ensure resource availability for achievement intended outcomes of EMS. Will assign objectives relevant to their work area to a selected team for implementation of programs.

He may delegate certain of his responsibilities to any First Management Level (FML) and Non Management Level (NML) in his area of responsibility. However, he cannot delegate accountability.

He will provide resources and guidance to develop, implement, measure and control a system to allocate responsibility towards EMS for their areas of responsibility.

EMS representatives must also be appointed in terms of the relevant legislation.

6.2.4 First Management Level (Managers, Senior Managers,)

These are the implementers of EMS who will run and maintain the management system.

This level will work in individual team in their respective areas for achievement of objectives.

Will be part of inter departmental team for auditing.

Will ensure that all the aspects and impact to their work area are controlled and updated.

6.2.5 Non-Management Level (Executives, Officer, Operator, Worker)



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Will be responsible to prepare and maintain instructions relevant to EMS.

Will work as team member to implement and maintain EMS.

6.2.6 Organizational Structure

An Organizational Structure must be developed and maintained indicating EMS responsibilities and accountabilities for all levels of the operation.

7.0 ANNEXURES:

Not Applicable.

ENCLOSURE: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Environment, Health & Safety
- Master Copy Quality Assurance

9.0 REFERENCES:

ISO 14001:2015 Environmental Management Systems (EMS).

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By