

WELSPUN SPECIALTY SOLUTIONS LIMITED

Integrated Management System Manual

(Environment, Occupational Health & Safety)

Doc. No.: HSEM-01

Effective Date: 25.05.2022



WORKS:

Welspun Specialty Solutions Ltd (Erstwhile known as RMG Alloy Steel Ltd.),
Plot No.1, G.I.D.C Industrial Estate,
Jhagadia-Valia Road, Jhagadia -393110
Dist : Bharuch, Gujarat

MARKETING & CORPORATE OFFICE:

WELSPUN HOUSE, 4TH FLOOR,
KAMLA MILLS COMPOUND,
SENAPATI BAPAT MARG,
LOWER PAREL,
MUMBAI – 400 013. (INDIA)

Prepared By	Approved By
HOD –HSE	Site Head

 WELSPUN SPECIALTY SOLUTIONS <small>Alloy & Stainless Bars & Tubes</small>	IMS MANUAL	Sec No: 00A
		Effective Date: 25.05.2022
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Sr. No.	Section no. / Page no.	Rev. Date	Amendment Details	New Rev. No.
01	All	---	New release of IMS manual Old HSE manual obsolete	00
02	All	---	Change of Name of Company from RMG Alloy Steel Ltd. To Welspun Specialty Solutions Ltd.	00
03	All	15/07/2020	Up gradation/Conversion of system form BS OSHAS 18001 to ISO 45001	01
03	All	25/05/2022	Up gradation of system	02

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 <small>Alloy & Stainless Bars & Tubes</small>	IMS MANUAL	Sec No: 00C
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CAUTION NOTICE

This manual defines the Integrated Management System of Welspun Specialty Solutions Ltd and is the intellectual property of the organization. Copying of this document and / or giving it to others and the use or communication of the contents thereof, are forbidden without express authority. Offenders are liable to strict disciplinary action, and the payment of damages.

AUTHORIZATION STATEMENT

Welspun Specialty Solutions Ltd is committed for establishment and maintenance of Environment, Occupational Health & Safety Management System given in this manual. Welspun Specialty Solutions Ltd has implemented the System to meet the requirements of ISO 14001:2015 ISO 45001.

The members of the Welspun Specialty Solutions Ltd shall strictly adhere to the various IMS standard operating procedure as supported by the policies outlined in this manual.

The HSE Manager is responsible for ensuring compliance with the IMS requirements stipulated in this manual. HSE Manager is authorized to ensure that the system is established, implemented and maintained by the company. Top management shall give full support and co-operation to HSE Manager.

Unit Head / COO

Welspun Specialty Solutions Ltd

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This manual is controlled in following way.

Preparation, Approval and Distribution

HSE Manager is preparing authority of this manual, and Unit Head / COO is approving authority of this manual. The approval signature is obtained on each page of this manual. The distribution of this manual is done to the designation listed in the section 00-E. The latest approved section REV number is given in the “Content” itself. The original copy bears "Master copy" on each page. Xerox copy of master copy considers as “Controlled Copy” The controlled copies bear "Controlled copy" on each page. The uncontrolled copies are distributed without any stamp. No distribution record is maintained for uncontrolled copies.

Revision Control and Page Number

The revision number is section wise. Revision number is identified with section. Last two digit of section number after ‘-’ shall be considered latest revision number. The initially revision number is given as 00 and after change or modification revision number will be increase in subsequent number is given as 01, 02, 03, 04,. ...etc. The page nos. are given as (serial page no.) of (Total section page no.).

Change / Modification

In case when there is a revision of a section, one upward revision no. is given to the section. The revised section sheet and content sheet is made and approved by same function who has approved the previous revision. The issuing authority signs the same. The revised section pages including content sheet are replaced in all controlled copies. The old controlled copies are destroyed whereas the old master copy is retained as "Obsolete Copy”. The record of amendment is documented in the respective section.

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Sr. No.	Controlled Copy Holder	Copy No	Type of Copy	Copy Mode
1	HSE Manager	MC – 01	Master copy	Soft Copy
2	Managing Director	CC – 01	Controlled Copy	Soft Copy
3	COO	CC – 02	Controlled Copy	Soft Copy
4	HOD Production	CC – 03	Controlled Copy	Soft Copy
5	HOD Marketing / Purchase	CC – 04	Controlled Copy	Soft Copy
6	HOD HR	CC – 05	Controlled Copy	Soft Copy
7	HOD Maintenance	CC – 05	Controlled Copy	Soft Copy

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Organization – Welspun Specialty Solutions Ltd

Customers

- √ Engineering Industries
- √ Automobile Industries

External Providers

- √ Scrap Traders
- √ Chemicals Suppliers
- √ Transport
- √ Calibration / Testing and other Agencies
- √ Other Services Providers

Scope:

Manufacture of

(1) Carbon, Alloy Steel and Stainless Steel Blooms, Ingots, Rolled Products & Bar

(2) Seamless and Welded Stainless Steel Pipes & Tubes.

Requirement that not applied (Exclusion):

Nil

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WELSPUN SPECIALTY SOLUTIONS LTD (“Erst while Known as RMG Alloy Steel Ltd.”) is a professionally managed company established in 1995. The company manufactures Carbon and Alloy steel Blooms, Ingot & Rolled product. The company has also in house Steel manufacturing and rolling capacity of 1,50,000 TPA. WSSL produces steels for Auto Industries, Bearing Industries, Power Sector, Defense & Railways, Gear components and Transmission Parts, Automotive forgers, Oil & Gas segments. WSSL supplies its products to domestic market. OEMs and has plans to develop export market.

WSSL has an integrated process for supply of steel to latest process of EAF, LRF, VD/VOD, CCP/Ingot root, IF, AOD, Extrusion Press, Rolling Mill. WSSL has got latest testing Equipment’s for conforming the quality of the Steel as per requirements.

The plant is managed by the persons, who are highly educated and with long technical and commercial experience in the field of Steel Manufacturing.

ELECTRIC ARC FURNACE: WSSL have an Electric Arc Furnace with EBT for Melting of charge mix with the appropriate scrape. It’s having 35MT Steel Melting Capacity and 24MVA Capacity Transformer.

LADLE REFINING FURNACE: WSSL have Ladle a Refining Furnace for the refining of the final molten steel. Here required alloying elements have to added as per the customer’s requirement. It’s having 35MT Steel Melting Capacity and 5MVA Capacity Transformer.

VD/VOD: WSSL have a Vacuum covered VD Tank, where the ladle with the refined molten steel has to put in a VD Chamber and covered. Here vacuum is created to generate 1Mbar pressure to achieve the best quality of steel with minimum (<2PPM) Hydrogen gas. During The VD, Argon purging is continued in the molten metal to minimize the gas level and maintain the temperature level.

CONTINUOUS CASTING/INGOT CASTING: WSSL have a 2 stand Bloom Caster Radius with the radius of 10.5/21 meter. To produce the high quality of steel blooms, Caster is having EMS & AMLC. With this we can produce different size Blooms, as per customer’s specification.

WSSL have facility to produce bottom pouring 2T to 30T Ingots.

ROLLING MILL: Rolling Mill – 2 Hi Reversible Blooming Mill, 3 Hi intermediate Mill, 2 Hi finishing Mill for size range 45 mm to 200 mm dia.

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Sizing Mill - 18 strand Stretch reducing Mill for sizing bar from 38 to 100 mm.

STREIGHTENING MACHINES: Bhamra –Roller and hydraulic straightening machines are available to straight the rolled bars, as per customer’s requirements.

HEAT TREATMENT – One-Gas fired Bogie Furnace-35MT Capacity with scada control and 02 electrically operated -15MT batch type furnaces are available at RMASL, which are suitable for Annealing, Spheroidised-Annealing, & Normalizing.

NON DESTRUCTIVE TESTING: MPI & Grinding, Ultrasonic Testing.

CHEMICAL INSPECTION LAB: 02Spectrometers –ARL4460 are available for chemistry checking during the heat making and for the final products.

LECO GAS ANALYSERS: Various LECO Gas analyzers are available for H₂,N₂ & O₂ Analysis.

WET ANALYSIS: Incoming ferroalloys and slag analysis is being done by wet analysis.

PHYSICAL LAB: Mechanical Testing, Jominy Testing and Metallographic Inspection is performed in this Lab.

The management of Welspun Specialty Solutions Ltd, Jhagadia has always maintained a high sense of concern for the HSE. This is demonstrated by the use of state of – the – art machineries/ equipments in all its operational activities and stress on utilizing equipments that ensure the highest standards of environmental performance.

It is in keeping with this philosophy of ensuring the highest standards of HSE performance that the management has set up a HSE management system based on the ISO 14001& ISO 45001.

We also, encourage our customers, suppliers and contractors to maintain a high sense of concern for the Health, Safety & Environment.

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ABBREVIATION	FULL FORM
AVP	ASSISTANT VICE PRESIDENT
CII	CONFEDERATION OF INDIAN INDUSTRY
COMM.	COMMERCIAL
DEPT.	DEPARTMENT
DOC.	DOCUMENT
DPM	DEPARTMENTAL PROCEDURE MANUAL
DR	DOCTOR
EAAI	ENVIRONMENTAL ASPECTS AND ASSOCIATED IMPACTS
EDP	ELECTRONIC DATA PROCESS
EMP	ENVIRONMENTAL MANAGEMENT PROGRAMME
EMRC	ENVIRONMENTAL MANAGEMENT REVIEW COMMITTEE
EMS	ENVIRONMENTAL MANAGEMENT SYSTEM
EMSP	ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURE
GA	GENERAL AFFAIRS
GEN	GENERAL
GM	GENERAL MANAGER
HCGA	HUMAN CAPITAL AND GENERAL AFFAIRS
HODs	HEAD OF DEPARTMENTS
HO	HEAD OFFICE
HR	HUMAN RESOURCES
HSE	HEALTH, SAFETY & ENVIRONMENTAL
HSEM	HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL
HSEP	HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURES
IER	INITIAL ENVIRONMENTAL REVIEW
ISO	INTERNATIONAL ORGANISATION FOR STANDARDIZATION
LTD.	LIMITED
MA	MANAGEMENT APPOINTEE
MR	MANAGEMENT REPRESENTATIVE
MAINT	MAINTENANCE
MRM	MANAGEMENT REVIEW MEETING
NCN	NONCONFORMITY NOTE

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NCR	NONCONFORMITY REPORT
NO.	NUMBER
OCF	OPERATIONAL CONTROL PROCEDURE
OPNS	OPERATIONS
PROC.	PROCEDURE
STR	STORES
PUR	PURCHASE
QA&C	QUALITY ASSURANCE AND CONTROL
RLR	REGISTER OF LEGAL REQUIREMENTS
SR.	SENIOR
WSSL	WELSPUN SPECIALTY SOLUTIONS LTD.

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Definition

Sr. No.	Term	Definition
1	Accreditation	It means the formal approval by a specialized body - an accreditation body - that a certification body is competent to carry out certification in specified business sectors.
2	Certification Body	It means that an independent, external body has audited an organization's management system and verified that it conforms to the requirements specified in the standard.
3	Correction	Correction is actions taken to come out of a problem situation.
4	Corrective Actions	Actions taken to ensure problems do not repeat again.
5	Contract	Agreement between parties for supply of goods or performance of work with or without price.
6	Customer	Organization or person that receives a product from WSSL
7	Competence	Ability to apply knowledge and skills to achieve intended results
8	Compliance obligation	Legal requirement that an organization has to comply with and other requirements that an organization has to or chooses to comply with
9	Context of the organization	Context analysis is a method to analyze the environment in which a business operates. Environmental scanning mainly focuses on the macro environment of business. But context analysis considers the entire environment of a business, its internal and external environment.
10	Document	Information and its supporting medium
11	Documented Information	Information required to be controlled and maintained by an organization and the medium on which contained
12	Environment	Surrounding in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelationships
13	Environmental Aspect	Elements of an organization's activities or products or services that interact or can interact with the environment
14	Environmental Conditions	State or characteristic of environment as determined at a certain point of time
15	Environmental Impact	Changes to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environment aspects
16	Environment Performance	Performance related to the management of environmental aspects
17	HOD	Manager, Assistant manager or officer heading a department
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18	Hazard	Source, situation, or act with potential for harm in terms of human injury or ill health or a combination of these.
19	Hazard Identification	Process of recognizing that hazard exists and defining its characteristics
20	Internal Audit	Systematic, Independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which IMS audit criteria set by organization are fulfilled.
21	ISO	ISO means International Organization for Standardization. It's a body of almost 130 countries. They make standards.
22	Ill health	Identifiable, adverse physical or mental condition arising from and / or made worse by work activity and / or work related situation
23	Incident	Work related event in which an injury or ill health regardless or severity or fatality occurred, or could have occurred.
24	Interested Party	Person or organization that can effect, be affected by, or perceive itself to be effected by decision or activity
25	IMS manual	Document specifying the IMS of an organization
26	Life Cycle	Consecutive and interlinked stage of product system, from raw material acquisition or generation from natural resources to final disposal
27	MR	Management Representative responsible for development, implementation and maintenance of IMS developed by WSSL.
28	Non conformity	Non fulfillment of requirement
29	Objective Evidence	Data supporting the existence or verity of something
30	Outsource	Make an arrangement where an external organization performs part to an organization function or process.
31	ISO 45001	Condition and factor that affect, or could effect, the health and safety of employees or other workers (including temporary workers and contractor personnel), visitor, or any
32	Procedure	Specified way to carry out an activity or process.
33	Process	Set of interrelated or interacting activities which transform input in to out put
38	IMS Policy	Overall intentions of an organization related to Environment, health and safety performance as formally expressed by its top management.
39	IMS Objectives	Measurable indicators that requirements are fulfilled as well as improvements are happening in enhancing abilities to meet requirements.

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40	Risk (QMS)	Effect of uncertainty
41	Risk and Opportunities	Potential adverse effects (Threats) and potential effects (Opportunities)
42	Risk (OHS)	Combination of the likelihood of an occurrence of a hazardous event or exposure and the severity of injury or ill health that can be caused by the event of exposure.
43	Risk Assessment	Process of evaluating the risk arising from a hazard, taking into account the adequacy of any existing controls, and deciding whether or not the risk is acceptable.

Reference ISO 14001:2015 Clause No.3.0 and ISO 45001:2018 Clause No.3.0

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4.0 Context of the Organization

Introduction of Company

Welspun Specialty Solutions Limited (WSSL) is an ISO 9001:2015 & IATF: 16949: 2016 accredited company and part of Welspun Group, globally reputed diversified conglomerate, with 30 years of rich history having a group turnover of ~USD 2.7 billion with an asset base of ~USD 3 billion.

WSSL was known as RMG Alloys Limited (formerly known as Remi Metals Gujarat Ltd.) till its name change in 2019. It's a public listed company and having its registered office at Plot No. 1, G.I.D.C Industrial Estate, Valia Road, Jhagadia, Bharuch District, Gujarat – 393 110. The company was incorporated on December 29, 1980. Subsequently, on May 31, 2013 the Company name was changed to RMG Alloy Steel Limited after induction of Welspun Steel Limited. Again in 2019 it was changed to Welspun Speciality Solutions Ltd.

Their plant is located at Jhagadia, Bharuch, Gujarat, which manufactures Alloy Steel, Stainless Steel & Seamless Tubes and Pipes. They produce various Alloy Steel grades through the Electric Arc Furnace (EAF) and Ladle Refining Furnace (LRF) VD route, with a heat size of 35 tons. Stainless Steel is produced through EAF/EF, LRF, VD and AOD/VOD routes. Induction furnace/Melting furnace with two crucible having capacity of 25MT/heat. The products are cast through both, the continuous cast, as well as the ingot route.

WSSL's precision rolling mill downstream, caters to a wide size-range of 45 mm to 235 mm Rounds and 55 to 340 mm RCS (Round Corner Squares). WSSL offers bars in Hot Rolled, Heat Treated and Peeled & Polished conditions for all critical applications. Their NABL accredited testing facility meets the most stringent testing requirements.

The Company also is an integrated producer of Stainless-Steel Seamless Pipes & Tubes with vertical type extrusion press to ensure better concentricity and superior wall tolerances. It has an impressive list of clientele in all segments of products

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4.1 Understanding the organization and its Context (Ref. Cl. 14K – 4.1, 45001-4.1)

WSSL has determined its internal and external context such as issues related to Legal, Technological, Market, Regulatory, Financial, Political, Environment related to climate such as air quality, water quality, land use, existing contamination, natural resources, availability and biodiversity, that can either affect the organization purpose or be affected by environmental aspects also international, national, religion or local cultural, social, economic, knowledge, health, safety, Environment and performance of organization which are relevant to its purpose and strategic direction that affect its ability to achieve the intended outcomes of EMS.

WSSL shall monitor and review its internal and external issues at regular interval also during MRM.

a) External Issues

- Legal requirements regarding health, and safety pertaining to our scope of manufacturing.
- Requirements of our customers regarding OH&S
- Requirements of principal suppliers
- Requirements of community or Gram Panchayat where the organization is located

b) Internal Issues

- Employees – Competency level of the workers and staff engaged in manufacturing of product
- The nature of activities, Organization requires us to maintain effective operational controls for safe working conditions and to maintain good Health and Safety at the work sites

Reference: Context of Organization WSSL/COO

4.2 Understanding the needs and expectations of interested parties (Ref. Cl. 14K – 4.2, 45001-4.2)

The WSSL has determined its interested parties that are relevant to IMS. WSSL has determined requirement of interested parties such as applicable statutory regulatory and other requirement to provide product consistently and are related to IMS.

Reference: List of Interested Parties WSSL/LIP

4.3 Determining the Scope of the Integrated Management System (Ref. Cl. 14K – 4.3, 45001-4.3)

The WSSL has determined the boundaries and applicability of the IMS to establish its scope.

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WSSL has established its scope based on External - Internal issues, requirements of related interested parties and product.

WSSL has applied all the applicable requirements as per the determined scope. The scope is established and documented. The scope covered product information and justification for those requirements which are not applicable to WSSL.

Reference: Section 01 of this manual

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4.4 Integrated Management Systems (Ref. Cl. 14K – 4.4, 45001-4.4)

WSSL has established and implemented a documented IMS, and aims for continual improvement including the process needed and their interaction.

The IMS includes:

- WSSL determines the processes needed for the IMS and their inputs required and the outputs expected throughout the organization
- Sequence and interaction of these organizational processes.
- Criteria and methods needed to ensure that operation and control of these processes are effective.
- Monitoring, measuring & analysis of the processes.
- Availability of resources and information necessary to support the monitoring of these processes
- Responsibilities and authorities for these processes.
- Identification of risk and opportunities.
- Evaluation of processes and implementation of actions necessary to achieve planned results.
- Information necessary to support the organization and monitoring of the processes.
- Continual improvement of the processes.

WSSL has maintained and retains documented information to support the operation of its processes and to have confidence that the processes are being carried out as plan.

Reference: Process Interaction Chart – Annexure 1

Organization Chart – Annexure 2

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5. Leadership and Workers participation

5.1.1 Leadership and Commitment (Ref. Cl. 14K – 5.5.1, 45001- 5.1)

Evidence is provided by top management for leadership and commitment. The top management of WSSL is fully involved in development & implementation of the IMS and continually improving its effectiveness by

- Taking accountability for the effectiveness of the IMS.
- Established IMS policy and IMS objectives compatible with the organization context and strategic direction. (Refer IMS Policy & Objective)
- Ensuring the integration of standard requirement with organization business processes.
- Encouraging for use of process approach and risk based thinking.
- Communicating importance of effective IMS and of conforming to IMS requirements. (Refer. Notice, Training, Meeting, Audit)
- Engaging, directing and supporting persons to contribute to the effectiveness of IMS.
- Conducting Management Reviews (including all processes) to ensuring that the IMS achieves its intended results and promoting improvement.
- Supporting for other relevant management roles.

Reference: IMS Policy, Objective, Management Review Meeting

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5.2 Policy (Ref. Cl.14K – 5.2, 45001- 5.2)

5.2.1 Developing the IMS Policy

The IMS policy is established and management ensures it's appropriate to the purpose and context of the organization and supports its strategic direction. WSSL IMS policy includes a commitment for satisfy applicable requirement and continual improvement of IMS. Policy is suitability under changing circumstances.

Communicating the IMS Policy

The policy is communicated to all existing and new employees by policy displayed at prominent places and verbal communication time to time. Policy also displayed at gate for easy of communication. Policy is communicated to interested parties time to time as appropriate.

Reference: IMS Policy

5.3 Organizational Roles, Responsibilities and Authorities (Ref. Cl. 14K – 5.3, 45001- 5.3)

The responsibilities and associated authorities are defined and communicated for clarity of decision-making and allocation of work.

The organization chart and responsibility and authority of the personnel to implement, maintain and continuously improve the IMS with customer focus, are described.

In the absence of a person, his authorities and responsibilities will be taken over / discharged by his superior till he resumes work or till the vacancy is filled up suitably, unless the superior designates another person to take over / discharge such responsibilities and authorities.

Reference: Roles, Responsibility and Authority

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HSE POLICY

Welspun Specialty Solutions Ltd. reaffirms its commitment to provide safe work and clean environment to its employees and other stake holders as an integral part of its business Philosophy and values. We will continually enhance our Occupational Health, Safety and Environment (HSE) performance in our activities, products and service through a structured HSE Management framework. Towards this commitment we shall:

- Establish and achieve HSE Objectives.
- Ensure compliance with applicable HSE legal and other requirements.
- Prevent / minimize risk involved in Environment, Occupational Health Safety through continual improvement in process and HSE practice at all levels and functions for prevention of pollution, injury and ill health of the employees.
- Ensure that Occupational Health, Safety and Environment is integrated in all managerial decision including selection / procurement of material, machinery and equipment; selection / placement of personal and setting up of projects.
- Develop green belt around the plant and conserve natural resources and energy by constantly seeking to reduce the consumption and advocate for wastage control and recycling measures.
- Enhance Occupational Health, Safety and Environment awareness amongst all persons working under the control of the company through effective communication and training.

We shall review this policy periodically and communicate it to all employees. The policy is available to the public and interested parties.

Place: Jhagadia

Date 15/07/2020

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Responsibility Authority

1.	<u>UNIT HEAD,</u>
(a)	<u>RESPONSIBILITIES:-</u>
	<ol style="list-style-type: none"> 1. Overall responsibility for smooth functioning of the Steel Plant. 2. Providing resources for adequate functioning of HSE Management system in the works. 3. Determining the responsibility, authority and lines of communication among the various departmental heads. 4. Ensuring that the recommendations for improvement are fulfilled. 5. Ensuring the improvement of the effectiveness of the HSE management system and its process. 6. Ensuring that the improvement of product related to customer requirements, resources and HSE. 7. Identifying training needs of the persons reporting to him. 8. He reports to ED. 9. Identifying Context of Organization and taking necessary actions. 10. Identifying Business Risk and taking necessary actions.
(b)	<u>AUTHORITY:-</u>
	Full authority to guide and direct the organization for effective implementation and maintenance of HSE Management System.
2.	<u>MANAGEMENT REPRESENTATIVE (HSE MANAGER)</u>
(a)	<u>RESPONSIBILITIES:-</u>
	<p>He shall be responsible for</p> <ol style="list-style-type: none"> 1. Ensuring that HSE management system requirements are established implemented and maintained in accordance with the ISO 14001:2015 & ISO 45001. 2. Ensuring that reports on the performance of the HSE management system are presented to top management for review and as a basis for improvement of the HSE management system. 3. Providing training & awareness to all the employees of WSSL Steel Plant. 4. Meeting the entire legal requirement. 5. Ensuring that HSE Policy & objectives of the company are fulfilled. 6. Identifying Risk & Opportunities 7. Review HIRA, EIA & Risk and Opportunities 8. Identifying the health, safety & environmental hazards at work place. 9. Maintaining the data on incidents, environmental, surveillance reports & other HSE related procedures, instructions etc. 10. Acting as MR

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	11. Creating safety awareness amongst the employees (including contract employees) in the company. 12. Submitting HSE report on monthly basis to Unit Head. 13. Monitoring HSE System in the company as per the procedures. 14. Full fill all the requirements of HSE
(b) <u>AUTHORITY</u> :-	
	Full authority for the above responsibilities

3. <u>HOD (COMMERCIAL)</u>	
(a) <u>RESPONSIBILITY</u>:	
	1. Overall smooth functioning of the activities under him as shown in organization structure. 2. Ensuring implementation of HSE Policy & maintenance of HSE system in the depts. reporting to him. 3. Providing resources in his depts. for smooth functioning. 4. Identification of training needs of the persons reporting to him. 5. He reports to Unit Head 15. Identifying Risk & Opportunities 6. Review HIRA, EIA & Risk and Opportunities
(b) <u>AUTHORITY</u>:	
	Full authority for the above responsibilities.
4. <u>HOD (OPN):</u>	
(a) <u>RESPONSIBILITY</u>:	
	1. Overall smooth functioning of the activities under him as shown in organization structure. 2. Ensuring implementation of HSE Policy & maintenance of HSE system in the depts. reporting to him. 3. Providing resources in his departments for smooth functioning. 4. Identification of training needs of the persons reporting to them. 5. They report to Unit Head 6. Ensuring the system & procedure to take care of individual plant and machine's efficient operations. 7. To ensure optimization of the input costs for the operations to achieve highest level of productivity with desired quality. 8. Identifying Risk & Opportunities 9. Review HIRA, EIA & Risk and Opportunities
(b) <u>AUTHORITY</u>:	

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	Full authority for the above responsibilities.
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6.	<u>SHIFT IN-CHARGE:</u>
a)	<u>RESPONSIBILITY :-</u>
	<ol style="list-style-type: none"> 1. To implement and ensure 5"S" implementation. 2. To ensure implementation of waste disposal guideline. 3. To co-ordinate and ensure all safety and environment norms of vehicles / dumpers inside the department. 4. To co-ordinate and ensure all contractor's work premises inside the department follow the contract guidelines related to health, safety and environment and other common guidelines of the company. 5. To co-ordinate and ensure development and maintenance of green belt in and around the department. 6. To co-ordinate and organize shop floor visits on regular basis as a key member of SHE Committee to identify any environmental aspects, OH&S hazards and risks and any unsafe conditions and practices in the workplace. 7. To co-ordinate and organize TBT and other training in department for promotion of safety, health and environmental awareness. 8. To ensure that all departmental emergency handling equipment as defined in the Section 8 of this manual as applicable are checked for their operability on regular basis and records maintained. 9. Ensure proper use of First Aid Box in case of use of medicine from first aid box he must write details of incidents in register kept near First Aid Box 10. He is responsible for availability of register, consumption of medicine and writing the information in register 11. Identifying HIRA, EIA & Risk & Opportunities related to it work area with help Dept. Head.
b)	<u>AUTHORITY :-</u>
	Full authority for above responsibility.

7.	<u>OFFICER (HSE):</u>
a)	<u>RESPONSIBILITY:-</u>
	<ol style="list-style-type: none"> 1. Identifying the health, safety & environment hazards at work place. 2. Maintaining the data on incidents, environmental, surveillance reports & other safety related procedures, instructions etc. 3. Assisting the Head (HSE) for establishing the HSE practices and procedures in the company as per the HSEMS. 4. Creating safety awareness amongst the employees (including contract employees) in the company.

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	5. Imparting training on EMS/OHSAS to the employees (including contract employees) in the company. 6. Indenting & maintaining all Personnel Protective Equipment in the company.
b)	<u>AUTHORITY :-</u>
	Full authority for above responsibility
8.	<u>SAFETY COMMITTEE MEMBERS :-</u>
a)	<u>RESPOSIBILITY :-</u>
	They shall be responsible for 1. Assisting the management appointee for establishing, implementing & maintaining HSE Management System in the organization. 2. Maintaining good safety awareness in their respective areas. 3. Looking into any safety related complaint made by any employees & visitors in the plant premises. 4. Dealing with matters related to health, safety & environment and taking corrective actions. 5. Reviewing hazard identification, risk assessment & risk control. 6. Communicating the HSE policy, objectives & procedures to all the employees in their respective area. 7. Informing the HSE related input to the management appointee.
b)	<u>AUTHORITY:-</u>
	Full authority for above responsibility.
9.	<u>SHIFT SUPERVISOR / OPERATOR</u>
	1. To follow 5"S" system. 2. To follow waste disposal practices. 3. To follow all safety and environment norms of vehicles / dumpers inside the department. 4. To ensure all contractor's work premises inside the department implement health, safety and environment and other common guidelines of the company. 5. To maintain and development of green belt in and around the department. 6. To convey environmental aspects, OH&S hazards and risks and any unsafe conditions and practices in the workplace. 7. Must attend necessary Departmental Meeting, Safety Meeting and Trainings

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6.0 Planning (Ref. Cl. 14K – 6.0, 45001-6.0)

6.1 Actions to address risks and opportunities (Ref. Cl. 14K – 6.1, 45001-6.1)

6.1.1 General (Ref. Cl. 14K – 6.1.1, 45001-6.1.1)

WSSL has determined its risk and opportunity related to Organization Internal and external context and needs and expectations of interested parties to assurance that the IMS can achieve intended result, enhance desirable effects, prevent or reduce undesired effect and achieve improvement.

WSSL has integrated and implement the action into its IMS system processes and evaluation of the effectiveness of these actions.

Reference: Risk & Opportunities Assessment WSSL/R&O

6.1.2 Environmental Aspect (Ref. Cl. 14K – 6.1.2, 45001- NA)

The WSSL has determined its environmental aspects and associated environmental impacts, and determines those that are significant. The identification of environmental aspects is an on-going process that determines the past, current and potential impacts of the activities, products and services covering routine and non-routine activities, all facilities at work place. A procedure has been established to identify the environmental aspects, products and services which can be controlled and over which an influence is expected taking into account planned or new developments. Procedure for evaluation has also been established to determine those environmental aspects, which have or can have significant impacts on the environment.

The methodology for environmental aspects and impact assessment is defined as proactive steps for classification of risks and identifications of objectives and EMP.

A sheet of aspects and its impact assessment have been established on the basis of a review undertaken by the company with the assistance of an external agency to establish the current position with regard to the environment, health and safety using evaluation criteria provided. This information is kept up to date.

Also the significant environmental aspects are taken into account in establishing, implementing and maintaining management system.

Reference: Procedure for Aspect Identification and Evaluation WSSL/HSEP-1

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6.1.3 Compliance obligation (Ref. Cl. 14K – 6.1.3, 45001-6.2)

The WSSL has established & maintained procedure for identifying and accessing the compliance obligation to which the organization subscribes and are applicable to environmental aspects of its activities, products or services. It is ensured that all the applicable legal & other requirements are taken into account, while establishing, maintaining and reviewing IMS

The information on these requirements and current status in meeting these requirements is kept up to date and is communicated as necessary to concerned employees & other interested parties.

Regular liaison is being maintained with the applicable statutory bodies for revision in any legal requirement, renew of licenses, authorization and consents.

In case of any changes in legal or contractual requirements or other major changes, the same are planned and implemented effectively without compromising existing systems.

Reference: SOP for Legal & Other Requirement (Compliance Obligation) WSSL/HSEP-3

6.1.4 Planning to take action (Ref. 14K – 6.1.4, 45001-6.1.4)

The WSSL has plans, the action that have to be taken within IMS to address its significant aspect, and the risk and opportunities identified for the organization to achieve the intended outcomes of the IMS.

The action plans include establishing objectives, or incorporated with IMS systems processes.

The WSSL has considered the use of best – available techniques, where economically viable, cost effective.

6.2.1 IMS objectives and planning to achieve them (Ref. Cl. 14K – 6.1, 45001 -6.2.1)

IMS Objectives including those needed to meet requirement for product are established at relevant functions and all levels within the organization. The IMS objectives are measurable and consistent with the IMS policy. The IMS objectives are reviewed and quantified in Management Review Meeting. Appropriate measures are taken to ensure that the quality objectives are met. IMS objectives are communicated and defined on Objective and Target format.

6.2.2 Planning to achieve environment and OH&S objective (Ref. Cl. 14K – 6.2.2, 45001 -6.2.2)

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When planning to IMS objectives WSSL has determined what will be done, what resources are required, Responsible person, time frame and effectiveness of achievement.

Reference: Procedure for Objective & Target WSSL/HSEP-4

6.1.4 Hazard Identification and Risk Assessment (Ref. clause No. 45001-6.1.4)

Procedure has been established, maintained & implemented for ongoing identification of hazards, the assessments of risks, and the implementation of necessary control measures for routine & non-routine activities, activities of all personnel having access to the workplace including visitors and subcontractors, facilities at the workplace, whether provided by the company or others.

The results of these assessments and the effects of these controls are considered when setting the IMS objectives. This will be documented and kept updated.

At WSSL methodology for hazard identification and risk assessment shall

- Be defined with respect to the scope, nature and timing to ensure that it is proactive
- Provide for the classification of risks and identification of those that are to be eliminated or controlled by measures by the Objectives and OH&S management programs
- Be consistent with the operating experience and the capabilities of risk control measures employed;
- Provide input into the determination of facility requirements, identification of training needs and/or development of operational controls;
- Provide for the monitoring of required actions to ensure both the effectiveness and timeliness of their implementation.

Reference: Procedure for Hazard Identification and Risk Assessment WSSL/HSEP-2

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7.0 Support

7.1 Resources (Ref. Cl. 14K – 7.1, 45001 -7.1)

WSSL has determined and provides the resources such as Human Resources and Infrastructure, Machineries, Equipments, Vehicle and other for the establishment, implementation, maintenance and continual improvement of IMS MS.

WSSL has considered the capabilities of, and constrain on, existing internal resources and what need to be obtained from external providers.

7.2 Competence (Ref. Cl. 14K – 7.2, 45001 –7.3)

WSSL has determined necessary competence for personnel, performing work, affecting to performance of IMS MS and conformity to product. Personal competence is based on education, training, skills and experience. The competency level for various grades is established.

The training needs are determined once in year, where applicable training is provided and effectiveness of training is evaluated wherever practical.

WSSL ensures that personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the IMS objectives.

WSSL identifies the skills required, to perform their specified task, prepare the Employee Skill Matrix. Employee has been provided training to achieve necessary competence against need generated. Training Records are established and maintained with help from administration head.

Effectiveness of training has been evaluated and Employees Training files have been reviewed on an annual basis to determine future requirements.

Reference: Procedure for Competence, Training & Awareness WSSL/HSEP-6

7.3 Awareness (Ref. Cl. 14K – 7.3, 45001-7.3)

WSSL ensures that persons doing work under the organization control are aware of the IMS policy, objectives and importance of their activities and how they contribute to the achievement of the IMS performance. Also the implication of not conforming with IMS Requirement.

Awareness of various requirements of IMS to be done as following

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Sr. No.	Requirement	Concerned People	Method of ensuring awareness	Responsible Person
1	IMS Policy	All employees & interested parties	By displaying at prominent places & on intranet	MR
2	Department Objective	All employees	Meeting with department persons and periodical review	Dept. HODs
3	Environmental Aspect – Impacts	All employees	Meeting with department persons and periodical review	Dept. HODs
4	Hazard Identification and Risk Assessment	All employees	Meeting with department persons and periodical review	Dept. HODs
5	Awareness About a. Contribution to the effectiveness of IMSMS. b. Implication not conforming to IMSMS.	All HODs	Meeting	MR

7.4 Communication (Ref. Cl. 14K – 7.4, 45001-7.4)

7.4.1 General (Ref. Cl. 14K – 7.4.1, 45001-7.4.1)

WSSL ensures that appropriate communication processes are established within the organization and communication takes place regarding the effectiveness of the IMS.

The specific communication channels are established such as on what it will communicate, when to communicate, with whom to communicate and how to communicate for dissemination of pertinent information on IMS matters and related Operational controls.

The communication modes include formal / informal meetings, top management level review meetings, circulars/ memos, displays on notice boards, intranet, personal contacts and reports.

The risks and related controls are communicated to all concerned through meetings and other suitable means like e mails and displays on notice boards, training programs etc

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7.4.2 Internal Communication (Ref. Cl. 14K – 7.4.2, 45001-7.4.2)

Internal communication process is established as below.

Sr. No.	Type of Communication	From	To	Mode
1	Customer / Interested Parties Requirements	MKT / Mgr. Legal	Concern Personnel	E-mail / Verbal
2	Responsibilities	HR / QA	All the employees	Written
3	MRM	MR	Concerned Personnel	E-mail / Verbal
4	Internal Audit	MR	Concerned Personnel	E-mail / Schedule
5	IMS Policy & Objectives	MR	All the employees	Display
6	Compliance Obligation	Mgr. Legal	Concern HOD	E-mail
7	Training	HR / QA	All the employees	E-mail
8	Safety	HSE	All the employees	Notice / Display
9	Significant Aspect / Risk	Dept. HOD	All the employees	Verbal
10	Hazard Identification and Risk Assessment	Dept. HOD	All the employees	Verbal
11	Emergency Situation	HSE / HR	All the employees	Verbal
12	Organization Circulars	HR	All the employees	Verbal / Display / Written

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7.4.3 External Communication (Ref. Cl. 14K – 7.4.3, 45001-7.4.3)

External communication process is established as below.

Sr. No.	Type of Communication	From	To	Mode
1	IMS Policy	MR	Visitor / Concern Personnel	Display Board
2	Compliance Obligation	Mgr. Legal	Concern Personnel / Authority	E-mail / Letters / Verbal
3	Safety	HSE	Concern Personnel / Authority	E-mail / Letters / Verbal
4	Significant Aspect / Risk	MR / HR	Nearest Industries / External providers / Concerned Personnel	Verbal / Letters / E-mail
5	Hazard Identification and Risk Assessment	MR / HR	Nearest Industries / External providers / Concerned Personnel	Verbal / Letters / E-mail
6	Emergency Situation	HSE / HR	All the employees	Verbal / Display / Written

7.5 Documented Information (Ref. Cl.14K – 7.5, 45001 7.5)

7.5.1 General (Ref. Cl. 14K – 7.5.1, 45001-7.5.1)

WSSL IMS include manual, SOP and documented information required by this international standard.

7.5.2 Creating and Updating (Ref. Cl. 14K – 7.5.2, 45001-7.5.2)

All documented information's are maintained for the effective operation of the IMS. The documented information's is creating and updating as per procedure for Document and data control to ensure the following

- Identification
- Storage
- Protection
- Retrieval

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- Retention Period
- Disposition

7.5.3 Control of Documented Information (Ref. Cl. 14K – 7.5.3, 45001-7.5.3)

The documented information is controlled for fitness of use and to ensure that the right Data and Documents are available at right place when required. Also it is adequately protected.

For the document control WSSL has established and implemented procedure for document and data control. This procedure covers distribution, access, retrieval, use, storage, and preservation, control of changes, retention and disposition.

These controls are also applicable to external origin documents.

Reference: Procedure for Document Control WSSL/HSEP-8 & WSSL/HSEP-9

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8.1 Operational planning and control (Ref. 14K – 8.1, 45001-8.1)

The processes needed for operation are planned and control. The planning of operation is consistent with the requirements of other processes of IMS.

In operation planning and control, following is determined as appropriate;

- The need to establish processes and its control, documents, and to provide resources specific to the product;
- IMS objectives and requirements for the product like specifications, Manner of Packing, Aspect, HIRA etc.
- Documented information to provide evidence that the processes carried out as plan and demonstrate the conformity to product meet requirements.
- Communication of IMS requirements to external provider as appropriate.
- Provide information about significant aspect HIRA associated with transportation or delivery, use, end of life treatment and final disposal of its products
- Company is planning the production schedule based on finished goods contractual delivery date and availability of raw material.

The WSSL has maintained necessary documented information.

Reference: Procedure for Operation Control WSSL/HSEP -10

8.2 Emergency Preparedness and response (Ref. Cl. 14K – 8.2, 45001 8.2)

The WSSL has established on-site emergency preparedness plan to ensure appropriate responses to potential emergency situations and potential accidents / incidents to the HSE and mechanism for responding to such situation.

Emergency covered preventing and mitigating the impacts of such emergency situation, which can cause to illness, injury, accident, pollution to the HSE, adverse HSE impacts etc.

The WSSL reviews and revises its emergency preparedness and response procedures after the occurrence of accidents or emergency situations, where necessary as well as based on results of mock drill.

Mock drills are also conducted as per plan frequency for testing / verification of such emergency preparedness as per established procedure.

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The WSSL is providing relevant information and training related to emergency preparedness and responses to employees and interested parties.

Reference: Emergency Preparedness Plan WSSL/HSEP-11

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9 Performance Evaluation

9.1 Monitoring, Procurement, Analyses and Evolution) (Ref. Cl. 14K – NA)

9.1 Monitoring, Procurement, Analyses and Performance Evolution) (Ref. Cl. 145001 – 9.1)

9.1.1 General (Ref. Cl. 14K – NA, 45001 9.1.1)

The WSSL has monitor, measure, analyze and evaluate its IMS performance.

WSSL has determines

- Results of analysis are recorded to track performance, relevant operational controls and conformance with the IMS objectives and targets.
- Monitor incidents (including accidents, injury, spillages, leakages etc.), and other historical evidence of deficient IMS performance.
- The results are analyzed to determine the areas of success and to identify areas requiring corrective action and improvement on the basis of performance indicators, which have been laid down in the relevant IMS.
- Equipment used for monitoring and measuring are also calibrated / verified to ensure accuracy / required precision as per the documented procedure and records for the same are maintained.
- Evaluation of Effectiveness of IMS.
- Monitoring of HSE characteristic.
- Suitable methods are applied & followed for monitoring & measurement of processes. The method selected for monitoring & measurement demonstrates ability of processes to achieve intended outcomes. Whenever planned results are not achieved correction & corrective actions are taken to ensure conformity IMS.

The WSSL maintained documented information of such monitoring and measurement.

Reference: Procedure for Performance Monitoring & Measurement WSSL/HSEP-12

9.1.2 Evaluation of Compliance (Ref. Cl. 14K – 9.1.2, 45001-9.1.2)

Procedure is established, implemented & maintained for periodically evaluation for compliance obligation. Also to ensure that WSSL is consistent with the commitment towards compliance

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with all such compliance obligation. Documented information of periodic evaluation is maintained in the compliance obligation form.

Also evaluation with the other requirements is done as per the above established process. Records of such periodic evaluation are also maintained in the compliance obligation form.

Reference: Procedure for Evaluation of Compliance WSSL/HSEP-13

9.2 Internal Audit (Ref. Cl. 14K – 9.2, 45001-9.2)

9.2.1 General (Ref. Cl. 14K – 9.2.1, 45001-9.2.1)

The WSSL conducts IA at planned intervals to determine whether the IMS

- Confirms to the planned arrangements to the requirements of this international standard and to the IMS requirements established by the WSSL, and
- Is effectively implemented and maintained.

9.2.2 Internal Audit Programme (Ref. Cl. 14K – 9.2.2, 45001-9.2.2)

An audit programme is planned, taking into consideration the status and importance of the processes and areas to be audited, as well as the results of previous audits. The audit criteria, scope, frequency and methods are defined. Selection of auditors and conduct of audits ensures objectivity and impartiality of the audit process. Auditors are not auditing their own work.

The responsibilities and requirements for planning and conducting audits, and for reporting results and maintaining records has been defined in a documented procedure.

The management responsible for the area being audited ensures that actions are taken without undue delay to eliminate detected non-conformities and their causes. Follow-up activities include the verification of the actions taken and the reporting of verification results.

Reference: Procedure for Internal Audit WSSL/HSEP-16

9.3 Management review (Ref. Cl. 14K – 9.3, 45001- 9.3)

9.3.1 General (Ref. Cl. 14K – 9.3.1, 45001- 9.3.1)

At WSSL IMS is reviewed once in six months to ensure its continuing suitability, effectiveness and adequacy by the MRM. This review is carried out to assess the opportunities for improvement & changes, if required to the IMS.

Management Review Committee comprises of authorized personnel in the organization, such as

- Unit Head | COO - Chair person

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- HOD -HSE - Convener
- Other Dept Heads - Invited Members.

HOD HSE convenes the Management Review Committee meeting in the organization. HOD HSE plans the agenda for the meeting in advance and the same is circulated to all concerned, normally Seven days prior to the meeting.

9.3.2 Management Review Inputs (Ref. Cl. 14K – 9.3.2, 45001- 9.3.2)

WSSL has considered following inputs

- Action status of previous MRM
- Changes in external and Internal Issue, Needs & Expectation, Significant Environmental Aspect, Risk & Opportunities
- The extent to which objective have been meet
- EHS Performance NC, Monitoring and Measurement Results,
- Fulfillment of Compliance Obligations
- Audit Results
- Adequacy of Resources
- Relevant Communication from Interested Parties
- Status of Accident, Incident, Corrective Action and Preventive Action
- Effectiveness of action taken on risk and opportunity
- Opportunities for improvement.
- Result of Participation & Consultation

9.3.3 Management Review outputs (Ref. Cl. 14K – 9.3.3, 45001- 9.3.3)

The output from the management review shall include any decisions and actions related to

- Conclusion of IMS including legal.
- Decision for continual improvement
- Action for environmental objective
- Any implication for the strategic direction

Reference: Procedure for Management Review WSSL/HSEP-17

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10. Improvement ((Ref. Cl. 14K – 10.0, 45001-10.0)

10.1 General (Ref. Cl. 14K – 10.1, 45001-10.1)

The WSSL has determined opportunities for improvements and implements necessary action to achieve the intended outcomes of its IMS.

10.2 Non conformity and corrective action (Ref. Cl. 14K – 10.2, 45001-10.2)

The WSSL is taking action to eliminate the cause of non-conformities (such as, EHS non compliance, customer complaint, legal noncompliance, Calibration, Major | Repetitive Break down, Customer audit noncompliance, disciplinary actions) in order to prevent recurrence. Corrective actions are appropriate to the effects of the non-conformities encountered.

A documented process is being established to define requirements for

- Reviewing the non-conformities (including interested party complaints),
- Determining the causes of non-conformities,
- Evaluating the need for action to ensure that non-conformities do not recur,
- Determining and implementing action needed,
- Records of the results from the action taken and
- Reviewing corrective action taken.

Reference: Procedure for Non Conformity, Corrective Action, Incident Investigation WSSL/HSEP-14

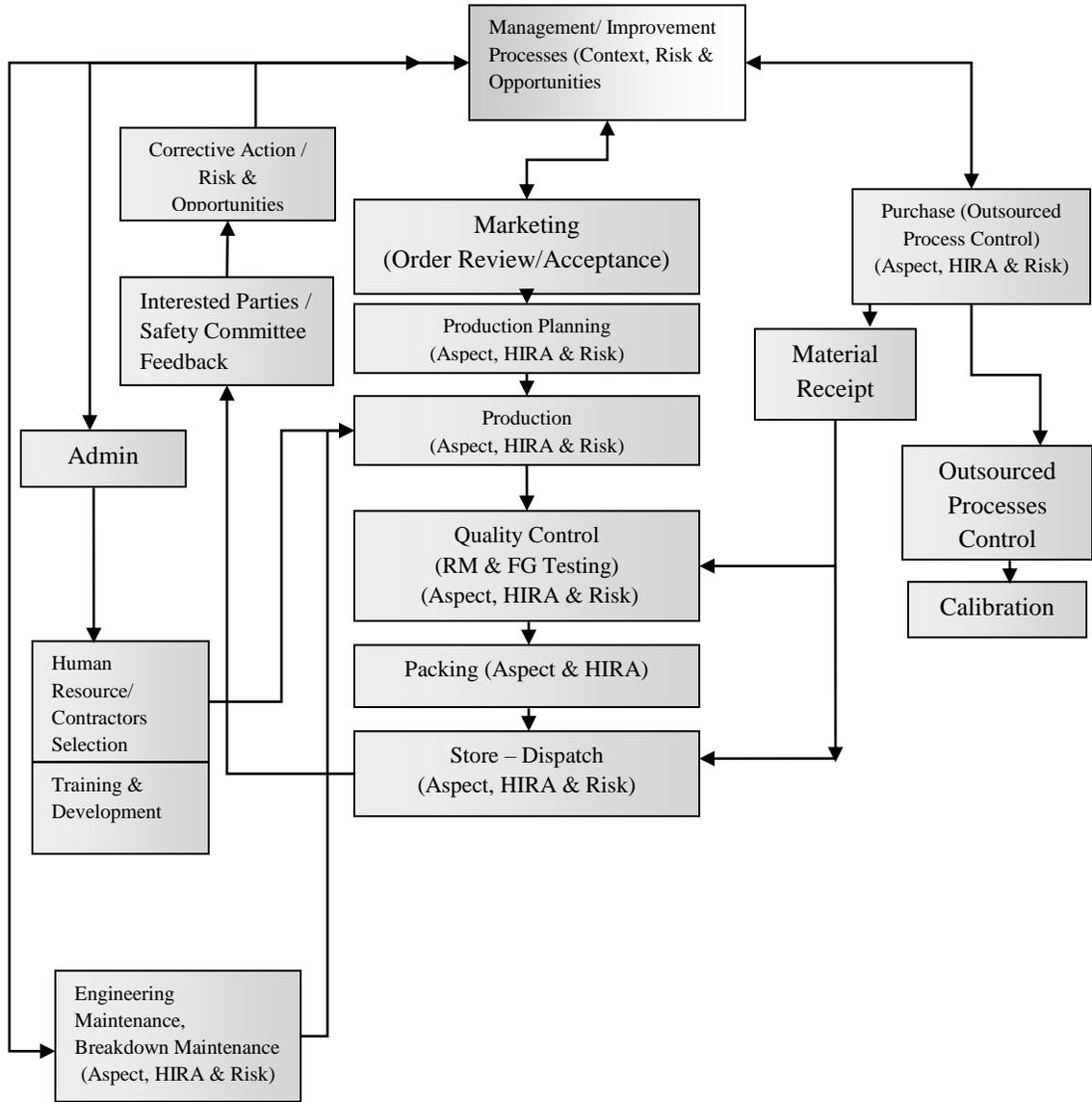
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10.3 Continual improvement (Ref. Cl. 14K – 10.3, 45001 10.3)

The WSSL aims continually improve the effectiveness of the HSE MS through the use of HSE policy, objectives, context of organization, QHSE performance, environmental aspect, environmental risk, HIRA, audit results, outcomes of management reviews, analysis of data, corrective action etc.

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