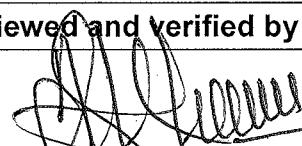
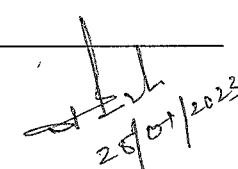


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## **DOCUMENTATION AND CONTROL OF HSE MS DOCUMENTS**

Prepared by	Reviewed and verified by	Authorized by
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 26/01/2023

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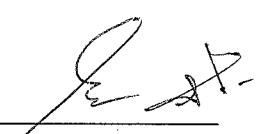
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Document Change Note

Rev. No	Rev. Date	Comments / Changes
00	27-12-2022	New Issue



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## 1. PURPOSE

The purpose of this procedure is to describe the documentation structure, documentation process, method for identifying, maintaining and controlling all documents related to HSE Management System of AMNS and supplements "AMNS/Project/SS/HSEM/01 - HSE Management System Manual for Projects".

## 2. SCOPE

This procedure shall apply to all documents required by AMNS to ensure the effective planning, operation and control of processes that relate to the management of HSE risks, obligations and to meet requirements of ISO 45001:2018 and ISO 14001:2015 international standards.

This procedure shall apply to all AMNS project sites and related work areas including contractors to meet -

- Legal and regulatory requirements
- AMNS HSE requirements
- ISO 45001 and ISO 14001 standard requirements
- AMNS HSE Policy

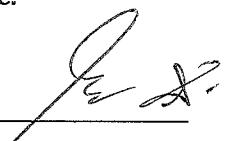
## 3. DEFINITIONS & ABBREVIATIONS

### 3.1. DEFINITIONS:

#### *Documents of external origin:*

Documents of external origin encompasses –

- Legal and regulatory documents like Acts, State Government Rules, regulatory guidelines
- National and International Standards, codes of practice as applicable for specific nature of project/ work site
- Documents from material (Chemicals) suppliers like MSDS, User manuals from equipment manufacturers, etc.



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### 3.2. ABBREVIATIONS:

<b>AMNSIL</b>	- Arcelor Mittal Nippon Steel India Limited
<b>HSE MS</b>	- Health, Safety and Environmental Management System
<b>TS</b>	- Technical Standard
<b>SS</b>	- System Standard
<b>SOP</b>	- Safe Operating Procedure

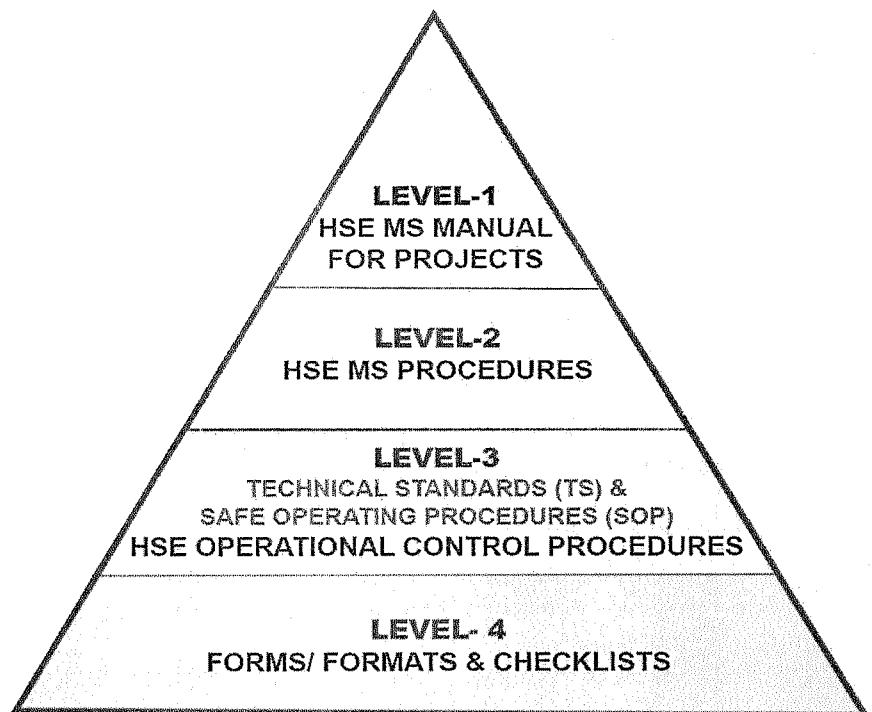
### 4. RESPONSIBILITIES

The HSE Head (Projects) is responsible for implementing this procedure through designated HSE MS Document Controller.

### 5. DESCRIPTION

#### 5.1. DOCUMENTATION STRUCTURE

The documented HSE MS is categorized into 4 levels.



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### **5.3. DOCUMENT PREPARATION**

In general, the Approving Authority of HSE MS document will be a step above the Preparing Authority in the organization chart. Whenever a document is reviewed and approved, the Approving Authority will sign the document as evidence of approval. First page of each document states the personnel who prepared, reviewed and who approved the document.

#### ***Level-1 - HSE MS Manual***

Preparing Authority for HSE MS Manual shall be M/s Chola MS and reviewed by the AMNS Project Heads and approved by Executive Director (ED).

#### ***Level-2- HSE Management System Procedures (SS)***

Preparing Authority for HSE MS procedures shall be either M/s Chola MS or AMNS HSE Manager and reviewed by the AMNS Project Heads and approved by Executive Director (ED).

#### ***Level-3- HSE Technical Standards (TS) / Safe Operating Procedures (SOP)***

Preparing Authority for HSE Technical Standards/ Safe Operating Procedures shall be either M/s Chola MS or AMNS HSE Manager and reviewed by the AMNS Project Heads and approved by Executive Director (ED).

#### ***Level-4- Forms and Checklists***

Preparing and Approving Authorities can be the same for Forms, Formats and Checklists or a step above the Preparing Authority in the "Organization Chart". Additional forms may be prepared at project level to meet specific HSE requirements by the respective site HSE in-charge.

### **5.4. DOCUMENT IDENTIFICATION**

The structure of the document reference shall be as described below.

#### **AMNS-Project- XXX-HSEM-ZZ-Fxx**

AMNS - Representing Arcelor Mittal Nippon Steel India Ltd

Project - Indicating that it is specific to projects

XXX - Document type (SS/ TS/ SOP)

HSEM - Health, Safety and Environmental Management

ZZ - Document number (Serial number from 01)

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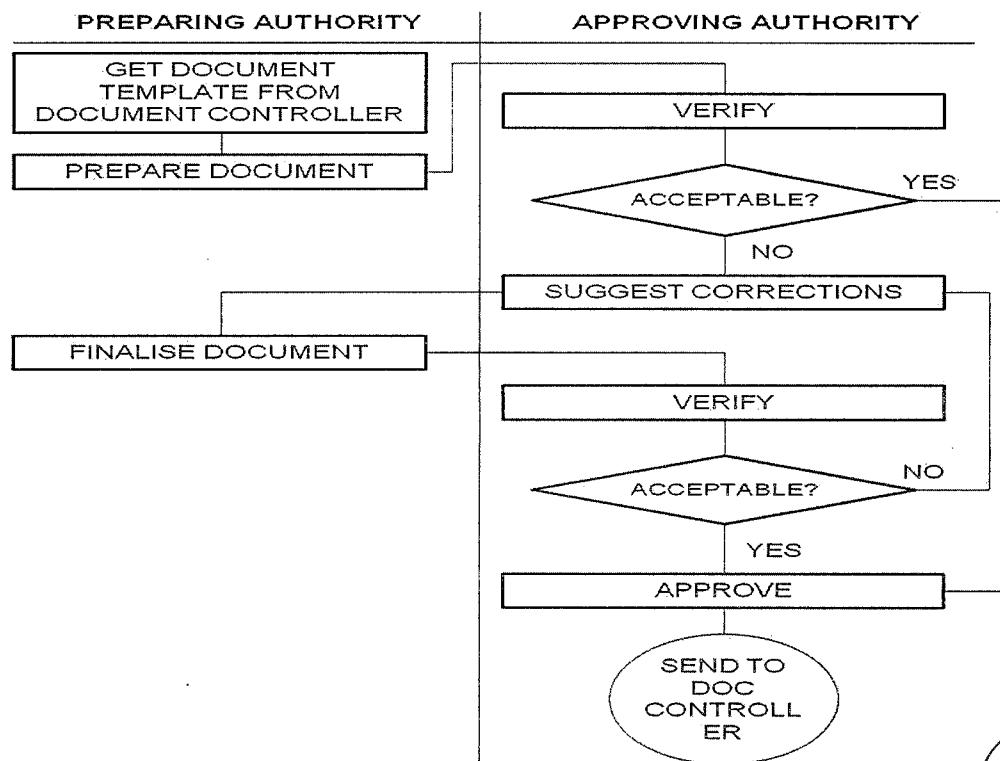
**Level 1:** "AMNS/Project/SS/HSEM/01 - HSE Management System Manual for Projects" which incorporates HSE Policy, objectives and targets, organization and provides an overview of the HSE MS of AMNS for projects in conformance to ISO 45001:2018 and ISO 14001:2015 and addresses compliance to legislative requirements.

**Level 2:** HSE Management System Procedures (AMNS-Project-SS-HSEM-XX) which describe in detail the specific management activities necessary to achieve the goals and objectives in line with company policy.

**Level 3:** HSE Technical Standards (TS) and Safe Operating Procedures (SOP) which describe specific operational controls required to carry out project activities enhancing HSE assurance process.

**Level 4:** All relevant forms, formats and checklists (AMNS-Project-SS/TS/SOP-HSEM-FXX) to record the data in prescribed format as an evidence of compliance and the documents of external origin

## 5.2. DOCUMENTATION PROCESS



*[Handwritten Signature]*

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### Examples:

HSE MS Manual	:	AMNS/Project/SS/HSEM/01
Procedures	:	AMNS/Project/SS/HSEM/02, etc
Technical Standards	:	AMNS/Project/TS/HSEM/01
Safe Operating Procedures	:	AMNS/Project/TS/HSEM/01
Forms/ Checklists	:	AMNS/Project/SS/HSEM/01- F01

### 5.5. DOCUMENT CONTROL

All original, signed HSE MS documents in the form of hard copy will be maintained by HSE MS Document Controller. They will be stamped "MASTER COPY" in "GREEN". Any hard copy issued as working documents, shall be stamped as "CONTROLLED COPY" in "RED" and a register will be maintained by HSE document controller for all issuance of such controlled copies.

Any document reproduced (Soft Copy electronically) or in any form either from controlled copy or master copy will be considered as uncontrolled copy. Uncontrolled documents shall be checked for its relevancy / validity before use.

It is the responsibility of HSE MS document controller to ensure that all obsolete documents are replaced with latest revision as soon as there is a change.

### 5.6. DOCUMENT DISTRIBUTION

It is the responsibility of HSE MS document controller to ensure that the distribution is done in line with this procedure. List of controlled copy holders for each document is maintained and whenever the document is revised, the document controller shall ensure that the obsolete document is replaced by latest revision.

HSE MS Documents are made available in Intranet/ (Electronic soft copy in PDF) for ready reference. The printed copy of any document from Intranet is uncontrolled.

*Ref : "Master list of HSE MS documents" for the list of HSE MS documents*



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## 5.7. REVISION OF DOCUMENTS

The revision requirements are identified by the users of the document and inform the preparing authority for required revision either in writing or verbal. The document Preparing Authority initiates revision and sends to Approving Authority. The process of revision will be followed as explained in 5.2 of this procedure.

Documents are to be reviewed periodically (at least once a year) or based on the following conditions:

- Change in legal requirements
- Change in process
- New requirements identified in incident analysis
- Recommendations arising from safety committee / review meeting
- Changes in Original Equipment Manufacturer manuals
- Any technological changes, when adopted will change the way of working

The details of the revisions are stated in the form of Revision Number (Rev:) at right top corner of each document.

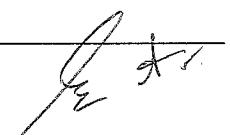
The "Revision Record Sheet" attached to each HSE MS document explains the nature of revision, date and the content revised.

The authorities for approval for the revision will be the same as for original Document Approval unless there are organizational changes.

Whenever a document undergoes revision, HSE MS Document Controller replaces the older version of the Master and Controlled Copies with latest revised document. Document Controller notifies the users about the revision through an E-Mail and/ or through a printed notification depending upon the users of the document.

## 5.8. EXTERNAL DOCUMENTS

Documents of external origin such as Standards, Specifications, etc., are suitably identified by their title so that they are readily retrievable. The distribution of external documents is controlled. Any copy of such external documents issued for reference purpose will not be under control and all such copies are considered Un-controlled Copies. Obsolete documents of external origin will be destroyed. In case, the obsolete documents are to be preserved for future reference, they will be marked as "OBSOLETE" in RED.



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Any changes in Acts, Laws, Regulations or standards are duly captured and updated accordingly.

## 6. TRAINING

Personnel involved in control of HSE MS documents shall be trained in this procedure.

## 7. RECORDS

All HSE MS documents shall be maintained by HSE MS Document Controller.

<b>S. No</b>	<b>HSE MS RECORD</b>	<b>MEDIA</b>	<b>MAINTAINED BY</b>
1.	Master list of HSE MS Documents	SOFT COPY	HSE MS Doc. Controller
2.	Documents of external origin	HARD/ SOFT COPY	HSE MS Doc. Controller
3.	Document Transmittal (Hard copy or soft copy) Note	SOFT COPY	HSE MS Doc. Controller

## 8. REFERENCE DOCUMENTS

AMNS/Project/SS/HSEM/01 - HSE Management System Manual for Projects".

ISO 14001:2015 - Standard

ISO 45001:2018 - Standard

