

Management System Requirements - Procedures

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## QMS Procedure

### Quality / Environmental Procedure

#### 4.4. Management Systems and its Processes

##### Scope

This procedure covers all activities carried out by the different business divisions in relation to QEMS.

This includes the processes needed and their interactions, in accordance with the standard.

The procedure also covers the control of reference standards and the storage of quality records.

##### **1. The HSQE Manager Shall Prepare and Develop the Quality and Environmental Systems Assisted by Any Nominated Person**

The HSQE manager and other nominated persons will determine the inputs required and the expected outputs for the sequenced interactions of the business processes in accordance with the requirements of the standard and our customers individual requirements.

##### **2. Procedures Layout and Format**

Operating procedures shall generally be set out in the same format as this procedure.

The first section should identify the scope and subsequent sections with sub-sections should contain the procedure detail, any forms used will be referenced at the end of the procedure.

The HSQE Manager or any nominated person will issue draft documents to relevant parties for review.

After review and acceptance, the HSQE Manager will update any existing documentation with new or reviewed documentation and ensure these are distributed for use.

The first issue will start at issue 01.

##### **3. Draft Procedure, Document or Work Instruction**

The issue status of procedures and forms will be clearly stated on the amendment page, the document footer and the index registers.

##### **4. Quality Procedures and Their Issue Status**

The HSQE Manager will make available copies of the procedures to all personnel who are required to apply the disciplines via the J & E Hall International Website.

##### **5. Performance Indicators**

The HSQE manager or nominated persons will carry out performance checks on detailed criteria needed to ensure the effective operation and control of the management system processes and to improve the processes to effect continuing improvement.

##### **6. Resource**

The business leaders will ensure that sufficient resource is available to ensure effective operation of the system. This will come in the form of personnel, time, software, authorities and training.

##### **7. Addressing Risk and Opportunities**

Risks and Opportunities are addressed using document JEH-QE1-004 - Register of Contextual Issues spreadsheet.

This spreadsheet details the internal and external interested parties, what effect they may have on the effective operation of the system and the control measures required to ensure we capture any opportunities or control / eliminate any threats identified.

## **8. Changes to the Quality and Environmental System Documentation**

Any changes to the System Documentation is to be evaluated by the HSQE team to ensure the changes achieve their intended result.

They are also to be entered on the amendment page of the document / procedure and on the relevant index register:

JEH-Q(E)1-000-XX – Documents Index (QMS) (QEMS)

JEH-E1-000-XX – Documents Index (EMS)

JEH-QEP1-000-XX – Procedure Index (EQMS)

One copy of the obsolete document will be archived in the server.

## **9. Reference Standards**

The Marketing Manager will update reference standards held on the company website.

## **10. Quality and Environmental Records**

A list of Records and their retention time shall be maintained by the HSQE Manager and controlled under procedure JEH-QEP1-7.5.

## **11. Storage of Quality and Environmental Documentation**

The HSQE manager will maintain the records within the business server and distribute copies for view via our internal and external media (Company Intranet, Software Systems).

## **12. Disposal of Obsolete Documents**

All obsolete documents shall be disposed of in a correct manner, preferably by recycling.

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