

The logo for IDEAS, featuring the word "IDEAS" in a stylized, blue, outlined font, enclosed within a yellow and blue oval border.

**Management Trainers & Consultants**

**Pakistan Institute for Development, Enhancement and Advancement in Skills of Personnel**

# IMS Certification at SNGPL

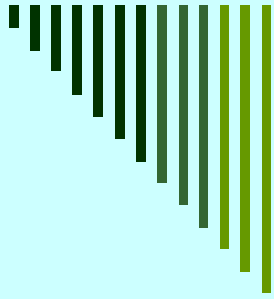


**Presented By:**

**Ali Irfan Khawaja**

**(COO & Chief Trainer,**

**IDEAS Management Trainer & Consultant)**



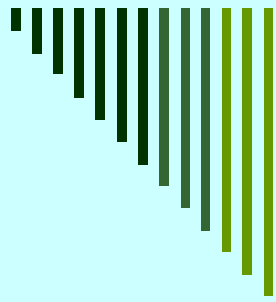
# IMS CERTIFICATION AT SNGPL

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## □ Objectives of presentation

- IMS overview
- Team Introduction
- IMS Development Process
- IMS Certification Process
- Commitment needed for Certification

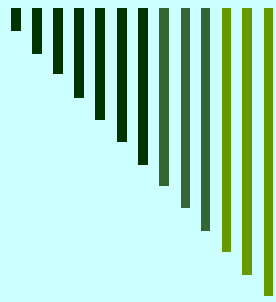


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# IMS Introduction

- Integrated Management System based on
  - ISO 14001:2004 (Environmental Management System) &
  - OHSAS 18001:1999 (Occupational Health & Safety Management System).
- WHY IMS?
  - 90% Common Clauses therefore separate documentation not required.
  - One integrated internal and External Audit.



# Thanks for information

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## Special Thanks

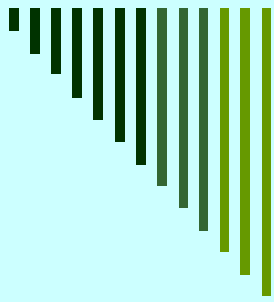
**Mr. Abdul Haseeb**  
(Sr. Chief engineer- HSE and Management  
Representative for IMS)

## Thanks

**Mr. Ashraf Nadeem**  
(Chief engineer- HSE / DMR- EMS)

**Mr. Farrukh Majeed**  
(Chief engineer- HSE / DMR-OHSAS)

**Mr. Rohail Sibtain**  
(Chief engineer- HSE / DMR-Coordination)



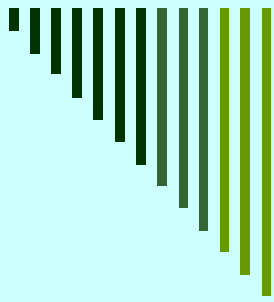
# Team Introduction

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## Our Team

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- Mr. Ali Irfan (COO & Chief Trainer)
- Mr. Shoaib Akbar Khan (GM- Operations)
- Mr. Muhammad Akbar Khan (Mgr. Operations)
- Mr. S. Zaigham Ali Abbas (Sr. Project Mgr.)
- Mr. Habib-ur-Rehman (Project Mgr.)

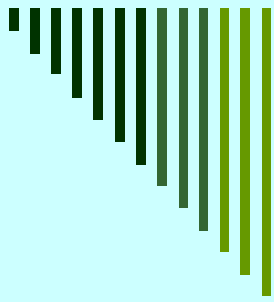


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# HSE Background at SNGPL

- Until five years ago, formal HSE program did not exist in SNGPL.
- As such no individual had been assigned any formal HSE responsibilities with the result that none of the components of HSE Management System existed and no HSE procedures were in place.
- In 2003 HSE Audit of some sample sites of SNGPL was carried out and based upon the findings of this Audit an Action Plan was developed which has been subsequently updated.

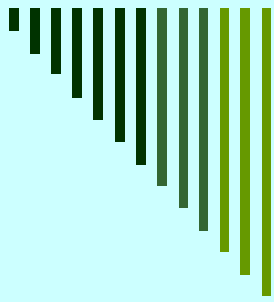


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# HSE Background at SNGPL

- HSE Policy signed by the MD, has been issued and duly circulated to all employees.
- HSE Management Committee has been formed at the level of MD and the Committee meetings are being held on quarterly basis.
- New HSE department has been established at the corporate level, which has been duly manned and is fully functional.
- HSE Management System has been developed and established.
- 23 HSE Focal Points have been assigned across the Company.



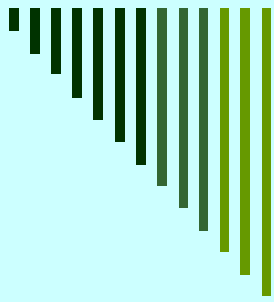
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# HSE Background at SNGPL

- HSE responsibilities of the HSE Focal Points have been defined and necessary training has been imparted in this regard.
- 23 HSE Site Committees have been formed across the Company and their meetings are held regularly on 2-monthly basis.
- HSE Coordination Committees have been formed at the level of Departmental Heads and their meetings are held on quarterly basis. Respective HSE Focal Points are members of these committees.





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# HSE Background at SNGPL

- Formal HSE Management System have been developed, established and are being implemented.
- Training have been given to Focal points, S.C.Es, C.Es, D.C.Es and executives on
  - HSE awarness.
  - Fire fighting & first aid.
  - HAZID & HAZOP (Compression Dept.)



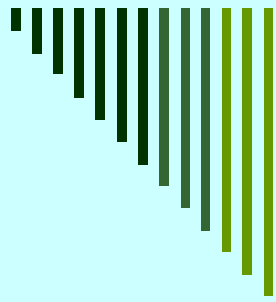
# IMS DEVELOPMENT PROCESS

## □ Resources From SNGPL

- MD Commitment.
- Head of Departments Commitment.
- Focal Points support.
- HSE Department Support
  - SGM-HSE
  - Chief Engineer HSE.
  - D.C.Es-HSE
  - Training Aids Facilities

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# **IMS DEVELOPMENT PROCESS**

- **Total Time for Certification - 6 Months.**
- **Strategy for Certification**
  - Twelve (12) Model sites are selected for IMS Development and Implementation.
  - Training for IMS awareness and implementation will be given at 05 training centers by consultant. These training sessions will be attended by all Focal Points and related site representatives.
  - All other sites developed their IMS as per guidelines provided by Consultant in training.
  - Internal Audit of all sites will be conducted by Consultant accompanied by trained internal IMS auditors.



# **IMS DEVELOPMENT PROCESS**

## **□ Total Sites Selected**

- 1. Head Office Building - Lahore**
- 2. Manga Workshop & Store - Lahore**
- 3. CP Plant - Lahore**
- 4. Metering Workshop - Lahore**
- 5. Project Spreads – Manga Camp & Sites**
- 6. Coating Plant – Uch Sharif**
- 7. Distribution – Faisalabad**
- 8. Distribution – Islamabad**
- 9. Compressor Station – Multan**
- 10. Compressor Station – Faisalabad**
- 11. Transmission – Faisalabad**
- 12. Telecom - Faisalabad**

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# IMS DEVELOPMENT PROCESS

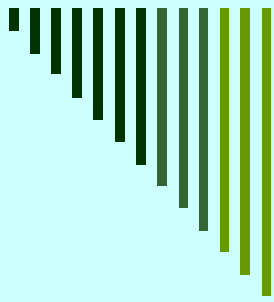
## □ Phases for Certification – 6 Months

S.No	Phase Description	Total Time (weeks)
1	Gap assessment on IMS	5
2	OH& Safety Risk Assessment	6
3	Environmental Impact Assessment	6
4	Documentation Review and Finalization	11
5	Training and awareness	6
6	Implementation review	3
7	Internal Audit	3
8	Certification Audit	6

□ These Weeks were overlapped

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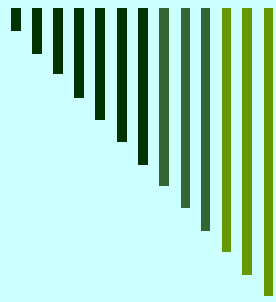
# IMS DEVELOPMENT PROCESS

## □ Phase 01 - Gap Assessment

- Total 13 Sites Covered
- Detail Gap Analysis of Existing HSE Management System Documents in Head Office (Policy, Manual, Procedures etc.).
- Detail assessment of Documents available at 12 Model Sites (SOPs, Forms etc.).

**Target Time: 5 Weeks.**

**Completed: 4  
Weeks.**



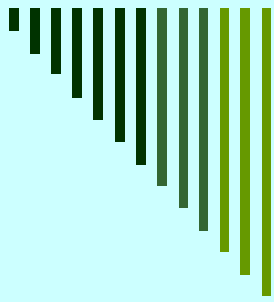
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# IMS DEVELOPMENT PROCESS

Before start of 2<sup>nd</sup> and 3<sup>rd</sup> phase

- Training was given at 05 sites on
  - OH&S Risk Assessment Process
  - Environmental Aspect / Impact Assessment
  - Objectives and target Formations based on Assessments
- Total 130 participants has been trained.
- IMS Coordinators has been appointed on each site



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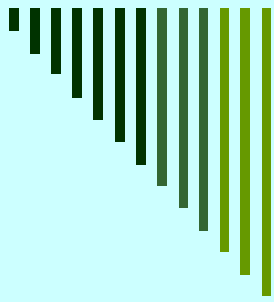
# IMS DEVELOPMENT PROCESS

- Phase 02 - OH&S Risk Assessment
  - 12 Model Sites Were assessed for OH&S Risks

<b>Total Risks Identified</b>	1084
<b>Un tolerable Risks</b>	144
<b>Tolerable Risks</b>	940
<b>Total Objectives</b>	67

- **Target time: 6 Weeks**
- **Completed: 6 Weeks**





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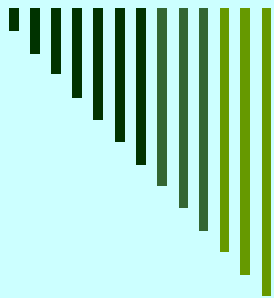
# IMS DEVELOPMENT PROCESS

## Phase 03 – Environmental Impact Assessment

- 12 Model Sites Were assessed for Environmental Impact

<b>Total Aspects Identified</b>	113
<b>In-significant Impacts</b>	39
<b>Significant Impacts</b>	74
<b>Total Objectives</b>	39

- Target time: 6 Weeks**
- Completed: 6 Weeks**



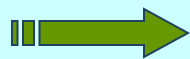
# IMS DEVELOPMENT PROCESS

## □ Phase 04 – Documentation

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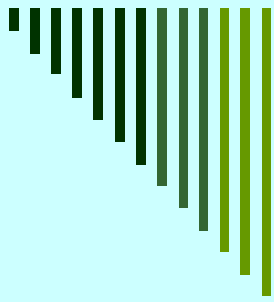
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- **IMS Policy:**
  - **IMS Manual:** 01
  - **System Procedures:** 27
- } **IMS Docs**



These IMS Documents has been distributed to all Sites

- **Target time:** 11 Weeks
- **Completed:** 11 Weeks



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# IMS DEVELOPMENT PROCESS

## □ Phase 04 – Documentation (contd..)

SOPs Manual of Sites: Total 08

1. Head Office & Co-Gen Plant
2. Project Spread
3. Distribution
4. Transmission
5. Compressor Stations
6. Telecom
7. CP Plant
8. Coating Plant (included in Project Spread)

These Manual includes Operation and Maintenance SOPs



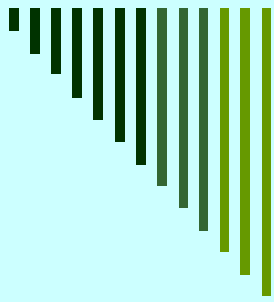
# IMS DEVELOPMENT PROCESS

## □ Phase 05 – Training and Awareness

- Training Given on
  - ISO 14001:2004 Understanding
  - OHSAS 18001:1999 Understanding
  - IMS documentation understanding
  - IMS procedures implementation
  - OH&S Risk assessment
  - Environmental Impact assessment
  - Internal Audit

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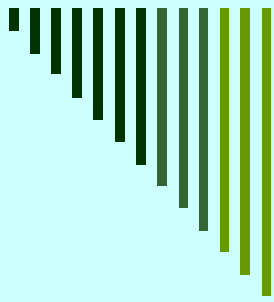


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# IMS DEVELOPMENT PROCESS

- Phase 05 – Training and Awareness (contd..)
  - Training sessions were conducted on 05 Sites in 2 phases.
    - Peshawar
    - Islamabad
    - Faisalabad
    - Multan
    - Lahore



# IMS DEVELOPMENT PROCESS

- Phase 05 – Training and Awareness (contd..)
  - Total persons Trained
    - 1<sup>st</sup> phase - Awareness courses:
      - more than 230 participants trained
    - 2<sup>nd</sup> phase - Internal Audit Course
      - Total participants Attended: 80
      - Total participants qualified: 49

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# IMS DEVELOPMENT PROCESS

## □ Phase 06 – Implementation Review

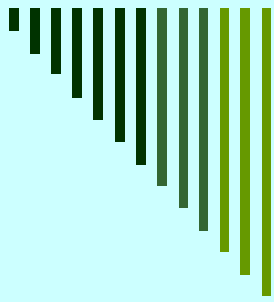
- All 12 sites were thoroughly visited by consultant Team in order to:
  - Check physical status of IMS.
  - Compliance of documentation.
  - Implementation of related procedures

□ Target time:           **03 Weeks**

□ Completed:           **06 Weeks**

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- consultant raised observations on non-compliance identified
- consultant team discussed these observations with Site Focal Point / HSE Site Committee members in order to take corrective actions.
- Corrective actions were again verified by consultant through objective evidences.





# IMS DEVELOPMENT PROCESS

## □ Phase 07 – IMS Internal Audit

- Internal IMS Audit was conducted by **consultant** Team on 12 Model sites accompanied by SNGPL internal Auditor as Observer.
- Other 11 sites will be audited by SNGPL's trained Internal Auditors.
- Total NCRs Raised : 386
- Corrective actions were discussed with site focal points in order to close NCRs.
- Total 357 NCRs Closed before certification Audit.

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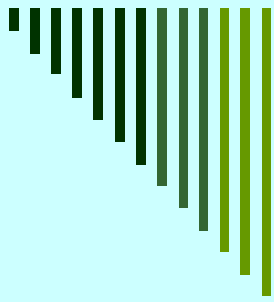
# IMS CERTIFICATION PROCESS

## Additional Training given on

- identified OH&S Risks,
- Identified Environmental Significant Aspects.
- Objectives and targets achievement.
- Operations and Maintenance SOPs.
- Emergency Preparedness and response

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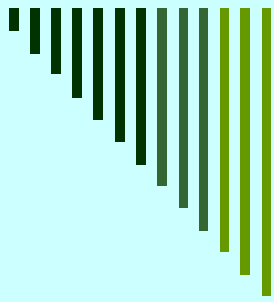
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# IMS CERTIFICATION PROCESS

## □ Phase 08 – Certification process

- Stage-01 (Pre-Assessment) Audit by certification body.
- Stage-01 (Pre-Assessment Audit) close-outs at each site.
- Stage-02 (Certification audit) by certification body.
- Stage-02 (Certification Audit) close-out at each site.

**Recommended for certification....**

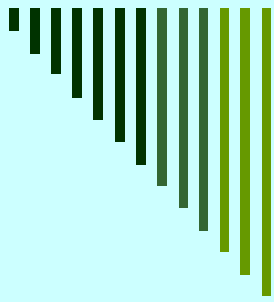


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# IMS CERTIFICATION PROCESS

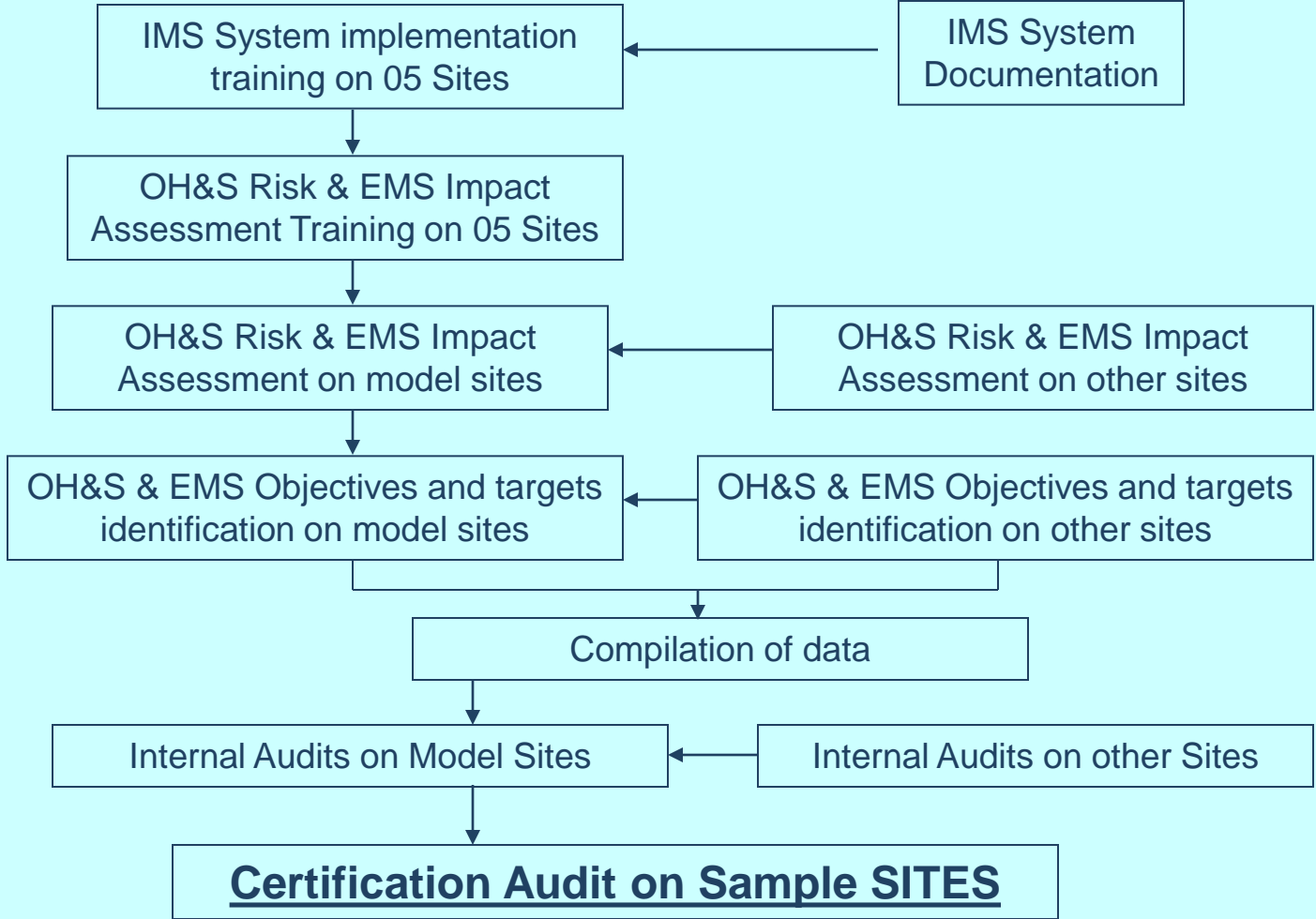
- Total Targeted Time – 06 Months
- Completed in 06 Months due to
  - Top Management Commitment
  - Lean Project Management technique
  - Selection of right people (SNGPL)
  - Effective Project monitoring.



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# IMS CERTIFICATION PROCESS



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# IMS CERTIFICATION PROCESS

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- Thanks
- Questions from participants