






HSEQ MANAGEMENT SYSTEM PROCEDURES

FALCON CORPORATION LIMITED

HEALTH, SAFETY, ENVIRONMENT, AND QUALITY MANAGEMENT SYSTEM PROCEDURES (ISO 9001:2015, 14001:2015 and ISO 45001:2018)

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01	HSEQ	Initial issue	EM	15/02/2022
02	Various	Changes to Context of Organization, Documented Information, Change Management, ERP	EM	15/09/2022
03	Various	Various	EM	23/11/2022
04	All	Change in Originator and Reviewer, Included new process	EM	11/05/2023



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05	Various	Changes to Context of Organization, Procedure for addressing Risk and Opportunities, Procedure for Operational Planning and Control	EM	21/2/2024
06	Various	Changes to key roles, and other minor changes	EM	06/12/2025




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	Issued by	Reference	Date
	EM	FCL-HSEQ-P-400	06/12/2025

PROCEDURE FOR CONTEXT OF ORGANIZATION

 FALCON CORPORATION LIMITED	PROCEDURE FOR CONTEXT OF ORGANIZATION		
	Issued by	Reference	Date
	EM	FCL-HSEQ-P-400	06/12/2025

1.0 PURPOSE:

To define the process by which Falcon Corporation Limited determines its strategic direction by senior management through the identification of needs and expectations of interested parties, internal and external issues, and the associated risks and opportunities affecting the Health, Safety, Environment and Quality Management systems (HSEQMS).

2.0 SCOPE:

This procedure applies to all activities and the processes covered by Falcon Corporation Limited’s Health, Safety, Environment and Quality Management Systems (HSEQMS).

3.0 RESPONSIBILITY:

The Chief Executive Officer: Approves this procedure and ensures alignment with the company’s strategic direction

Process Owners: Implements and maintains this procedure to ensure relevant context issues and interested party needs are reviewed periodically to achieve the intended Health, Safety, Environment and Quality Management Systems (HSEQ) performance.

4.0 DEFINITIONS:

Executive Management: Person or group of people who direct and control an organization at the highest level.

Context of the Organization: Combination of internal and external factors and conditions that can influence an organization


Interested Parties: Persons or organizations that can affect, be affected by, or perceive themselves to be affected by a decision or activity of Falcon Corporation Limited.

SCOPE: The boundaries and applicability of the HSEQMS, defining what parts of the organization are included.

5.0 PROCEDURE:

5.1 The purpose of the organization is expressed through established statements of vision, mission, policies, and improvement objectives.

5.2 The organization determines and reviews its context periodically at a strategic level by using a combination of brainstorming and asking, “what if” questions as well as the techniques of Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, and Political, Economic, Social, Technological, Legal, and Environmental (PESTLE) analysis.

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5.3 Relevant issues and needs of interested parties that can affect the ability of the organization to achieve the intended outcomes of the HSEQ MS are concerns that can either enhance or impede the achievement of the Organization’s business goals and objectives within the defined scope of operations.

These issues originate from inside the organization as well as from outside the organization. Those that originate from within the organization range from matters such as leadership commitment, the organizational culture, working conditions, availability of resources such as competence/skills, infrastructure, information, etc. while those that originate from without the organization include social, political, regulatory, financial, technological, economic and scope or sector having an impact on the organization, health, safety and environmental conditions, infra-structural, service delivery, social and cultural dimensions within which the organization operates, overall economic performance in the country etc.

The issues and needs of interested parties capable of enhancing the ability of the organization to achieve its business goals and the intended outcomes of its HSEQMS are leveraged as enabling opportunities, while those capable of impeding the achievement of intended outcomes are managed as risks.


5.4 An understanding of the context of organization has been used to establish, implement, maintain, and continually improve the HSEQ management system. Management has determined those relevant issues and needs of interested parties that need to be addressed and managed.

The organization documents and periodically monitors and reviews the information and its results as needed. The results have helped the organization in:

- Setting the scope of its HSEQ management system.
- Determining the risks and opportunities that need to be addressed.
- Developing and enhancing its HSEQ policy.
- Establishing its HSEQ objectives.
- Fulfilling its compliance obligations.

External and Internal Issues

Internal	Responsible Process	External	Responsible Process
Leadership governance approach	Top Management	Impact of Environmental Conditions: Flooding, Waste Disposal	HSEQ


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System optimization through standardization and certification within the industry	HSEQ	Lack of efficient supply chain process – Increased cost, poor inventory management etc.	Procurement
Working conditions and arrangements, roles & responsibilities	HR	Emergency services effectiveness – Compliance and Ontime response	HSEQ
Operational efficiency and effectiveness to deliver quality product and service	Operation	Resource factors - Energy Supply Efficiency	HSEQ
Resource Factors- Availability and Suitability (PPE, Safe Working Environment and Equipment)	Top Management	Technological Options & Conditions - Use of outdated technology and infrastructure	ICT
Accuracy of communication with customers and relevant stakeholders and flow of information	All Organizational Processes	Effect of political instability - Change in government policies	Top Management
Maintenance of Pipelines and Infrastructure	Operations	Compliance with Health, Safety and Environmental laws and regulations and other applicable legal requirement	LRC / HSEQ
Competence of Staff/Training	HR&A	Poor/Strained Community Relations	HR&A/BDS
		Relationship Management with contractors, suppliers, and other interested parties	HR&A/ HSEQ/Procurement

5.5 Needs and Expectations of Interested Parties

The organization decided about which of the needs and expectations it will adopt to manage, by classifying the identified interested parties based on their relationships with Falcon e.g.

- **Responsibility** – investors, Clusters etc.

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- **Influence** – pressure groups, etc.
- **Proximity** – neighbours, etc.
- **Dependency** – employees, etc.
- **Representation** – trade unions, etc.
- **Authority** – regulator (Government), etc.

Two important variables below were adopted for their classifications;

1. How much interest do they have in our decisions and activities i.e. **the strength of their relevance.**
2. How much power or influence do they have over our decisions and activities i.e. **their significance or risk.**

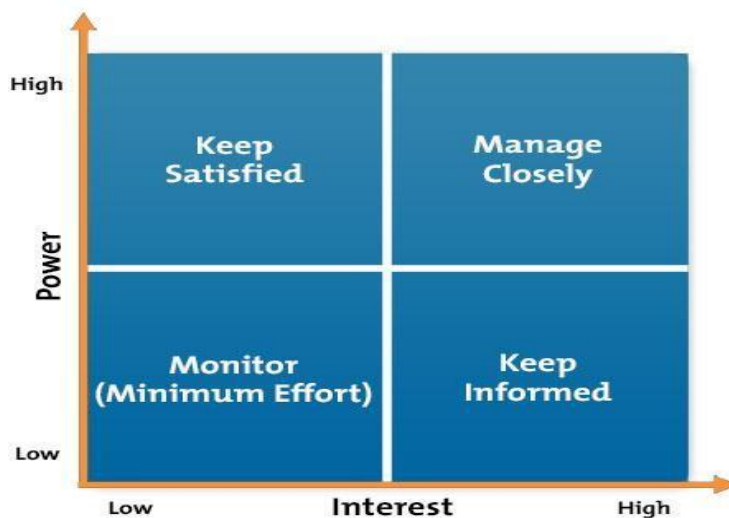



image extracted from isoconsultantspune.com

The Process for mapping interested parties involves;

- **Identify relevant interested parties.** Compile a categorized list of your interested parties.
- **Determine their needs and expectations.** Use different research methods as necessary to confirm the knowledge of each group or significant stakeholder.
- **Rank them in terms of power and interest:** Consider their strength of interest and level of influence over your decisions and actions. Plot them in the Power/Interest Matrix to determine their rank.


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- **Set objectives and priorities.** Define what results are necessary to deliver to those relevant interested parties to reduce the risk that their needs and expectations are not met.

This approach helps in prioritizing the effort required in meeting the needs and expectations of the relevant interested parties below;

Relevant Interested Parties

Interested Parties	Needs and Expectations	PI rank	Monitoring Objective	Priority	Responsible Process	Review Frequency
Customers (External)	Safe, quality, and environmentally controlled products, prompt delivery and good value for money.	Keep satisfied	Achieve revenue targets, Retain contracts, Increase repeat orders	H	Business Development	
Government & Regulatory Agencies (External)	Compliance with corporate standards and HSEQ legal requirements	Manage Closely	Sustain compliance	H	Legal & HSEQ Processes	
Neighbours & Local community (External)	Health and safety assurance, information and communication, socio-economic contribution, respect for local culture and property, corporate citizenship and trust, Lack of intrusive noise, odour, or vibration, controlled pollution, and environmental contamination	Monitor	Increase community support	L	HR & Community Relation Processes	
Visitors (External)	Safe work environment	Manage Closely	Sustain good work environment	H	HR	

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Business Interested Parties i.e., Owners, Shareholders, Investors. (Internal)	Return on investment. Demonstrable Risk Management	Keep satisfied	Grow profitability	H	Top Management	
Contractors and Outsourced Service Providers (External)	Level playing field, prompt payment, clear work instructions, good working conditions, safe environment	Manage Closely	Increased communication Decreased defects	M	HR & HSEQ	
Specialized Service Providers (Throughput) (External)	Preserved quality and quantity of products, safe environment,	Manage Closely	Increased Communication, Achieve revenue targets, Retain contracts,	H	LPG	
Employees and Workers Representative (Internal)	Defined HSEQ roles & responsibilities, Training opportunities, Good Work condition and safe work environment	Manage Closely	Increase job skills Increase opportunities, increase productivity	M	HR	

The underlisted interested parties and their needs and expectations shall be reviewed periodically or when significant changes occur in Falcon Limited's business operations or external conditions

5.6 Scope:

Falcon Corporation Limited has established the scope of its Health, Safety, Environment and Quality Management Systems (HSEQMS) by determining the boundaries and applicability of the HSEQMS. The Scope defines the organizational boundaries, processes, and activities covered by the HSEQMS.

While determining the scope, the organization considered the internal and external issues stated above, the requirements of relevant interested parties, products and services, activities of the organization, compliance obligations, organizational units, functions, and physical

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boundaries. The authority and ability to exercise controls and influence were also considered with respect to the HSEQMS.

The scope is available and maintained as documented information.

Statement of Scope: Distribution of Natural Gas & LPG storage and sales (Throughput)


Product: Natural Gas & LPG

Key processes and activities:

S/N	Processes	Locations
1	Executive Management (Leadership)	Head Office
2	Operation	City Gate Station (CGS)
3	HSEQ	Head Office/ City Gate Station (CGS)
4	Project	Head Office
5	Supply Chain Management	Head Office
6	Store	City Gate Station (CGS)
7	Community Relations	Head Office/City Gate Station (CGS)
8	Internal Audit& Control	Head Office
9	Enterprise Risk	Head Office
10	Business Development	Head Office
11	LPG	Head Office
12	Maintenance	City Gate Station (CGS)
13	Finance and Value Creation	Head Office
14	Human Resources	Head Office
15	Administration	Head Office
16	Information Technology	Head Office
17	Business Support	Head Office
18	Legal & Corporate Services.	Head Office
19	Asset Management	Head Office/City Gate Station (CGS)

Executive Management (Leadership), Operation, HSEQ, Project, Technical Procurement, Store, Community Relations, Internal Audit, Enterprise Risk, Business Development, LPG, Maintenance, Finance & Value Creation, Human Resources & Corporate Services, Administration, Information Technology, Procurement, Legal, Regulatory & Compliance.

Outsourced processes and activities: Independent testing and certification, Design & Development, Calibration, repair and servicing of infrastructures and assets, fumigation, security, Financial Audit and Tax Advisory, Product Testing and Quality specifications certifications, waste disposal.

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Boundary and Applicability:

All the requirements of ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 Standards are applicable to the operations.

Head Office Location:

Falcon Corporation Limited,
 Plot 85,
 Chief Collins Uchiduno Street,
 Off Abimbola Cole Road,
 Lekki Phase 1, Lagos, Nigeria

Field Operations:

City Gate Station (CGS)
 101, ISOCARE Road,
 Odogunyan Industrial Est.
 Ikorodu, Lagos, Nigeria

5.7 Management Systems and Processes:

To establish, implement, maintain, and improve the HSEQMS as well as achieve the intended outcomes, the Organization has determined the processes needed for its HSEQ and their interactions and application throughout the Company.

6.0 RELATED FORMS AND TEMPLATES

- 6.1 FCL-HSEQ-F- 400-001
- 6.2 FCL-HSEQ-F- 400-002
- 6.3 FCL-HSEQ-F -400-003

7.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	12/09/22	Various		Various changes	EM
03	09/11/22	5.4	External & Internal issues Table	Inclusion of Legal requirements & Community Relations to the External and Internal issues Table	EM
04	11/05/2023	5.6	Key Processes & Activities	Inclusion of Asset Management.	EM
05	21/02/2024	5.4	External & Internal issues Table	Inclusion of identified Internal and External Issues Table	EM
06	06/12/2025	various		Inclusion of review	EM



FALCON CORPORATION LIMITED

**PROCEDURE FOR RESOURCES, ROLES, RESPONSIBILITY,
ACCOUNTABILITY AND AUTHORITY**

Issued by

Reference


Date

EM

FCL-HSEQ-P-500

06/12/2025

**PROCEDURE
FOR
RESOURCES, ROLES, RESPONSIBILITY,
ACCOUNTABILITY AND AUTHORITY**

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	Issued by	Reference	Date
	EM	FCL-HSEQ-P-500	06/12/2025

1.0 PURPOSE:

To define, document and communicate the resources, roles, responsibility, authorities, and accountability necessary to facilitate effective Occupational Health & Safety, Environment and Quality Management through HSEQ implementation.

2.0 SCOPE:

Applicable for the activities, products, services, policies carried out within the organization and included within the scope of HSEQ Management System at Falcon Corporation Limited.

3.0 RESPONSIBILITY:

Chief Executive Officer (CEO)

4.0 DEFINITIONS:


- Head, HSEQ – Health, Safety, Environment and Quality Management Representative. The Head, HSEQ is the lead of the, HSEQ/CFT and has overall responsibility for the HSEQ MS.
- HOD – The Head of the department/Process.
- Role – The position title.
- Responsibility – The duties associated with the title.
- Authority – Defined decision-making level.
- Accountable – Overall responsible
- Resources – Includes staff, time, money, and tools.
- HSEQ CFT – Cross Functional Team (also known as the HSEQ Committee).

5.0 PROCEDURE:

5.1 Resource Management

This describes the process for determining and providing the resources needed to establish, implement, maintain, and continually improve the business operations as well as the HSEQMS at Falcon Corporation Limited.

The resource requirements include competent employees, industry equipment, well-maintained work environment, organizational knowledge, and financial resources. With

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consideration given to the capabilities of, and constraints on existing internal resources, and what needs to be obtained from external providers, the process for determining and communicating resource requirements is an integral part of our management review process.

5.2 Roles, Responsibility, Authorities, and Accountability

The following Teams are identified for effective implementation of HSEQ Management system. Roles, responsibilities, and authority levels may be communicated through this documented procedure or established job descriptions and company organogram.

Functional teams with respective roles, responsibility, authority, and accountability are determined below;


1. Executive Management (Chief Executive Officer)
2. Cross-Functional Team CFT (Process Reps/HSEQ Committee members)
3. Head, HSEQ
4. Legal Team
5. HSEQ Audit Team
6. Safety/Emergency Response/First Aid Team

Roles, responsibility, authority, and accountability

The following are the defined roles, responsibility, authority and accountability in no particular order:

1. Chief Executive Officer:

- Overall responsibility for the performance of the Organization
- Overall responsibility & accountability for the HSEQ System, directly or through a nominated executive
- Chair the HSEQ Management Review Meeting
- Define and authorise the HSEQ Policies
- Review and approve the HSEQ System Management Procedures and its amendments
- Ensures adequate resources are available for effective implementation

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- Appoint Management Representative
- Approval of Purchase Orders for capital items
- Overall accountability for continual improvement of HSEQ Management system

2. Cross-Functional Team (Process Reps):

- Preparation of HSEQ objectives and targets in consultation with Executive Management
- Conducting departmental/process HSEQ reviews
- Coordinate utilization of resources for departmental elements of HSEQ.
- Providing direction to the department on the design, implementation, and maintenance of HSEQ
- Resolving corrective action issues
- In support of the HOD, identify HSEQ training needs for the process
- Head, HSEQ is accountable for the effective implementation of HSEQ MS
- Head, HSEQ report directly to the Chief Executive Officer

3. Legal & Regulatory Team:


- Identify applicable legislation and other requirements.
- Evaluate Legal compliance
- Communicate the legal noncompliance
- Hold review meetings on a legal requirements.
- Update with latest legislations/amendments.
- Accountable for compliance with HSEQ legal & other requirements.

4. HSEQ Audit Team:

- Conduct Internal audits as per the audit schedule
- Generate audit reports
- Issue non-conformance reports
- Verify the audit closure
- HHSEQ (Head, HSEQ) is accountable for conducting audit & NC closures

5. Emergency Response Team (ERT)

- Review emergency response plan

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- Conduct the role during the mock drill
- Ensure limited/no entry of unauthorized persons to restricted areas.
- Check whether Fire Extinguishers are provided at appropriate places and are serviced periodically.
- Ensure persons working are using proper Personal Protective Equipment (PPEs)
- Train the personnel on safety & how to identify key areas where safety is necessary
- Identify safe assembly area
- The team should regularly monitor supplies availability in the First Aid Box.
- The ERT personnel shall take immediate care of the injured persons, in case of an emergency condition.
- The ERT personnel shall make sure that the injured persons are moved to health facilities on time.


6. HSEQ Supervisor among other assigned duties is:

- To ensure the effectiveness of the emergency preparedness
- accountable for maintaining adequate first aid supplies and providing first aid to injured personnel.
- To ensure an emergency response team has been constituted with personnel from all departments to review.
- To prepare an evacuation plan and to describe the plan for evacuation from the emergency area and to an identified gathering point
- To prepare mitigation actions after the emergency.
- To organize Mock drills or Mock exercise, to test the Onsite emergency plan for the different identified emergency situations.
- To decide the possible changes needed in the emergency plans.
- The HSEQS is accountable for compliance with Emergency preparedness and response

7. Head, HSEQ (Management Representative):

Head, HSEQ shall meet regularly with the CFT as often as necessary but at least once in three months. The minutes of the meeting shall be recorded. Functions and duties of the management representative shall include-


- Dealing with all matters concerning health, safety, environment, and quality to arrive at practical solutions to problems encountered.

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- Creating HSEQ awareness among all the workers and other interested parties.
- Undertaking educational training and promotional awareness activities.
- Discussing reports on safety, environmental and occupational health surveys, safety audits, risk assessments, emergency and disaster management plans and implementation of the recommendations made in the reports.
- Carrying out health and safety surveys and identifying the cause of accidents.
- Looking into any complaint made on the likelihood of imminent danger to the safety and health of the workers and suggesting corrective measures and
- Reviewing the implementation of the recommendations made by it.
- Incident investigation results & review of the effectiveness of the action taken.
- Accountable for conducting safety committee meeting.

The activity wise responsibilities are as shown below

S. No	Activity	Responsibility
1	Appointment of Head, HSEQ (Management Representative)	Chief Executive Officer (CEO)
2	Selection of Head, HSEQ/CFT Members	Chief Executive Officer (CEO)/HODs
3	Review and approval of Policies	Prepared by Head, HSEQ, Reviewed & approved Chief Executive Officer (CEO)
4	Conducting initial review & significant impact /risk assessment	Head, HSEQ/CFT
5	Setting up objectives and targets	Chief Executive Officer (CEO)
6	Establishing Management Program	MR (Head, HSEQ) & CFT
7	Approval of Management Program	Executive Management (CEO)
8	Identification of Legal and Other Requirements	Legal Team/CFT


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9	Providing resources for Implementation	Chief Executive Officer (CEO)
10	Identifying training needs	Dept. Heads/Head, HSEQ/CFT
11	Organizing Training	HR Department
12	Internal Communication	As per defined Procedure
13	External Communication	
14	Document Control	HHSEQ, Document Control
15	Operational Control Measurement & Monitoring	Dept. Heads/Head, HSEQ/CFT
16	Emergency preparedness and response	ERT Members
17	Review of Procedures after emergency	ERT Members
18	Calibration of Instruments	HSEQ/Station Managers
19	Handling and Investigating NC's	Head, HSEQ/CFT
20	Initiating Corrective and Preventive action	HODs/Head, HSEQ
21	Maintaining Records	Manager, Document Control
22	Conducting Audit	Head, HSEQ/Audit Team
23	Conducting Management Review	Chief Executive Officer (CEO)


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8 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	12/09/22	5		Collapsing Safety/First aid/ER team into ERT	EM
03	6/12/25	7		Review of roles and designation	EM

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**PROCEDURE
FOR
COMMUNICATION, PARTICIPATION AND
CONSULTATION**

 FALCON CORPORATION LIMITED	PROCEDURE FOR COMMUNICATION, PARTICIPATION AND CONSULTATION		
	Issued by	Reference	Date
	HEAD, HSEQ	FCL-HSEQ-P-540	06/12/2025

1.0 PURPOSE:

To establish, implement & maintain a procedure for communication, participation, and consultation with regard to Health, Safety, Environment and Quality Management System.

2.0 SCOPE:

This procedure applies to all internal and external communication and consultation activities involving interested parties in relation to Falcon Corporation Limited's Operations, products & services under the Health, Safety, Environment and Quality Management System.

3.0 RESPONSIBILITY: As defined in the table below.

4.0 DEFINITION:

4.1 Communication: It is the process of meaningful interaction among persons within an organization & external interested parties related to the HSEQ Management System.

5.0 PROCEDURE:

5.1 The Communication with Internal and External Agencies shall be done in order to ensure that:

1. Internal functions at various levels are aware of the HSEQ Management System including the Significant Aspects / Hazards in their working area.
2. The Communication from Interested Parties is received, documented, and responded to appropriately by responsible personnel.
3. Processes for Communication with External Interested Parties on Significant Environmental Aspects/ hazards are considered.

5.2 All HSEQ related issues raised by any of the Interested Parties shall be routed through the Head, HSEQ for review

5.3 The following table shows the various methods by which the Internal and external communication is established and the responsibility for the same.

5.3.1 INTERNAL COMMUNICATION



FALCON CORPORATION LIMITED

**PROCEDURE FOR COMMUNICATION,
PARTICIPATION AND CONSULTATION**

Issued by

Reference


Date

HEAD, HSEQ

FCL-HSEQ-P-540


06/12/2025

S/No	Topic for Communication	Personnel to Be Communicated	Resp. for Communication	Mode of Communication
1.	Awareness on the purpose of HSEQ Management System	All Employees	Head, HSEQ /CFT	Notice Board & Training Programme
2.	HSEQ Policy	All Employees	Chief Executive Officer (CEO)	Poster, Display boards
3.	Role & Responsibility	Concerned Employees	HODs & Head, Human Resources/Admin	Work Instruction / Procedures
4.	Objectives and Targets	All employees	Respective Head of the Departments	Group Discussion, Management Review Meeting, Posters
5.	HSEQ Issues	Concerned Div. Heads	Head, HSEQ	Emails, Minutes of meetings, and Presentations.
6.	Legal and other regulatory requirements.	Concerned Employees	Head, HSEQ	Mail referencing relevant legal information and obligations.
7.	Emergency Communications	CTO, HHRA, HHSEQ	Personnel On-site	Phone calls, emails, and text messages
7.	HSEQ Performance	Management Review Committee	Head, HSEQ	Management Review Meeting and Report

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5.3.2 EXTERNAL COMMUNICATION

S/N	Interested Party	Topic For Communication	Mode of Communication	Responsibility of Receiving, Recording and Communicating
1.	Customer	Any relevant Information as required by the Customer	Verbal/ Letter/ emails	Commercial
2.	Local Community	Any HSEQ Concerns raised	Verbal / Letter/ emails	HR&A
3.	Supplier	Request for improving Environmental & Safety Protection. Significant Impacts / Risks from their operations.	Letter/ emails	Admin/Procurement
4.	Visitors / Contractors	Request for improving Environmental Protection Any Other Issues raised. Significant Impacts / Risks from their operations.	Verbal/ Letter / Notice board/emails	Concerned HOD's

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5.	Banks & Insurers	Relevant Information as required	Letter/emails	Finance
6.	Govt. Authorities	a) Response to Show-Cause b) Consents	Letter/emails	CEO/HR&A

Note: All external communications shall be logged and retained as documented information

5.4 Management shall decide on external communication through the Management Review meeting if requested regarding.

- Product Quality
- Significant Environmental Aspects/Risks
- HSEQ Performance.


Head, HSEQ shall record the decisions taken in the minutes of the meeting.

Management of Falcon Corporation Limited, has decided NOT to communicate its Significant Environmental aspects to external interested parties except when requested by regulators and on a case- by- case basis.

5.5 HSEQ Policy shall be circulated to all suppliers to generate awareness about Environment & Safety. The key suppliers shall be included in HSEQ Awareness training to make them aware of significant Impacts/Risks from their operations and to exercise control over them.

5.6 Internal Communication effectively established between the various levels of the Organization (i.e., Top down, bottom up and Horizontal communication channels) concerned department heads to their employees and to express their concerns/suggestions of employees, the suggestion box is made available at the office/sites.

5.7 HSEQ Policy is made available at the main gate for Visitor/ Security.

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5.8 Concerns of any, raised by external interested parties are communicated through the proper channel. Details of External communication with external parties are recorded in the Customer complaints register.

5.9 Awareness shall be provided to the Company's security unit on the importance and purpose of the HSEQMS, including Awareness on Environmental Policy and communication procedures.

5.10 Participation and Consultation

5.10.1 Participation:

Employees/Workers are involved in the identification of aspect and impact analysis, hazard identification and risk assessment, identification of effective controls measures. Employees are also involved in the development of HSEQ objectives. During risk assessment and determination of control, due consideration is given to identify HSEQ objectives. Workers are involved in incident reporting and investigation; details of reporting are recorded in the incident log.

5.10.2 Consultation on Health and Safety matters:


The Manager, HSEQ shall organizes **quarterly safety committee** meeting with employee representatives/CFT members. The agenda for the meeting includes:

1. Review of systems to manage OH&S risks.
2. Evaluation of change that may affect workplace safety and health.
3. Discussion of other health and safety matters

Input for the meeting also includes feedback on concerns from interested parties. The decisions and further actions are recorded by the committee secretary or his designate and circulated to the concerned personnel for action. The HSEQ supervisor maintains minutes of safety committee meetings for reference.

6.0 Document / Record reference:


S. No.	Document /Record Description	Reference No.

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01.	Incident Log	FCL-HSEQ-HS-REG-002
02.	Customer Complaints register	
03.	Customer Feedback form	
04.	Minutes of Meeting (Safety Committee)	

7.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	06/12/2025	All		Updates and Reference	EM

 FALCON CORPORATION LIMITED	PROCEDURE FOR ADDRESSING RISKS AND OPPORTUNITIES		
	Issued by	Reference	Date
	HEAD, HSEQ	FCL-HSEQ-P-600	06/12/2025

**PROCEDURE
FOR
ADDRESSING RISKS AND OPPORTUNITIES**

 FALCON CORPORATION LIMITED	PROCEDURE FOR ADDRESSING RISKS AND OPPORTUNITIES		
	Issued by	Reference	Date
	HEAD, HSEQ	FCL-HSEQ-P-600	06/12/2025

1.0 PURPOSE:

To establish, implement and maintain a procedure for addressing the risks and opportunities applicable to the management system, including those related to environmental aspects, occupational health and safety hazards, and quality processes, and activities within the operations of Falcon Corporation Limited and as applicable to the identified environmental aspects & OH&S hazards which are covered under the scope of HSEQ Management system.

2.0 SCOPE:

This procedure covers the method to determine and assess risks and opportunities related to the context of organization, processes, activities, product and services, environmental aspects, and occupational hazards of Falcon Corporation Limited.

3.0 RESPONSIBILITY:

Senior Management Team

- Identification of corporate HSEQ risks and opportunities
- Review of HSEQ risks and opportunities and take mitigating actions
- Consider HSEQ risks and opportunities when making decisions

Risk Management Team


This comprises the Head, Enterprise Risk Management and all Process Heads.

- Quarterly high-level review of the HSEQ risks and opportunities register and mitigation of the HSEQ risks and opportunities, ensuring that the risk management process works properly
- Identification of additional corporate HSEQ risks and opportunities

Process Heads

- To identify HSEQ risks and opportunities to the achievement of their unit's business plan which might also be corporate HSEQ risks and opportunities and advise senior management team and Risk Management Team of such HSEQ risks and opportunities.
- To identify any relevant mitigating actions including those within their unit's business plan and to ensure the business plan is met

All Staff

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- To be alert to possible corporate HSEQ risks and opportunities and to raise HSEQ risks and opportunities they have identified with their managers

4.0 DEFINITION:

4.1 Risk: Effect of uncertainty.

4.2 Risks and Opportunities: Potential adverse effects (threats) and potential beneficial effects (opportunities)

4.3 Hazards: source with a potential to cause injury and ill health

4.4 Legal requirements and other requirements: Legal requirements that an organization must comply with and other requirements that an organization chooses to comply with


4.5 Management system: set of interrelated or interacting elements of an organization to establish policies and objectives and processes to achieve those objectives

4.6 Process: Set of interrelated or interacting activities which transforms inputs into outputs

5.0 PROCEDURE:

5.1 Determination of Risks and Opportunities

- The Management with the support of Head, HSEQ shall consider the relevant issues, requirements of interested parties, and scope of the management systems from the context of organization, to determine the risks and opportunities that need to be addressed to a) give assurance that the HSEQMS can achieve its intended objective(s); b) prevent, or reduce, undesired effects, and c) achieve continual improvement.
- The risks and opportunities associated with quality performance of the system and processes are determined by the process owners with the support of the risk management team in order to address the risks and opportunities and assign priorities for improvement opportunities/actions.
- Risks and opportunities related to hazards and aspects from process activities, and other risks and opportunities, associated Legal and other requirements/compliance obligations are determined by the Head, HSEQ/CFT members with the support of the process owners, to address the risks and opportunities, and assign priorities for improvement opportunities/actions
- The risk-based process approach shall be adopted and shall involve assessment, control, communication and review of risks and opportunities. The risk determination process shall address “What might go wrong?” question relating to the identified

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sources of risk, including identifying the possible impacts. This shall provide the basis for further steps in the HSEQ risk management process.

5.2 Planning actions to Address Risks & Opportunities, and Evaluation of Effectiveness

- Actions to address risks and opportunities shall be proportionate to the potential impact on the conformity of products and services.
- Actions shall be determined and integrated into the management system and business processes with consideration for technological options, financial, operational, and business requirements
- Effectiveness of actions shall be evaluated periodically e.g., quarterly through reviews and analysis of related data and information that are based on established criteria as defined in the risk register.
- Records of identified risks and opportunities with appropriate actions to address them are documented in the Risks and Opportunities Register (FCL-HSE-F-610) for health and safety related risks & opportunities, and the Process Documents for quality related risks & opportunities.
- Prior to the implementation of all proposed actions to address the identified risks at the departmental levels, a second level review is conducted by the management team for appropriateness of all proposed actions.

6.2 Risk Assessment Methodology


A classical risk matrix and brainstorming methodology shall be adopted as a process for the assessment of risks and opportunities. This shall be based on HSEQ risk assessments beginning with a well-defined problem description or risk question. The estimation of the risk associated with the identified sources will be the qualitative or quantitative process of linking the likelihood of occurrence and severity of impacts.

As an aid to clearly defining the risk for risk assessment purposes, three fundamental questions shall be applied:

1. What might go wrong?
2. What is the likelihood (probability) it will go wrong?
3. What are the consequences (severity)?

6.2.1 Responsibility: Head, HSEQ

CONSEQUENCES (C)


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SCALE	LIKELY EFFECTS
5	Great effect
4	Considerable effect
3	Slight effect
2	Negligible effect
1	No effect

PROBABILITY (P)

SCALE	PROBABILITY (P)
1	Very Improbable
2	Not Probable
3	Rarely Occurring
4	From Time to Time
5	Fairly Regularly

Acceptable Risk	1 - 5	Accept or ignore
Medium Risk	6 - 15	Maintain existing control

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High Risk	16 - 25	Introduce new control to reduce impact
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6.0 Document / Record reference:

S. No.	Document /Record Description	Reference No.
1.	Risks and Opportunity Registers	HSE/F/610/001

7.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	21/02/2024	5.2	Planning actions to Address Risks & Opportunities, and Evaluation of Effectiveness	Included bullet Point Nos 5	EM
03	06/12/2025		All	Update of Roles & Responsibilities	EM



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**PROCEDURE FOR ADDRESSING RISKS AND
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**PROCEDURE
FOR
HAZARD IDENTIFICATION, RISK ASSESSMENT
AND DETERMINING CONTROL**

 FALCON CORPORATION LIMITED	PROCEDURE FOR HAZARD IDENTIFICATION, RISK ASSESSMENT AND DETERMINING CONTROL		
	Issued by	Reference	Date
	HEAD, HSEQ	FCL-HSEQ-P-612	06/12/2025

1.0 PURPOSE:

To establish, implement & maintain a documented procedure for ongoing identification of the hazards, assessment of risks, and determination of necessary control measures.

2.0 SCOPE:

Applicable for the activities, process, products & services covered under the scope of HSEQ Management System at Falcon Corporation Limited.

3.0 RESPONSIBILITY:

Head, HSEQ/HSEQ Committee Members.

4.0 DEFINITION

4.1 Hazard – source or situation with a potential to cause harm.

4.2 Risk – the combination of the likelihood and consequence(s) of a specified hazardous event occurring.

4.3 Normal – Is a condition/situation, which occurs whenever the activity/ service is carried out according to the planned arrangement. This may happen during routine activity.


4.4 Abnormal – Is a condition/ situation, which occurs due to deviation from planned arrangements. This may happen during a non-routine activity. e.g.: Potential risk of electrocution due to the short circuit while carrying out electrical maintenance.

4.5 Emergency – Is an undesirable situation resulting from unforeseen and uncontrollable events leading or having the potential to lead to intolerable consequences. e.g.: Fire in Control Room.

4.6 Routine – Daily activities/ Services carried out in the plant.

4.7 Non-routine – Occasional activities/ services carried out in the plant. These generally support activities comprising maintenance, hydrostatic testing of pressure vessel, etc.

4.8 Visitor – Is any person visiting the company and is not involved in carrying out any of the routine or non-routine activity e.g., Suppliers, Vendors, Consultants, Auditors, Neighbours, and the Legal Authorities.

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4.9 Risk assessment – Overall process of estimating the magnitude of risk and deciding whether the risk is tolerable or not.

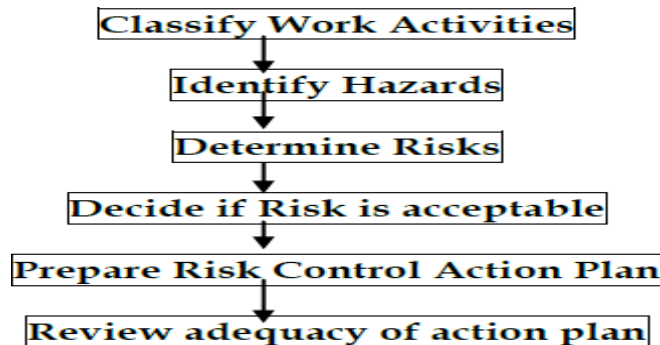
4.10 Acceptable risk – Risk that has been reduced to a level that can be tolerated by the organization having regard to its legal obligations and its own OH&S policy.

4.11 Site – A work area, the organizational unit that falls under the scope of the Falcon Corporation Limited HSEQ MS and within which an HSEQ MS is being implemented.

5.0 Introduction:

This procedure is designed for the identification of hazard, risk assessment and defining the necessary applicable controls methods. While defining, the organization has referred to the complexity of the operations, suitability of the methodologies of risk assessment, workplace conditions, and expert guidance.

The risk assessment process is based on the following steps:



6.0 PROCEDURE – Details:


6.1 Hazard Identification:

6.1.1 Responsibility: Head, HSEQ

6.1.2 Activity

The OHS risks shall be identified through Cross Functional Team and Head, HSEQ and the following points shall be considered:

- Adverse conditions – routine / non-routine / emergency
- Past, present and future situations.

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- Maintenance, purchasing activities.
- Human factors such as fatigue, stress, abnormal
- Working postures, ergonomics, etc.
- Housekeeping
- Material handling
- Working on different premises
- Working in a hazardous area having chemical, fire/explosion hazards.
- Risks on account of statutory/legal requirement.

Note: – All these considerations shall apply to normal /abnormal/emergency conditions in which a risk may be present.

6.2 Risk Assessment

6.2.1 Responsibility: Head, HSEQ

6.2.2 Activity

- At least once in 6 (six months), the Head, HSEQ/CFT members shall identify the possible loss, exposures to worker, material & equipment through brainstorming, task observation.
- Analysis, physical visit to the work area and reviewing and conducting the general risk assessment especially for new/modified activities.


Note: – Identification of risks based on other factors like accidents, incidents, and reports of planned inspections/task observation/critical task analysis/ Safety Audit/Internal and External Audits shall also be done.

6.3 Occupational Health & Risk Evaluation

6.3.1 The Head, HSEQ/CFT shall evaluate the risks for people, assets, environment, and reputation identified through the above methods, in HIRA through giving consequence and probability ratings, which shall be recorded in the HIRA register to arrive at Risk Score/Level for each Risk identified.

The HIRA register shall be reviewed and updated at least once a year by HSEQ/CFT and the HIRA register updated as required.

All the risks with risk Level of 15 and above shall be taken as significant risks and for these, where appropriate, Work Instructions / Occupational Health & Safety Management

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Programmes (OH&S MP) shall be prepared to detail time frame, responsibilities, and the actions to be taken to achieve the set objectives and targets. The above programs shall be approved by Head, HSEQ

6.4 Impact Evaluation Guidelines


1. CONSEQUENCES (C)

The planning committee shall ensure that the OH&S risks and determined controls are taken into account when identifying hazards, and Risk Matrix, the Head, HSEQ will tally Hazard Identification Risk Assessment (HIRA) considered and rank them for their consequences.

SCALE	PEOPLE	ASSETS	ENVIRONMENT	REPUTATION
1	No Injury	No Damage	No Impact	No Impact
2	Slight Injury	Slight Damage	Slight Impact	Slight Impact
3	Minor Injury	Minor Damage	Minor Impact	Limited Impact
4	Major Injury	Local Damage	Localised Impact	Considerable Impact
5	Single Fatality	Major Damage	Major Impact	Major National

2. PROBABILITY (P)

Probability due to injury, first aid, incident/accident, exposure to chemical, etc. it comes to the rating scale, the Head, HSEQ should consider normal operating conditions, abnormal


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conditions (i.e., shut down & start-up) as well as the risk associated with reasonably foreseeable or fire situations.

SCALE	PROBABILITY (P)
1	Rare: Not expected nor anticipated to occur in the operation
2	Unlikely: Not expected to occur in 10 - 25 years of operation
3	Possible: Very rare, not more than once in 5 - 10 years of the operation
4	Likely: Expected to occur at least once in 1-5 years in the operation.
5	Almost Certain/Frequent: Likely to occur several times a year in the operation

3. CRITERIA RISK LEVEL (RL)

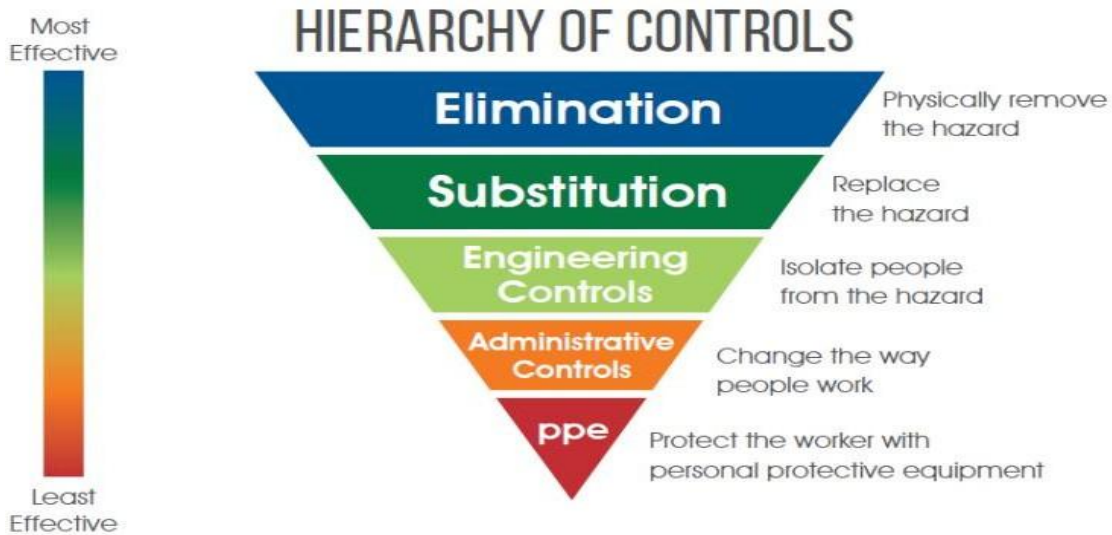
	SCALE	CRITERIA	JUSTIFICATION / EXPLANATION
RISK LEVEL (RL)	1	0 to 5	Manage For Continuous Improvement
	2	5 to 12	Incorporate Risk Reduction Measures

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	3	15 to 25	Intolerable, Adopt HSEQ Case
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Head, HSEQ/CFT shall review and make the corresponding changes in HIRA half yearly or as and when needed to determine other aspects that can still be considered in setting objectives, program, operational controls, and new rating of previously identified significant risk.

6.3.2 Controls: Having evaluated the levels of risks, the team shall apply the hierarchy of control measures for the elimination of hazards and the reduction of OH&S risks. The hierarchy of controls shall provide a structured approach to eliminating hazards and reducing or controlling OH&S risks. This approach involves prioritizing control actions in a sequential manner. Each control is considered less effective than the one above it. It is customary to combine several controls to effectively reduce the OH&S risks to a level that is as low as reasonably practicable. For the identified risks, the control measures shall cover existing proactive measures, and the reactive recovery measures with proposed management objectives for implementation.



Hazard elimination: Avoiding risks and adapting work to workers, (integrating health safety and ergonomics when planning new workplaces and creating a physical separation of traffic between pedestrians and vehicles). Removing the hazard; discontinuing the use of hazardous chemicals, applying ergonomic approaches when planning new workplaces such as the use of mechanized instead of manual packaging; eliminating monotonous work practices; removing fork-lift trucks from an area.

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Substitution: Replacing the dangerous with the lesser or non-dangerous (replacing solvent-based paint with water-based paint). Replacing the hazardous with less hazardous, changing slippery floor tiles, or lowering voltage, pressure or temperature requirements for equipment.

Engineering controls: Implementing collective protective measures (isolation, machine guarding, ventilation, noise reduction, etc.). Isolating people from hazard; implementing collective protective measures (e.g., isolation, machine guarding, ventilation systems); addressing mechanical handling; reducing noise; protecting against falls from height by using guard rails.


Administrative controls: Giving appropriate instructions to workers (lock-out processes, induction, forklift driving licenses, etc.). Conducting periodic safety equipment inspections; conducting training to prevent bullying and harassment; managing health and safety coordination with subcontractors' activities; conducting induction training; providing instruction on how to report incidents and nonconformities; changing the work patterns (e.g. shifts) of workers; reorganizing work to avoid lone working, unhealthy work hours, workload; managing a health or medical surveillance programme for workers who have been identified as at risk (related to hearing, hand-arm vibration, respiratory disorders, etc.); giving appropriate instructions to workers (e.g. entry control processes, emergency); safety signs

Personal Protective Equipment (PPE): Providing PPE and instructions for PPE use/maintenance (safety shoes, safety glasses, hearing protection, chemical and liquid resistant gloves, electrical protection gloves, etc.). Providing adequate PPE, including clothing and instructions for PPE utilization and maintenance (e.g., safety shoes, safety glasses, hearing protection, gloves).

In applying the hierarchy of controls, consideration shall be given to the relative costs, risk-reduction benefits, and reliability of the available options.

7.0.DOCUMENT / RECORD REF:


S/No.	Document /Record Description	Reference No.
1	HIRA Register	FCL-OHS-F-612/01

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2	FCL Regulatory Register	FCL-LRC-LG-REG-003
3	FCL Regulatory Compliance Matrix	FCL-HSEQ-CR-01 rev 2

8.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	17/11/22	6.3.1	2	Inclusion of frequency of review of the HIRA register	EM
03	06/12/25	All		Minor changes, including change in roles	EM

 FALCON CORPORATION LIMITED	PROCEDURE FOR IDENTIFICATION AND EVALUATION OF ENVIROMENTAL ASPECTS		
	Issued by	Reference	Date
	HEAD, HSEQ	FCL-HSEQ-P-612-002	06/12/2025

**PROCEDURE
FOR
IDENTIFICATION AND EVALUATION OF
ENVIROMENTAL ASPECTS**

 FALCON CORPORATION LIMITED	PROCEDURE FOR IDENTIFICATION AND EVALUATION OF ENVIROMENTAL ASPECTS		
	Issued by	Reference	Date
	HEAD, HSEQ	FCL-HSEQ-P-612-002	06/12/2025

1.0 PURPOSE:

To establish, implement & maintain a systematic process for the identification and evaluation of all environmental aspects of activities, products, and services within the scope of Falcon Corporation Limited's HSEQMS and for determining and manage those aspects that have or may have significant impacts on the environment.

2.0 SCOPE:

This procedure applies to all the activities, processes, products & services within the defined scope of HSEQMS.

3.0 RESPONSIBILITY:

The HSEQ unit under the coordination of the Head, HSEQ seeks input from process heads in identifying, and evaluating aspects and impacts from various unit before approval, communications and retention of the register for record purpose.

4.0 DEFINITION

4.1 Aspect: Element of an organization's activities, process, products, and services that can interact with the environment.

4.2 Impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from the organization's activities, process, products, and services.


5.0 PROCEDURE – DETAILS:

5.1 Head, HSEQ shall identify the HSEQ CFT Members from all departments for effective implementation of HSEQMS. List of HSEQ CFT members shall be reviewed by the Head, HSEQ and approved by the CEO.

5.2 Head, HSEQ/CFT conducts the overall process of identifying environmental aspects & impacts.

5.3 Head, HSEQ/CFT conduct an Initial Environmental review considering the following:

- Identification of legal requirements
- Emission to air

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- Discharge to water
- Waste management practices.
- Use of natural resources such as water, electricity, energy and diesel are considered as a business concern.
- Existing procedure dealing with contractual activities etc.,

5.4 During the study, all the areas/departments under Falcon Corporation Limited premises are covered and due consideration given to emergency situations.

5.5 Head, HSEQ/CFT shall identify the environmental aspects & impacts associated with the activities, processes, products, and services of Falcon Corporation Limited including planned/new developments, new or modified activities, process, products, and services. The Environmental Aspects identified shall be such that Falcon Corporation Limited can exercise direct control over them, or it can have influence with consideration for life cycle perspective.

5.5.1 Identifying activities, processes, products, and services:


1.) Activities: The first step is to categorize activities, processes, products and services of Falcon Corporation Limited. The activities, processes, product and services at Falcon Corporation Limited premises and field operations are identified in each department. There can be more than one aspect for each activity and an aspect can have as its source more than one activity.

2.) Products: The product is the outcome of the processes and or operations which may or may not have an impact on the Environment. Thus, the processes/operations directly related to the field operations will be considered to identify the related environmental aspects & impacts with consideration for life cycle perspective.

3.) Services: Services have been classified into the categories listed below:

1. Services provided by Falcon Corporation Limited such as the Construction of Natural Gas Infrastructure.
2. Services obtained from the third parties : Contractors, OEMs etc.,


5.5.2 Identifying Environmental Aspects & Impacts: The second step is to identify the aspects associated with the identified activities, process, product and services. Aspects/ Impacts associated with activities, process, product & services shall be identified considering impacts and output associated with operations giving due consideration to normal, abnormal operating conditions, start-up and shutdown as well as foreseeable emergency situations.

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Aspects are also identified where Falcon Corporation Limited established direct control and over which they can have an influence. The aspects are identified in the following classes:

1. Emissions of gas
2. Discharge to water
3. Spillage of oils
4. Waste management practices
5. Noise pollution
6. Hazardous waste management e.g., Condensate
7. Energy consumption
8. Material use/consumption
9. Recycling and re-use
10. The emergency situation during all activities etc.,

Relation between Activity, aspects, and Impact


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ACTIVITY	ASPECTS	IMPACTS
Receiving and Distribution of Natural Gas	Gas Emissions	Air Pollution/Degradation
Construction and Operation of Equipment	Use of Materials	Depletion of Natural resource
Changing of Oil e.g., Maintenance of generator set	<ul style="list-style-type: none"> ▪ Use of Oil, Absorbents ▪ Spills 	<ul style="list-style-type: none"> ▪ Consumption of Natural Resources ▪ Increase Landfill Space ▪ Degrade Water
Office Air Conditioning	Energy Consumption	Use of Natural Resources
Landfilling	Disposal	Contamination of land
Water Consumption	Water discharge	Erosion
Generation of Solid Waste	Land Usage	Community environment
Toilet flushing and Hand Washing	Water Usage	Use of natural resources
Paper Usage	Used Paper	Use of natural resources

5.5.3 Significance Evaluation of Environmental Aspects

The Head, HSEQ/CFT considers the following in evaluating environmental aspects:

- Gas Emissions
- Water Effluents
- Solid and Hazardous Wastes
- Land Use
- Contamination of Land and Raw Materials
- Resource Use
- Local Issues; Normal and Abnormal Conditions such as noise, odour, dust, traffic, etc.


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The environmental aspects are evaluated for their significance according to the four criteria listed in Table below, one by one. A score of “1” or “0” will be assigned. If an environmental aspect scores “1” for a criterion, it is considered as a significant environmental aspect (SEA) and evaluation against the remaining criteria is not necessary (denoted by “-“in the Register of Environmental Aspects). If an environmental aspect scores “0” for a criterion, it shall be evaluated by the remaining criteria one by one. If an environmental aspect scores “0” for all 4 criteria, it is regarded as insignificant.

Significant Environmental Aspects shall be taken into account in establishing, implementing and maintaining the EMS, they shall be managed by operational control procedures or by establishing, improvement objectives and targets.

Table 1 - Score assignment for evaluation criteria

Evaluation criteria	Conditions	Score
Legal requirement	The aspect is legally, and contract regulated.	1
	The aspect is not legally regulated.	0
Environmental consequence	Expected release of pollutants of severe environmental consequence	1
	Unexpected situation such as emergency may cause uncontrolled release of pollutants, or serious damage to flora, fauna or historical heritage.	1
	With respect to the Risk Matrix, risk values between 5-16	1
	With respect to the Risk Matrix, risk values between 1-5	0
	The aspect does not have potential environmental impacts of severe consequence.	0
Use of materials	Large consumption of materials with significant potential to reduce, reuse and recycle.	1
	Consumption of materials that are hazardous in nature and can be replaced by more environmentally benign alternatives.	1
	Consumption of materials that originate from environmentally sensitive sources.	1

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	Consumption of materials that have little or no potential for reduce, reuse, recycling, replacement, and are not from environmentally sensitive sources.	0
Corporate concerns	Falcon Corporation Limited has received valid, justifiable complaints for similar situations previously.	1
	The aspect concerns suppliers' or contractors' activities and can potentially be influenced by Falcon Corporation Limited.	1
	The aspect is about selection of suppliers or contractors	1
	The aspect is a corporate concern reflected in the corporate policy	1
	None of above	0

5.5.4 Development and Updating of the Register of Environmental Aspects


The HSEQ Committee shall identify environmental aspects and evaluate their significance through the following steps. The result shall be shown in the Register of Environmental Aspects. The information provided for each aspect shall include:

- The process / activity where the aspect is identified;
- A brief description of the aspect;
- The environmental impacts expected to result from the aspect;
- Score of the aspects based on the evaluation criteria;
- The control mechanism for each significant environmental aspect (e.g., operational control procedures, objectives, and targets)

The members of HSEQ Committee shall prepare and review the Register of Environmental Aspects for approval by the Executive Management. The Register shall be updated:

- on a regular basis after the Management Review as necessary; and
- Whenever planned or new development, or new or modified activities, products or services are introduced by Falcon Corporation Limited or its contractors and suppliers.

5.5.6 Review of Significant Impact Study:

 FALCON CORPORATION LIMITED	PROCEDURE FOR IDENTIFICATION AND EVALUATION OF ENVIROMENTAL ASPECTS		
	Issued by	Reference	Date
	HEAD, HSEQ	FCL-HSEQ-P-612-002	06/12/2025

Any new aspects identified are rated for finding significant impact. In the significant impact study, the rating allocated may be re-rated annually to know the effectiveness of Implementation of the system. In case of any change in rating guideline the rating of all aspects is conducted for the revised criteria in the guideline. The latest list of significant impacts is maintained by the HSEQ department. The change to documents is made as per document control procedure.

6.0 Document/ Record Ref:

S. No.	Document /Record Description	Reference No.
1.	List of HSEQ CFT Members	
2.	List of General Waste and Hazardous Waste	
3.	Aspect and Impact Register	FCL-EMS-F-612/02
4.	Legal Register	FCL-HSE-T-613

7.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM



FALCON CORPORATION LIMITED

**PROCEDURE FOR IDENTIFICATION AND EVALUATION
OF ENVIROMENTAL ASPECTS**

Issued by

Reference


Date

HEAD, HSEQ


FCL-HSEQ-P-612-002

06/12/2025

02	06/12/2025	All		Minor changes to Roles	EM

 FALCON CORPORATION LIMITED	PROCEDURE FOR LEGAL AND OTHER REQUIREMENTS/COMPLIANCE OBLIGATIONS		
	Issued by	Reference	Date
	HLRC	FCL-HSEQ-P-613	06/12/2025

**PROCEDURE
FOR
LEGAL AND OTHER
REQUIREMENTS/COMPLIANCE OBLIGATIONS**

 FALCON CORPORATION LIMITED	PROCEDURE FOR LEGAL AND OTHER REQUIREMENTS/COMPLIANCE OBLIGATIONS		
	Issued by	Reference	Date
	HLRC	FCL-HSEQ-P-613	06/12/2025

1.0 PURPOSE:

To establish, implement and maintain a procedure for identification of legal and other requirements to which Falcon Corporation Limited subscribes to and to identify how legal & other requirements are applicable to identified environmental aspects, OH&S hazards, and product quality covered under the scope of HSEQMS.

2.0 SCOPE:

This procedure covers the method to identify and have access to applicable Legal and other requirements related to activities, processes, product, and services of Falcon Corporation Limited.

3.0 RESPONSIBILITY:

Legal Regulatory and Compliance Team Members (LRCTM): The Legal Regulatory and Compliance Team Members shall consist of the members of the LRC Unit led by the Head, Legal and Regulatory Compliance with the support of the Head, HSEQ

4.0 DEFINITION:

4.1 Legal Requirements: These are regulatory requirements as defined by the Federal, State and local regulatory authorities' obligations or expectations that Falcon Corporation Limited must identify and comply with.


4.2 Other Requirements: Additional obligations that Falcon Corporation limited chooses to comply with such as customer specific requirements, financial or, corporate standards and any other contractual agreements with third parties.

5.0 PROCEDURE:

5.1 The Regulatory Compliance Register is to be compiled and periodically updated by the Head, LRC/ LRCTM, along with the frequency of Regulatory Compliance health check audits by the team whilst maintaining an enterprise-wide matrix/records

5.2 The Head, Legal & Regulatory Compliance shall where applicable obtain requisite legal information to update the Regulatory Compliance Register by referring to any of the following: .

- National Assembly/State Houses of Assembly of Nigeria

 FALCON CORPORATION LIMITED	PROCEDURE FOR LEGAL AND OTHER REQUIREMENTS/COMPLIANCE OBLIGATIONS		
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- Notifications from relevant Federal and State Government, Ministries, parastatals, local councils
- Information in Newspapers.
- Information from relevant International/National bodies and Standards, where applicable
- By referring to existing or amended statutory provisions
- Through visiting the website to get information on the latest updates

5.3 The LRC team will support and check that the relevant process owner ensures the application or renewal of Consents/Licenses/Authorization under Government statutory requirements and are submitted in advance as specified under the law/policy. Renewal frequency mentioned in the list of legal and other requirements may be subject to change/alteration as per notification/ correspondence from the government authorities from time to time. Responsible persons shall communicate relevant information on legal and other requirements to all concerned.

5.4 The following are the other requirements pertaining to the Environmental aspects / OH&S Hazards, and Quality of the activities, processes, products & services, which are to be complied with:

- **Customer Specific Requirements** – Business Development and Strategies Department is responsible for receiving the requirement from the Customer and forward it to the concerned department to ensure fulfilment.
- **The statutory requirement by Financial Institutions** – Some of the financial institutions, Banks, Insurance companies may require the organization to comply with certain statutory norms. Finance dept. shall identify and comply with those requirements, and they are responsible for receiving and responding to the fulfilment of above.
- **Corporate specific Requirements** – Management through the legal department shall identify any corporate specific requirements and incorporate the same and periodically check for compliance.
- **Agreement with Public Authorities** – Public authorities like social bodies or Industrial development authorities may require the organization to comply with their requirements. Community Relations Supervisor is responsible for receiving and responding to ensure fulfilment of such requirements.

5.5 Legal Regulatory Compliance requirements applicable to environmental aspects, OH&S Hazards, and product quality are identified in the Regulatory Compliance Register,

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Legal Regulatory Compliance requirements applicable to environmental aspects & OH&S hazards are also referenced in the enterprise-wide regulatory compliance matrix periodic Report .

6.0 Document / Record reference:


S. No.	Document /Record Description	Reference No.
1.	REGULATORY COMPLIANCE Register	
2.	List of Legal Team Members	

7.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	06/12/25	All		Minor changes to Roles	EM

 FALCON CORPORATION LIMITED	PROCEDURE FOR IDENTIFICATION OF HSEQ OBJECTIVES, TARGETS, PROGRAMS, PLANNING		
	Issued by	Reference	Date
	EM	FCL-HSEQ-P-620	06/12/2025

**PROCEDURE FOR IDENTIFICATION
OF
HSEQ OBJECTIVES, TARGETS, PROGRAMS/PLANNING**

 FALCON CORPORATION LIMITED	PROCEDURE FOR IDENTIFICATION OF HSEQ OBJECTIVES, TARGETS, PROGRAMS, PLANNING		
	Issued by	Reference	Date
	EM	FCL-HSEQ-P-620	06/12/2025

1.0 PURPOSE:

To establish, implement & maintain a procedure for setting HSEQ objectives and targets and developing the HSEQ Management Programme and Planning for achieving HSEQ objectives and targets.

2.0 SCOPE:

Applicable to the activities, processes, products, and services of Falcon Corporation Limited covered under the scope of HSEQ Management Systems.

3.0 RESPONSIBILITY:

Management/Respective Dept. Heads

4.0 DEFINITION:

4.1 Objective – Overall HSEQ goal arising from the HSEQ Policy that an organization sets itself to achieve, and which is quantified where practicable.


4.2 Targets – Detailed performance requirement, quantified where practicable applicable to the organization or part thereof, that arises from the HSEQ objectives and that needs to be set and met in order to achieve those objectives.

4.3 HSEQ performance – measurable results of the HSEQ Management System, related to an organization's control of its product Quality, environmental aspects, and OH&S Hazards, based on its HSEQ policy, objectives, and targets.

5.0 PROCEDURE:

5.1 HSEQ objectives and targets are established within the context of Falcon Corporation Limited and are decided based on:

1. HSEQ Policy – Objectives to be in line with the stated HSEQ Policy
2. Legal and other requirements- whether the Quality, Aspect/Hazard is a legal requirement and present status with respect to the consent/legal requirement.
3. Technological options – whether it is technically possible to reduce the Scale of the Aspect/Hazard/Quality

 FALCON CORPORATION LIMITED	PROCEDURE FOR IDENTIFICATION OF HSEQ OBJECTIVES, TARGETS, PROGRAMS, PLANNING		
	Issued by	Reference	Date
	EM	FCL-HSEQ-P-620	06/12/2025

4. Financial requirements- whether a financial budget is available for Implementing the necessary change
5. Operational requirements– what will be the operational control to manage product quality, customer satisfaction, and to reduce the impact/ risk
6. Business requirements – whether the objective will be important from the business point of view.
7. Views of interested parties – Views/concerns of interested parties and what should be the control and whether it will be beneficial for them.

5.2 Executive Management with the support of the Departmental heads shall review the quality parameters, significant aspects, and hazards, and consider for setting as objectives.

5.3 Also whenever product quality, aspect/hazard is leading to a business concern, management can decide on taking it as an objective, as policy decision along with the other set objectives.

5.4 The reviews of the above considerations are recorded in the establishment of HSEQ objectives. Process Owners shall be involved in setting the HSEQ objectives.

5.5 Wherever financial implications are required; process owners shall discuss with Chief Executive Officer for obtaining necessary approvals.


5.6 Process shall maintain establishment of HSEQ Objectives, Targets & Programme(s) / Planning.

5.7 HSEQ objectives and targets shall be established for each relevant function by Management/Heads of Dept. An up-to-date list of objectives and targets shall be maintained by the Head, HSEQ.

5.8 Evaluation of data from process work activities shall be performed to determine results achieved based on the set objective targets.

5.9 The list of HSEQ objectives and targets shall be communicated to all the relevant departments and personnel for effective implementation of action plans and achievement of targets.

5.10 HSEQ objectives and targets shall be reviewed every year, if applicable, in light of new regulations, new projects and commitments and changes in operations, are updated.

 FALCON CORPORATION LIMITED	PROCEDURE FOR IDENTIFICATION OF HSEQ OBJECTIVES, TARGETS, PROGRAMS, PLANNING		
	Issued by	Reference	Date
	EM	FCL-HSEQ-P-620	06/12/2025

5.11 The Head, HSEQ shall develop a detailed HSEQ Management programme/planning for achieving the objectives. The programme/planning shall detail the action plan, responsibility, resources, time frame and the method of evaluation by which the HSEQ objectives can be achieved. The Chief Executive Officer or the Designee shall approve the HSEQ Management programme/planning.

5.12 Department/Process Heads shall review periodically, the progress of activities detailed in the programme/planning for implementation and its effectiveness. In case of any deviations or changes required in the programme/planning, Head, HSEQ shall amend the programme/planning in consultation with HODs & it shall be discussed during Management Review Meeting for final approval and updating of the documented programme/planning accordingly. Progress of Management Programme/planning shall be recorded in the Management Programme monitoring report every quarter based on the target of Management Programme/Planning.

5.13 The status of the HSEQ objectives and Management programme/planning shall be reviewed by the Chief Executive Officer or designate whenever there is a project related to new or modified activities, processes, products, or services.


5.14 The progress of the Management Programme/planning is monitored activity-wise, and details are recorded. Once the Management Programme is completed, the status of completion is recorded/reported and operational control/ Work Instructions shall be established if required for monitoring.

5.15 The status of the HSEQ objectives and Management programme/planning shall be reviewed in Management review meetings.

5.16 The HSEQ policy and objectives shall be reviewed and revised based on the progress, changing circumstances and as a commitment for continual improvement.

6.0 Document / Record reference:


S. No.	Document /Record Description	Reference No.
1	EMS Aspects and Impacts Register	FCL-EMS-F-612

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	Issued by	Reference	Date
	EM	FCL-HSEQ-P-620	06/12/2025


2	HIRA Register	FCL-OHS-F-612
3	Product Quality Specifications	N/A
4	HSEQ Objectives, Targets, and Programme/Planning	N/A

7.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	10/11/22	5.8	-	Inclusion of evaluation of data from process work activities ...	EM
03	06/12/25	All		Minor changes to roles	EM

 FALCON CORPORATION LIMITED	PROCEDURE FOR COMPETENCE, TRAINING AND AWARENESS		
	Issued by	Reference	Date
	Human Resources	FCL-HSEQ-P-700	06/12/2025

**PROCEDURE
FOR
COMPETENCE, TRAINING AND AWARENESS**

 FALCON CORPORATION LIMITED	PROCEDURE FOR COMPETENCE, TRAINING AND AWARENESS		
	Issued by	Reference	Date
	Human Resources	FCL-HSEQ-P-700	06/12/2025

1.0 PURPOSE:

To establish, implement & maintain a systematic process for ensuring that all the personnel working for or on behalf of Falcon Corporation Limited are competent, appropriately trained and aware of the requirements of Health, Safety, Environment, and Quality Management System, including those whose work may affect the quality of the product, or pose significant risk to health, safety or the environment.

2.0 SCOPE:

This procedure applies to all permanent employees, contract staff & personnel working under the control of Falcon Corporation Limited, whose activities can influence the performance or effectiveness of the Health, Safety, Environment, and Quality Management System.

3.0 RESPONSIBILITY:

Head Human Resources and Administration


The Head Human Resources and Administration, is responsible for overseeing implementation of this procedure and ensuring that competence, training, and awareness requirements are effectively established, maintained, and reviewed.

4.0 DEFINITIONS:

4.1 Training – Includes all forms of teaching or development skills and knowledge including on job experience and background education that relates to specific useful competencies.

4.2 Awareness – This refers to comprehensive understanding of Quality, Environment & Safety Management System.

4.3 Competence – The demonstrated ability of personnel to apply knowledge and skills to achieve intended results in a manner that meets defined education, training, and experience requirements. All employees or personnel working for or on behalf & under the control of Falcon Corporation Limited whose jobs can affect the quality of the product, as well as the health, safety, and environment, shall be competent. This means that the education, experience and training requirements for that job must be defined, and the employee must meet the requirement.

 FALCON CORPORATION LIMITED	PROCEDURE FOR COMPETENCE, TRAINING AND AWARENESS		
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	Human Resources	FCL-HSEQ-P-700	06/12/2025

5.0 PROCEDURE:

At Falcon Corporation Limited, training is conducted across the organization on various topics as covered in the training plan. This is to ensure that the employees are adequately made aware of:

The importance of conforming with the HSEQ policy and organizational related objectives

- Their contribution to the effectiveness of the HSEQ management system, including the benefits of improved performance, and the ability to fulfil compliance obligations.
- The implications and consequences of not conforming with the HSEQ management system requirements.
- The control methods derived to reduce the significance of the significant environmental aspects & OH&S hazards identified in the area.
- Procedures for emergency preparedness and response.
- The actual or potential Environmental and OH&S Impacts of their work and the appropriate corrective actions to mitigate them.


5.2 Competency, Training & Awareness:

Employees working or working on behalf & under the control of Falcon Corporation Limited in the areas where quality and significant aspects/hazards have been identified are trained to build competency for handling the quality and significant aspects/hazards and ensuring performance and effectiveness of the HSEQ management system. The Head, Human Resources and Administration retain the records of competency. Team members of the department within the scope of HSEQ are responsible for ensuring that the appropriate training, awareness, and competence requirements have been defined and met. The associated records of competency are retained by the HHRA as relevant for fulfilling the requirement of competency.

5.3 Organizational Knowledge:

The management team is responsible for determining the organizational knowledge necessary for the operation of processes to achieve conformity of products and services, and to minimise the impact of aspects and hazards during operations.

5.3.1 Organizational knowledge includes information such as intellectual property and lessons learned. Knowledge is obtained through:

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	Issued by	Reference	Date
	Human Resources	FCL-HSEQ-P-700	06/12/2025

- Internal sources such as from the information sharing sessions on the lessons learnt at the operational meetings, capturing undocumented knowledge and experience of internal experts, and identifying opportunities and risks.

- External sources such as the industry sector, operational standards, and knowledge gathered from the customers and providers.


- Organizational Knowledge is being maintained in documented procedures and work instructions, Industry Standards and operating manuals, training reports, as well as the undocumented knowledge and experience of internal experts.

- Whenever there is need to address changes in the organizational knowledge, the organization considers its current knowledge and determine how to acquire or access any necessary additional knowledge either through mentoring, provision of training, the reassignment of current employees, or the hiring or contracting of competent personnel or experts.

5.4 Identification of Training Needs and Training Calendar:

The training needs pertaining to the Health, Safety, Environment, and Quality Management system are identified:

1. At the start of the implementation of the HSEQ Management System – a training plan is derived for all depts. where the common topics of training are identified. The HR ensures that adequate resources are available to allow the employee to receive all appropriate training. If adequate resources are not available, the HR develops a plan for completion within a reasonable time frame.
2. On activities with significant impacts/hazards, and product quality.
3. On operation control procedures
4. On incidents that have discrepancies
5. On emergency situations
6. After audit from its observations
7. Change in the management system, Introduction of new product/process/ services, which has significant aspects/hazards.
8. Induction of new employee based on skill/competency requirements of the person.
9. Change in responsibility is based on the skill evaluation, which is kept as the base to analyse his functional competency against the requirement for the relevant function or position.

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10. Based on the competence defined for specific significant process/activity.


Annual Training Calendar is prepared based on the above-mentioned points. After the conduct of training, attendance records are maintained. Training programs are conducted based on the responsibility and ability of the personnel, language & literacy. Competent personnel/Agency/qualified trainer will conduct the training on the HSEQ Management system. Effectiveness of training will be evaluated by concerned process head. If found not effective re-training will be planned & associated records will be maintained by HRA department

6.0 Document / Record reference


S. No.	Document /Record Description	Reference No.
1.	Skill Matrix	
2.	Training Calendar	
3.	Training Need	
4	Training Attendance Sheet	
5	Training Feedback & Evaluation	

7.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	10/04/23	3.0 & 5.2		Change in designation from HHR&A to GMCS	EM
03	06/12/25	All		Minor Changes to Roles	EM

 FALCON CORPORATION LIMITED	PROCEDURE FOR DOCUMENTED INFORMATION		
	Issued by	Reference	Date
	Technical Services	FCL-HSEQ-P-750	06/12/2025

**PROCEDURE
FOR
DOCUMENTED INFORMATION**

 FALCON CORPORATION LIMITED	PROCEDURE FOR DOCUMENTED INFORMATION		
	Issued by	Reference	Date
	Technical Services	FCL-HSEQ-P-750	06/12/2025

1.0 PURPOSE

The purpose of this document is to establish Falcon Corporation Limited document control process and standards for document management across all departments, and to ensure documents are created, classified, stored, maintained, and disposed of appropriately.

2.0 SCOPE

This document applies to all employees of FCL. The procedure applies to all documents held in any format, including but not limited to:

Reports
 Contracts
 Letters
 Policies
 Presentation
 Photographs
 Audio recordings
 Minutes of Meeting
 Memos

This procedure supersedes prior existing document and records management policy including as contained in FCL-QHSE-OHS-PR.04-Rev0_Documents and Records Management.


3.0 DEFINITIONS OF TERMS & ABBREVIATIONS

- **FCL** - Falcon Corporation Limited.
- **ARCHIVE** - Collection of records or documents that are in long term storage
- **MDC** - Manager Document Control
- **IT** - Information Technology
- **EDMS** - Electronic Document Management System for the creation, storage, and control of documents (in this case SHAREPOINT)
- **EM** - Executive Management

4.0 RESPONSIBILITIES:

Employees

- Comply with approved procedures for creating, numbering, revising, reviewing, approving, controlling, and accessing documents.
- Participate in document review when required.

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Manager Document Control

- Control documents in compliance with approved procedures.
- Manages the document control process.
- Provides user support to EDMS user.

Information Technology Support

- Create Sites on the EDMS for all departments
- Provide users support to members of staff
- Set permission and access control on the EDMS

Head of Departments

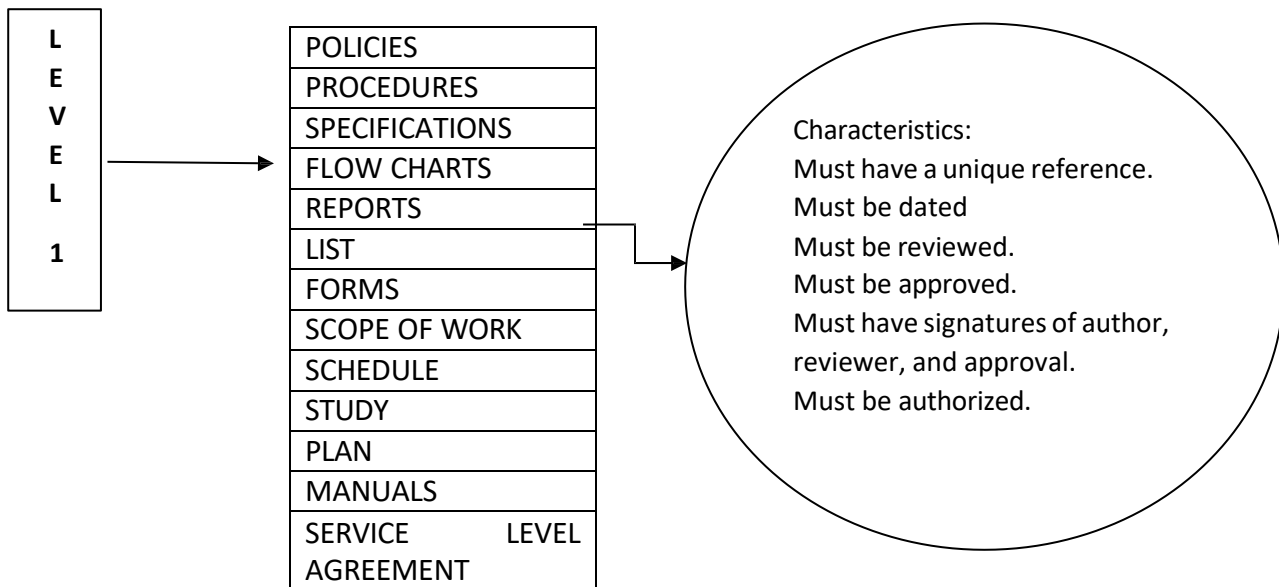
- As information asset owners, ensure all documents owned are managed in accordance with this procedure.
- Sell and drive the initiative to their team members.
- Maintain standards in relation to document management in their operations.


Executive Management

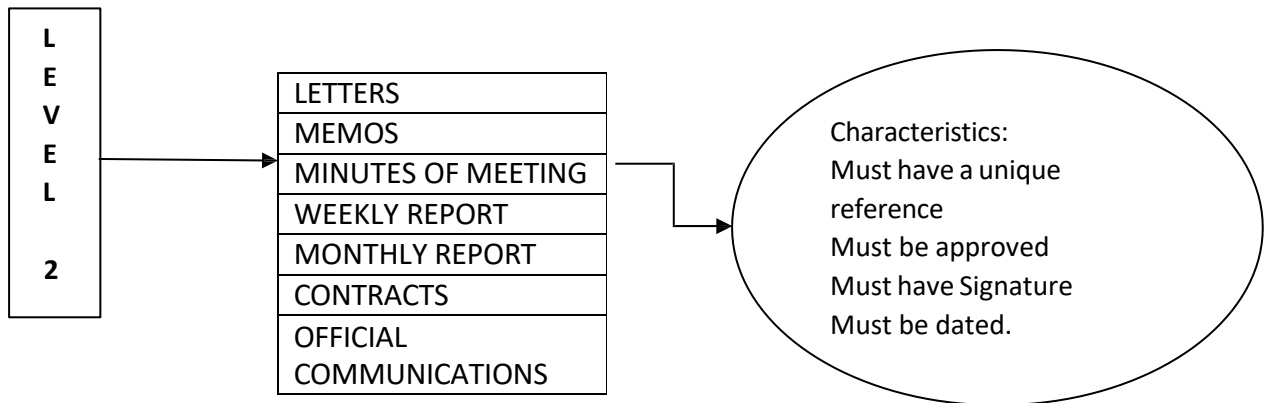
- Shall be the final authority to sign off on all policy documents.

5.0 DOCUMENT CLASSIFICATION

Documents (with the exception of photographs and audio recordings) shall be classified into two different groups for ease of identification and management.



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6.0 DOCUMENT FORMATTING


6.1 DOCUMENT IDENTIFICATION AND NUMBERING

Identification and numbering of documents ensures that files accessed are easily identified by users. The use of consistent naming conventions will improve efficiency and allow effective searching in the repository. This will enable user to quickly identify the nature of information contained within the document during search without having to open the document.


The set of codes and rules below shall apply:

Table 1

DEPARTMENT	CODE	UNIT	CODE
Executive Management	EM	Management	MG
Technical Services	TS	Project Operations	PJ OP
Human Resource & Admin.	HR&A	Information Technology Management Administration Human Resources	IT AD HR

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Business Development Strategy	BDS	Strategy and Corporate Planning Business Development	CP BD
Finance & Value Creation	FVS	Finance Value Creation	FI VC
Legal & Regulatory Compliance	LRC	Legal Corporate Communication	LG CC
Liquefied Petroleum Gas (Trading)	LPG	Trading Storage Shipping	TR ST SH
Health Safety Environment & Quality	HSEQ	Health & Safety Environment Quality	HS EN QL
Risk & Audit	IAC	Enterprise Risk Internal Audit & Control	ER IA

 FALCON CORPORATION LIMITED	PROCEDURE FOR DOCUMENTED INFORMATION		
	Issued by	Reference	Date
	Technical Services	FCL-HSEQ-P-750	06/12/2025

DOCUMENT TYPE	CODE
Policy	POL
Standard	STD
Procedure	PRO
Flow Chart	FLC
List	LIS
Manual	MAN
Plan	PLN
Specification	SPE
Report	REP
Letter	LET
Memo	MEM
Register	REG
Forms	FOR
Scope of Work	SOW
Schedule	SCH
Study	STU
Contract	CTR
Weekly Report	WRE
Monthly Report	MRE
Minutes of Meeting	MOM

Table 2


New document type/identification code may be identified or created where a document description or attribute cannot fit into any of the existing codes. Request to create new codes can be raised by any process unit and communicated to the Document Controller who seeks for EM approval. Such new codes can then be put to use pending the update and re-issue of the document control procedure.

All level one documents shall take the numbering convention:

Company Name - Department - Unit - Document Type - Serial Number
 FCL - HR&A - IT - PRO - 001

All level two documents shall take the numbering convention:

Company Name - Recipient - Department - Document Type - Serial Number
 FCL - LASIMRA - TS - LET - 011

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	Issued by	Reference	Date
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All files shall be named with the reference_title pattern:

FCL -BDS-BD-POL-009_Sample Policy

6.2 DOCUMENT LEGIBILITY

The legibility of all FCL created documents using MS office packages shall be maintained across all processes, only approved FCL templates shall be used. Below are specific requirements for fonts for body text.

Font – Calibri

Font size – 12

The only exception to this is for presentation purposes where MS PowerPoint and MsVisio are used.

7.0 HSEQ MANAGEMENT SYSTEM


The following numbering system shall apply to HSEQ Management System Documentation

FCL – AAA - B

Where AAA can represent any of the standards (HSEQ, EMS, OHS, QMS)

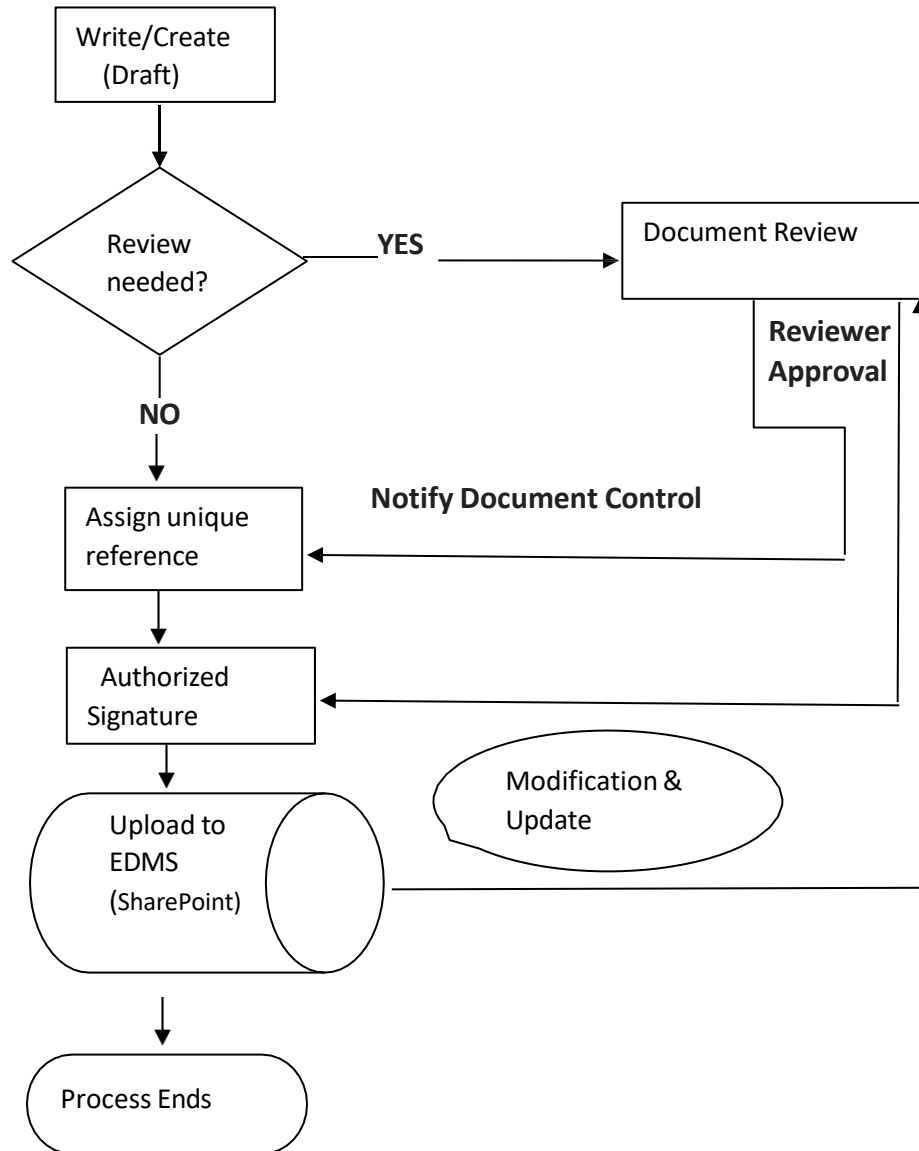
Where B can represent P for Procedure or F for a Form.

Example: FCL-HSEQ-P-750 means it is a Procedure relating to section 7.5 of the standard.

 FALCON CORPORATION LIMITED	PROCEDURE FOR DOCUMENTED INFORMATION		
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8.0 DOCUMENT CONTROL PROCESS FLOW CHART

Documents will be controlled within a defined document lifecycle process.



Photographs & Audio recordings shall have the approval of the executive management before upload into the repository.

9.0 CONTROLLED DOCUMENT MANAGEMENT PRACTICES

 FALCON CORPORATION LIMITED	PROCEDURE FOR DOCUMENTED INFORMATION		
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All documents that are reviewed and approved prior to issue and use, version controlled and has a life cycle are controlled. Below is the list of standard practices that must be adhered to when creating and handling documents for FCL:


- All documents must have a unique reference, title, date, and version number clearly stated on the document.
- Digital copies of document should never be emailed to a personal email account or stored in personal storage (excluding special exceptions where approval is sought)
- All controlled documents must be stored in SharePoint
- All documents must be shared from the source location rather than attaching to emails when possible.
- Unnecessary duplication of documents such as creating multiple copies, and storage on the local drive should be avoided.
- Previous version of documents should always be retained for historical, reference, and audit purpose.
- Final copies of document must be saved in PDF.
- Obsolete and documents that are no more relevant must not be deleted but move to archive until the retention period lapses.

10.0 DOCUMENT RETENTION & ARCHIVE


Records must be kept for as long as is required to meet operational, business, and legal needs. Documents that are accessed less frequently or has reached its assigned retention periods shall be archived in the archive folder on SharePoint and not deleted. All documents shall have a retention period of 7 years after becoming inactive and thereafter archived. Please refer to the document FCL-EPR-DCR-PR-001_Data Classification and Retention.

11.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	12/09/22			Various Changes	EM

 FALCON CORPORATION LIMITED	PROCEDURE FOR OPERATIONAL PLANNING AND CONTROL		
	Issued by	Reference	Date
	OPERATIONS	FCL-HSEQ-P-800	06/12/2025

**PROCEDURE
FOR
OPERATIONAL PLANNING AND CONTROL**

 FALCON CORPORATION LIMITED	PROCEDURE FOR OPERATIONAL PLANNING AND CONTROL		
	Issued by	Reference	Date
	OPERATIONS	FCL-HSEQ-P-800	06/12/2025

1.0 PURPOSE:

To provide a documented methodology for identifying operational controls, to meet the requirements for the provision of products and services, and for the identified significant aspects/hazards to improve and/or control where their absence could lead to deviation from the HSEQ Management system

2.0 SCOPE:

Applicable to all operations activities and supporting processes within the scope of the HSEQ Management System of Falcon Corporation Limited.

3.0 RESPONSIBILITY:

The Chief Technical Officer is responsible for ensuring that operational planning and controls are established, implemented, and maintained in accordance with this procedure.

4.0 DEFINITIONS:

4.1 Operational Controls – The planning and carrying out of operations and activities shall be in such a way that they are conducted under specified operating conditions. Operational controls may be documented through the use of Quality/Project plan, HSE plan, work instructions, operational procedures


5.0 PROCEDURE:

Operation


5.1 The Operational planning and controls is established to meet the requirements of the HSEQ management system including controls to ensure consistent acceptability of products and services, and to reduce significant impacts/risks to levels as low as reasonably practical.

5.2 Operational Controls relating to Health, Safety, Environment and Quality

5.2.1 Falcon Corporation Limited adopted the process approach to manage its operations. The Organization plans, implements, and control the processes needed to meet the requirements for the provision of its products and services, and to implement the actions in maintaining risks and opportunities related to the product realization process. The planning and control process involve;

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1. The requirements for products and service provisions are determined from clients requests (GSPA) and industry sector specifications.
2. Establishment of criteria for operational processes;
3. The operational processes are; Gas Conditioning & Distribution, Maintenance, Right of Way Surveillance.
4. QMS Supporting processes are: HSEQ, Project, Technical Procurement, Store, Community Relations, Internal Audit, Enterprise Risk, Business Development, LPG, Maintenance, Finance and Value Creation, Human Resources, Administration, Store, Information Technology, Procurement, Legal & Corporate Services.
5. Criteria for the supporting processes are established by identifying key performance measures for the processes. These criteria are monitored and measured to have confidence that the processes are carried out as planned. The processes shall be controlled in accordance with the established criteria through the documented process registers.
6. Acceptance criteria for products and services are established through the industry sector regulated specifications for the products and the requirements specified by the clients. These are monitored through the documented process registers for the operations processes.
7. Resources needed to achieve conformity to products and service requirements are determined during the process of reviewing client requirements and are managed through the process registers.
8. Restriction to access and control methodology through a locking device e.g., Inverter room and Server room etc.
9. Controls of the processes are monitored and implemented in accordance with the established criteria.
10. Documented information describing the operation processes and their controls with established criteria, is covered in the Process Registers.
11. Planned changes are controlled through the **Change Management Procedure** with actions to mitigate any adverse effects, as necessary. The change request form FCL/PROJ/F-24, Rev.2 shall be used to document this process.

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12. The outsourced processes such as independent testing and certification, calibration, repair and servicing of infrastructures and assets, fumigation, security are monitored and controlled.

5.2.2 The list of significant impacts/risks becomes the major input for the setting of operational control procedures. All significant impacts/risks are considered for conducting a study on the establishment of objectives and operational control procedures or work instructions.

5.2.3 Once the significant impacts/OH&S hazards are determined, the Head, HSEQ or designee implements the operational controls that are necessary to manage the aspects/risks associated with its activities and comply with applicable health and safety legal requirements. For all those activities calling for an operational control, the respective operational team members ensure that the operational controls are prepared and followed at the area of the significant impact/risk.


5.2.4 Operational control procedures are also made for activities significantly interacting with product/service quality and environment/safety e.g.: Field operations and activities.

5.2.5 The operational planning and control is achieved by identifying the acceptance criteria for products and services, and performance criteria for each process which may include:

- Customer complaints on product quality and service delivery
- The boundaries of each process and how they interact
- What resources are required to manage the process including leadership, equipment, time, human (competency and training aspects) and financial
- What documented information is required to aid management of the processes including procedures and safe systems of work
- The method in which changes to the process are planned and controlled including unintended events
- Application of legal and other requirements or manufacturer's instructions for equipment
- Engineering controls, for example, interlocked guards and exhaust systems

5.2.6 Method of controls of the processes shall include:

- The use of standard operating procedures and systems of work
- Ensuring the competence of workers
- Establishing preventive or predictive maintenance and inspection programmes
- Specifications for the procurement of goods and services

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- Application of legal requirements and other requirements or manufacturers' instructions for equipment
- Engineering e.g., Use of Pressure/safety relief valves, high temperature cut-off switches
- Administrative controls e.g., Use of PPEs, Signage etc.
- Adapting work to workers; for example, by
 1. Defining, or redefining, how the work is organized
 2. The induction of new workers
 3. Defining, or redefining, processes and working environments
 4. Using ergonomic approaches when designing new, or modifying, workplaces, equipment, etc.


5.3 Outsourcing

Procurement and outsourcing controls shall be ensured. The outsourced processes affected are controlled and the control of procurement of goods before their introduction are evaluated. Contractors also are considered as they can introduced different types and levels of quality, and aspects/OH&S risks. The Head, HSEQ ensures that the requirements of the management system are met by the contractors and their workers through defined selection and pre-qualification criteria and assessment.

5.3.1 The extent of control over outsourced function(s) or processes shall be based upon factors such as:

- The ability of the external organization to meet the Falcon's HSEQ management system requirements.
- The technical competence of the organization to define appropriate controls or assess the adequacy of controls.
- The potential effect the outsourced process or function will have on the organization's ability to achieve the intended outcome of its HSEQ management system.
- The extent to which the outsourced process or function is shared.
- The capability of the organization to achieve the necessary control through the application of its procurement process.
- Opportunities for improvement.

5.3.2 The controls shall include but not limited to contractual requirements, training, inspections, and risk assessments. Below is a list of examples of documented information relating to the procurement of products and services including contractor arrangements to be considered for retention.

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- Risk assessment and method statements between the organization and contractor
- Material safety data sheets
- Email exchanges relating to product/service quality, health & safety, and aspects
- Certificates of conformity
- Contractor permits and licenses
- Completed external provider questionnaires
- Worker training records

5.3.3 Management of change (*e.g., with technology, equipment, facilities, work practices and procedures, design specifications, raw materials, staffing, standards, or regulations*) is planned for in a systematic manner, by ensuring they do not introduce new or unforeseen quality/aspects/hazards or risks. Operational controls are also established and applied wherever quality, aspects, hazards & risks associated with changes.

The process of management of change shall be implemented through a requisition for change process for approvals and authorization (using change request form: FCL/PROJ/F-24, Rev. 2) after due consideration of the following and other relevant concerns where applicable;


- a) the purpose of the changes and their potential consequences;
- b) the integrity of the quality management system;
- c) the availability of resources;
- d) the allocation or reallocation of responsibilities and authorities.

5.3.4 Controls related to purchased goods, types of equipment & services including contractors & visitors related to the sites/workplace, environmental aspects & OH&S hazards will be identified during the procurement process for the purchase of goods & services. Guidelines for Contractors / Sub-Contractors & Service Providers shall be communicated to concerned suppliers and contractors.

5.3.5 The evaluation and re-evaluation process for all registered and approved outsourced processes, suppliers and contractors shall be conducted at defined intervals irrespective of the quantity of product and services purchased and the number outsourced processes, suppliers and contractors engaged within the period.

5.4 Communication of Operational Controls to Employees:

The Head, HSEQ with the support of the CFT members shall identify the employees who undertake the activities and operations associated with the operational controls and ensure

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that the requirements and operating criteria are communicated to and understood by them. For employees, this may be undertaken by including the operational controls in the training needs analysis or communication programs.

5.5 Communication of Operational Controls to Suppliers:


The Chief Technical Officer /Head, HSEQ shall identify the contractors, suppliers, members of the regulated community, and other members of the public who undertake activities associated with the operational controls. Requirements for these suppliers shall be communicated. For suppliers who are members of the regulated community, requirements may be communicated through letters/verbal mode wherever required.

6.0 Document / Record reference:


S/No	Document /Record Description	Reference No.
01.	Operational Control Procedures	FCL-HSE-OCP

7.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	12/09/22	5.2.1 & 5.3.3		Addition of change request form for implementation	EM
03	15/11/22	5.2.1.(8)		Inclusion of "restriction to access...."	EM
04	21/02/2024	5.3.5		Inclusion of section 5.3.5	EM
05	06/12/25	All		Minor Changes to Roles	EM

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**PROCEDURE
FOR
EMERGENCY PREPAREDNESS AND RESPONSE**

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1. PURPOSE

To promote Industrial safety by identifying actual & potential emergency situations, respond to emergency situations and for preventing and mitigating the environmental Impacts & OH&S risks that are associated with them.

2. BACKGROUND

Applicable for all the Activities, Processes, and Products & Services covered under the Operations of Falcon Corporation Limited.

3. BACKGROUND

An emergency is a situation, which may lead to or cause large-scale damage or destruction to life or property or environment within or outside the Organization . Sometimes the Emergency results into uncontrollable situations and leads towards disaster. Such an unexpected severe situation may be too great for the normal workforce in the area within the facility/plant.

At Falcon Corporation Limited, we believe that an emergency can arise at any moment, and this could occur from our; operational Structure, operations at the Head Office, City Gate Station Operations, LNG Operations, associated products, hazardous materials, activities in nearby communities etc.

4. NATURE OF EMERGENCY

The emergency has been identified and can be specified in one or more of the followings with source and effect:

Sr. No.	Emergency	Source	Effect
1	Fire / Pipeline Explosion	Electrical Panels, gas leakage, Flammable substances e.g., oil storage tanks, compressors, coolants, paints, etc.	Small fires, complete equipment loss, complete area burn out. Air pollution. Soil pollution. Dangers to Human beings



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2	Spillage of flammable / Hazardous Oils & coolants etc	Hydraulic oil, Coolant, diesel, petroleum (vehicle gas tank) etc.	Fire Burns Soil pollution Slips and falls
3	Electric Shock	Electrical panels, Power Distribution Board, power generating set, Overhead Crane, Voltage stabilizer, Electric Transformer & Machine Operated by electricity, etc.	Burns, suffocation, Death.
4	Accidents – Station/ Plant (Major)	Falls from height & dropped objects	Slips, trip and fall, Fracture, permanent disability
5	Accidents-Transport	Accident due to the transportation of personnel or & materials	Fracture, death or Injury to Body, damage to vehicle and transported material
6	Personal confinement (confined spaces)	Toilets, offices, Basement, valve pits	,Asphyxiation, suffocation, unconsciousness, death.
7	Natural calamities such as storm, flood, earthquakes, etc.	Nature	Destroy facilities, interrupted transportation infrastructure, Structural collapse, injury, Death etc.
8	Structure collapse	Office building, & any wall or a part Of the Station/plant building.	Entrapment of personnel, serious injury, major fracture, loss of lives, loss of investment , material wastage, brand erosion, loss of the buildings' aesthetic



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			values, Increase in the cost of maintenance and shortage of manpower.
9	Riots, Sabotage, Arson,	Anti-Social elements.	Serious injury, major Fracture, property and material damage, death.
10	LPG leakage	Fire and explosion hazard.	Serious injury, destruction/damage to properties and materials, burns, Death
11	TANK DYKE Fire	Fire and explosion hazard.	Air and environmental pollution, serious injury, destruction/damage to properties and materials, burns, Death
12	Electrical fire	Fire Hazard	Serious injury, shock, property and material damage, Death
13	Office fire	Fire Hazard	Asphyxiation, serious injury, shock, property and material damage, Death
14	Person on flames	Fire Hazard	Serious injury, burns, Death
15	Food/Water Poisoning	Health Hazard	Upset stomach, Stomach cramps, Nausea, Vomiting, Diarrhoea, Fever, Poisoning, stooling, Death
16	Bomb hoax	Bomb Threat	Explosion, property damage, Death, fear
17	Burn-Minor	Health Hazard	Burn injury

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18	Electric shock casualties	Health Hazard	Depression, memory loss, generalized body pain, post-traumatic stress disorder, Numbness, fatigue, exhaustion, Insomnia, headache, reduced range of motion, nightmares, chronic pain, contracture, Injury, Death
19	Medical Condition	Health Hazard	Asthma, Anaphylaxis, Seizures, Cardiac arrest, Panic attacks


5. OBJECTIVES:

The objective of this emergency procedure is to ensure adequate resources are made available and used in responding to emergencies so as to

- Effect the rescue and treatment of casualties;
- Safeguard other people;
- Minimize damage to property and the environment;
- Initially, contain and ultimately bring the incident under control;
- Identify any deed and provide for the needs of relatives;
- Provide authoritative information to news media;
- Secure the safe rehabilitation of affected areas;
- Preserve relevant records of equipment by the subsequent inquiry into the cause and circumstances of emergency

6. EMERGENCY MANAGEMENT & KEY PERSONS

During the emergency situation, it is generally seen that chaos and confusion rules leading to more damage. In Emergency Management, just like in normal operations where there are managers, Field engineers, supervisors, operators, etc., who are assigned specific tasks to run the business, similarly during an emergency also, there are persons with specific duties. These persons are known as 'Key Personnel'.

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The Following are the persons who are responsible if these emergencies occur

NAME	DESIGNATION	CONTACT NO
Samuel Ugwu	AM	+ 234 809 609 4145
Godwin Okudu	ISM	+ 234 8096094147
Tade Omosehin	HHSEQ	+ 234 8140720522
Fatai Ogungbenle	H LPGSM	+ 234 908 745 9801
Wasiu Lawal	CRS	+ 234 809 609 4155
Anthony Pogbe	MP	+ 234 909 000 1197

The required external help in case of an emergency will be sought from appropriate sources. The required assistance from the probable sources has already been informed and consent obtained for the same.

7. ROLES & RESPONSIBILITIES:

5.1 Name & Address of the persons furnishing the information:

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Block 85, Chief Collins Uchediuno Street Off Fola Osibo Lekki Phase 1, Lagos, Nigeria

5.2 Any Individual

When an emergency occurs, the person who observes it must evaluate the gravity of the emergency and dependent on the type, he/she shall alert the responsible emergency contact or in the case of fire and other major emergencies; all the Site personnel by activating the Emergency Alarm system Siren. The emergency siren is activated just by pressing the button located at the Security office and CGS main office, Manual call points at Head Office, and specific areas of the LPG Plant, then he/she shall immediately report to the muster point while the ERT members will take charge of the situation.

5.3 Plant/Station Manager:

The Plant/Station Manager will assume overall responsibility for the Station/plant and its personnel. His/Her duties are to:

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- i) Assess the magnitude of the situation and decide if staff needs to be evacuated from their assembly points to identified safer areas.
- ii) Exercise direct operational control over areas other than those affected.
- iii) Undertake a continuous review of possible developments and areas in consultation with key personnel as to whether shutting down of the plant or any section of the plant and evacuation of personnel are required.
- iv) Liaise with senior officials of Police, Fire Service, Medical, and Emergency responders and provide advice on possible effects on areas inside & outside the Plant/Station premises.
- v) Look after rehabilitation of affected persons on discontinuation of emergency.


5.4 Incident Controller:

The Plant/Station manager on duty will act as an incident controller. Immediately on knowing about an emergency, he/she will proceed to the incident site if safe to do so and take overall charge and report to the CTO. On arrival, he/she will assess the extent of emergency and inform the CTO and HHSEQ accordingly. His duties will be to:

- i) Direct all operations to stop within the affected area taking into consideration priorities for the safety of personnel, minimize damage to the plant, property and environment and minimize loss of materials
- ii) Provide advice and information to the Fire wardens, security Officers and local fire service;
- iii) Ensure that non-essential workers/staff of the areas affected are evacuated to the appropriate assembly point and the areas are searched for casualties.
- iv) Set up communication points and establish contact with the Emergency Control Centre in the event of failure of electric supply and internal telephones.
- v) Report on all significant developments to the CTO, HHSEQ & HHR&A (if necessary)
- vi) Have regard for the need to preserve evidence so as to facilitate an enquiry into the cause and circumstances which caused or escalated the emergency.

5.5 HSEQS/HSEQO:

He/she will work with the CRS/CLO and will be stationed at the main entrance (Gate House) during the emergency. He/she will continuously get feedback from the police, Press and other enquiries, receive reports from roll-call leaders from assembly points and pass on the

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absentee information to the Incident Controller. He/she shall maintain regular communication with the Incident Controller. He/she will:

1. Ensure that casualties receive adequate attention/ to arrange additional help if required and inform relatives;
2. Control traffic movements into the Station/Plant and ensure that alternative transport is available when the need arises; and
3. When an emergency is prolonged, arrange for the relief of personnel and organize refreshments/food
4. Advise the Station/Plant Manager of the situation, recommending evacuation of staff from assembly points if necessary.
5. Maintain proper agreed inventory in the control room.
6. Maintain a log of the incident in the ATS and incident log /register
7. In case of a prolonged emergency involving risk to outside areas by environmental and weather issues. he/she shall contact the local meteorological office and or other verified weather forecasting sources. to receive early notification of changes in weather conditions.


5.6 Fire Wardens (ERT Members)

Fire Wardens will be responsible for firefighting. On hearing the fire alarm, he/she shall proceed to the office/station immediately and advise the station manager and staff in the Station/Plant of the incident zone. He will convey the message to the Incident Controller about the incident zone. He will direct emergency services. He/she shall:

- 1) Activate the fire alarm, notify all staff over the PAS/Loud voice to evacuate to the muster point and inform them which zone the incident has occurred.
- 2) Inform the Station manager and or the operator on duty
- 3) Call Incident Controller and inform
- 4) Security Supervisor on duty will support

5.7 Front Desk Officer:

On hearing the emergency alarm, the FDO shall immediately contact the Plant/Station manager and on his/her advice. In case the fire is detected, and the alarm is not in operation, he/she shall activate the manual call point.

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5.8 Departmental Heads:

The HODs will assist as required. They will ensure all their team members are accounted for.

5.9 Operators / Field Engineers:


They will report the scene of the incident and close down the services as directed by the Incident Controller

5.10 Emergency Response Team (ERT):

The duty of the ERT/Fire Wardens/First-Aiders under the command of the HHSEQ/Incident controller shall be responsible for firefighting and rescue. On hearing the alarm, they shall proceed to the place of the incident if known, or otherwise, they shall report to the Security Gate. The Security officers on duty / ERT shall find the location of the emergency, the equipment and proceed to the station/plant. At the Station/Plant, the team will respond to the directions given by the Incident Controller

As soon as they become aware of the emergency and its location, they will proceed to the scene. He/she shall assess the scale of the incident and direct operations within the affected areas with the following priorities:


1. The emergency does not spread.
2. The head count is taken and if necessary, search operation for missing person/s. is undertaken.
3. The area is cordoned off.
4. Additional fire-fighting equipment for the fire-fighting team is arranged.
5. The emergency will be communicated to fire service, neighbouring industries.
6. The casualties if any are taken to the hospital if necessary.
7. Secure the safety of persons, which may require evacuation to the assembly points in the event of an escape of materials if the wind is from an adverse direction.
8. Administer First Aid to affected patients to stabilize them.
9. Minimize damage to plant, property and the environment.
10. Prevent spreading and damage to outside the premises.
11. Minimize loss of materials;

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12. Have regard to the need for preserving evidence that may facilitate subsequent enquiry.
13. Inform operator on duty as to what services are needed or not needed.
14. Hand over the charge of the operation to the Incident Controller when he arrives at the site.
15. Participate in safety committee meetings quarterly or in case of an emergency.

ERT Members

NAME	DESIGNATION	CONTACT NO
SAMUEL UGWU	AM	08096094145
RICHARD ODION	Security Supervisor	08187136499
OLADEJI OLAOTI	BDS	0809 395 8119
MOROLAKE ODUSI	HSEQ	0809 609 4114
WASIU LAWAL	BDS	08096094155
EJIKE NWOSU	Protocol Officer	08096092905
UMO IDONGESIT	BDS/LPG	08137726617
ROSEMARY OKECHUKWU	HR&A	08093911721
OMOTOLA OLAYIWOLA	HR&A	08096094219
ENGR. NANA OKUDU	ISM	08096094147

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DUKE JACKSON	HSEQ	08183838123
ENGR. BALE OCHUKO	Operator	08095267041
MICHAEL OKPALA	Operator	09168336546
VINE IWEJUO	SK	08187349512
TADE OMOSEHIN	HHSEQ	08140720522
MICHAEL VICTOR	Operator	07033770509
CHU-CHU AJEH	Operator	09016297036

6. ASSEMBLY/MUSTER POINT


Assembly/Muster point is displayed in front of the main gate and known to everyone which is ensured at the time of safety audit.

The fire escape plan drawings are located behind every office door and notice boards on all floors of the head office building, while at the CGS, there are clear markings on the floor from the office building to the muster point outside the gate.

The area of assembly point has been set to be farther from the location of likely hazardous events, where employees, contractors and visitors must assemble in case of emergency. The roll call of the people present is taken at the assembly/muster point so that their presence can be marked.

7. FIRE ALARM SYSTEM

The Station/plant "Fire Alarm system" is located at various places within the building. This will be activated during an emergency situation.

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8. EMERGENCY RESPONSE PROCEDURE

In case of Fire / Explosion / natural calamity etc. any person noticing it must evaluate the severity of the emergency and he shall alert all the Station/plant personnel by activating the Fire Alarm System. The Alarm system can be activated by a break glass or an emergency push button. Then he/she immediately reports to the Emergency Control Centre and informs about the Emergency location. As soon as the alarm is heard, the ERT members will contact the front desk/Security office/emergency notifier and proceed to the Emergency location if safe to do so, while others muster at the assembly point.

9. COMMUNICATION SYSTEM:

Alarms will be the primary source of communicating emergencies. In case of failure of the alarm system, communication should be by verbal means. Mobile Phones, landlines etc. could be used as additional mode of communication for an emergency. If everything fails ERT members would pass across manually the information.

10. ACTION PLAN FOR VARIOUS EMERGENCIES.

Sr. No	Emergency	Actions to mitigate the emergency
1	Fire / Explosion	Raise an alarm Shut down machines and Main power supply Evacuation, Assemble at the Assembly/Muster Point. Fire fighting



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		Rescue Operation
		First aid or medical attention
		Final Declaration of "All Clear" Situation
2	Major Spillage of flammable/hazardous substances e.g oils	Raise an alarm
		Switch Off Power Supply of the equipment
		Evacuation, Assemble at Assembly/muster Point.
		Isolate & barricade the area of spill
		Control the spillage to avoid the spread
		Stop all welding work,electrical and any potential spark or fire generating activity etc
		Fire fighting
		Final Declaration of "All Clear" Situation
3	Electric Shock	Switch Off Power Supply of the equipment
		Rescue the person.
		Call the ambulance, provide first aid
4	Accidents – Station/Plant (Major)	Contact company doctor/Retainership hospital
		Rescue Operation
5	Accidents-Transport	Contact Ambulance/ Hospital, provide first aid,



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		Inform HR&A Dept
6	Personal confinement	Raise an alarm
		Shutdown/ isolate any potential hazard source e.g., gas, electricity etc.
		Call fire service
7	Natural calamities Such as storm, earthquakes, etc.	Evacuation, assemble at Assembly/muster Point.
		Raise an alarm
		Isolate & Barricade if necessary
		Fire fighting
		Rescue Operation
		First aid, medical assistance
		Evacuation, assemble at Assembly/muster Point.
Final Declaration of "All Clear" Situation		
8	Structure collapse	Raise an alarm
		Evacuation, assemble at Assembly/muster Point.
		Isolate & barricade, if necessary,
		Rescue Operation



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		<p>First aid, medical assistance</p> <p>Final Declaration of "All Clear" Situation</p>
9.a	Riots, Arson, Sabotaging (Inside the premises of the organization)	<p>Inform HHR&A, Plant/Station Manager, CTO, Security, immediately.</p> <p>The security shall isolate the area of rioting with its total force.</p> <p>All work should stop immediately. The employees from the rest of the premises shall be evacuated immediately.</p> <p>The ambulance should be kept on Standby to meet any eventuality.</p> <p>Inform Hospital immediately to prepare for any emergencies.</p> <p>As soon as the police arrive, the area of rioting should be handed over to the police.</p>
9.b	Riots, Arson, Sabotaging (Outside the premise)	<p>Inform HHR&A, Plant/station Manager, CTO, HHSEQ, immediately.</p> <p>The ambulance should be kept on Standby to meet any eventuality.</p> <p>Inform Hospital immediately to prepare for any emergencies.</p> <p>The gates should be closed and no person and vehicle should be allowed to leave the company premises.</p> <p>Security officers should man the gates with full force and should prevent the entry of any unauthorized person inside the company premises.</p>



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		<p>In the case of more than 8 hours of riot situation, the HR&A Dept should ensure adequate food and water is available for the employees.</p> <p>Once all clear signal is received from the police, the normal operation shall resume in the organization</p>
10	<p>1. LPG leakage (Common for both with fire as well as without fire)</p>	<ol style="list-style-type: none">1. Raise an alarm , take immediate steps to stop LPG leakage, inform the fire service2. Stop all operations3. All-out effort should be made to contain the spread of leakage/fire4. Saving the human shall get priority in comparison to stock/assets.5. Plant personnel without specific duties should assemble at the muster point for further instruction6. All vehicles except those required for emergency use should be moved away from the operating area, in an orderly manner to a safe place7. Depending upon the severity, electrical system except for control supplies, utilities, lighting and fire-fighting system, should be isolated8. If the feed to the fire cannot be cut off, the fire must be controlled to avoid spreading.9. Do not attempt to fight the fire if not trained to do so.10. In case of leakage of LPG without fire and inability to stop the flow, take all precautions to avoid the source of ignition, make sure all personnel leave the area.11. Block all roads in the adjacent area and render internal/external support for the purpose if warranted.



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	<p>b. LPG leakage without fire.</p>	<p>1. Follow the general instructions given above if LPG is not on fire, close any valve which will stop the flow.</p> <p>2. In some cases like leakage from the cylinder without a fire, it may be desirable to move the cylinder to some remote area such as a block of the isolated roadway or open field where it can be allowed to leak safely without a source of ignition nearby. However, if this is to be done, the cylinder must be moved in an upright position. Never drag the cylinder in a manner which might damage the valve .</p>
	<p>c. LPG leakage with fire</p>	<p>1. Take basic action as detailed above</p> <p>2. Extinguish the fire (if trained to do so) – A small fire at the point of leakage can be contained by using the fire fighting equipment available to smother the fire. However, in some cases, the LPG fire should not except in special circumstances explained earlier, be extinguished until the escape of product has been stopped. The fire service will attend to the situation</p> <p>3. Fire Fighting Procedure: Fire-fighting procedures may vary depending on various factors such as nature, sources sizes, location, etc. of fire. Fire-fighting techniques for a few common fires are as follows:</p> <p>i. Fire on the cylinder: If a cylinder is exposed to radiant heat from external fire, it should be kept cool by water sprays to prevent excessive pressure rise in the cylinder. Water must be applied without delay on the affected area. Cooling the cylinder with the water reduces the heat input and thereby reduces the pressure, thus reducing the rate of discharge.</p> <p>ii. Fire on vapour escaping from the pipeline /fittings</p> <p>Try to shut off the LPG supply by closing the valve. Try to extinguish the fire. If not possible, allow the fire to continue till exhaustion. Spray vessel with water to cool it if the vessel is being heated by radiation from the flame or if the flame is endangering other plant</p>



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		equipment. Cool adjacent cylinders and structures if any.
11	Tank Dyke Fire	<p>1. In case a fire occurs in the dyke area due to flange leak in the manifold area, the fire is to be extinguished with the help of a foam extinguishing agent, fire service to be informed of the situation</p> <p>2. Use a DCP if the fire is small, otherwise use water spray or foam.</p> <p>3. Cooling of lines /flanges is to continue until the Plant/Station manager gives the instructions to stop.</p> <p>4. If tank collapses and the product is spread in the dyke area with fire.</p> <p>5. Withdraw manpower in and around the tank dyke area.</p> <p>6. Use foam monitors of vehicles to spray (if trained to) and spread foam in the affected dyke area</p> <p>If tank dyke area is on fire and full product is in the dyke then water to be used judiciously otherwise flooding of dyke area may cause the overflow of oil from the dyke area to open drains which can result to pollution.</p>
12	Electrical Fire	<p>1. Disconnection of the electric supply of the affected area, inform fire service .</p> <p>2. Attempt to extinguish the fire with the help of DCP/CO2 fire extinguishers with the emergency exit free of obstruction in the event you need to escape.</p> <p>3. If the fire still persists, ensure complete isolation of electric supply of that area and use of water.</p>
13	Office fire	<p>1. Disconnect the electric supply of the affected area, fire service to be informed of the situation</p>



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		<ol style="list-style-type: none">2. Attempt to extinguish the fire with the help of DCP/CO2 fire extinguishers3. Save all records from the fire.
14	Person on Flames	<ol style="list-style-type: none">1. Bring the Fire blanket2. Open the bag inside the container to remove the blanket. If the bag is already open such blanket should not be used for burn victims3. The blanket can be held as a screen between the victim and the fire4. If possible, lay down the victim and wrap the blanket around the victim. Leave the victim wrapped in a blanket and seek medical help
15	Food/Water Poisoning	<ol style="list-style-type: none">1. Persons observing the symptom should be attended to by the medical person2. The ambulance should be on standby and the hospitals informed to meet any exigencies3. try inducing vomiting to the affected persons4. The vehicles available should be mobilized to be in readiness to transport a large number of people if required
16	Bomb Hoax	<ol style="list-style-type: none">1. Person noticing on an object like a bomb, should bring it to the notice of the nearest available ERT/ Security officer.2. The officer should carefully observe the same from a distance and raise the alarm3. The area should be cordoned off.4. Police and fire service to be informed of the situation and the need for their swift response and inspection of the area

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		After the bomb is diffused, all clear siren should be sounded by the security on duty.
17	Burn –Minor	<ol style="list-style-type: none"> 1. Apply first aid, pour cool water on the burn area till the burning sensation is reduced. 2. Cover it lightly with a clean cotton cloth. 3. Do not apply butter, oil, ointments or any home remedies 4. Get medical help for the affected persons
18	For Electric shock casualties	<ol style="list-style-type: none"> 1. Electric shock results in irreversible damage to brain cells followed by deterioration of the other organs 2. Do first thing first, quickly and without fuss or panic. Switch off the supply if this can be done at once. If not possible, use a dry stick, dry cloth or other non-conductors to separate the victim from electrical contact. The rescuer must avoid receiving shock himself by wearing gloves or using a jacket to pull the victim, administer first aid immediately, medical assistance.

11. DO'S AND DON'T'S

11.1 All Company Employees

Don'ts

- Do not panic & cause a stampede.
- Do not run and prevent others from doing so.
- Do not go anywhere else.
- Do not wait to collect personal belongings.

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Do's

- Stop work on getting information or hearing the alarm.
- Switch off equipment in use and the main power supply.
- Assemble at the assembly/muster point including visitors.
- Pay attention for further instructions

11.2 VISITORS & CONTRACTORS

After hearing the alarm, they will follow the following steps:

1. Pay attention to all instructions.
2. Stop work. Do not panic.
3. Do not wait for personal belongings.
4. Assemble at the assembly/muster point.
5. Do not go to the emergency site until told to do so.
6. Do not spread rumours.
7. Do not engage in communication systems.


12. TRAINING

All employees will be informed about the “Emergency Plan” in details, with the help of training programmes. For the success of this plan not only training will be organized but mock drills also will be organized quarterly. Mock drills will help to understand the role to be played by everyone during an emergency. The ERT members will be given a refresher training yearly.

13. MOCK DRILL PROCEDURE

The success of the “Emergency plan” is very much dependent on planned and unplanned mock drills. Mock drills help employees to be familiar with their roles and ensure accuracy of the onsite Emergency Plan. Following is the procedure for conducting a mock drill.

- Fix the date and time for mock drill.
- The emergency alarm will be activated.

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- On hearing the alarm, the Emergency Procedure will be followed. All clear signals will be given after the emergency is over.
- Observations will be noted and discussed before the “All clear” signal is given.
- Records of drills will be maintained.

After each drill, the plan will be thoroughly reviewed to take into account the omissions or shortcomings for improvement.

14. DETAILS OF LIAISON ARRANGEMENT BETWEEN THE ORGANIZATION:


All the organizations involved in assisting during the emergency would be contacted, depending on the type of drill and apprised of the details of the plant, for example process; hazardous material handled; likely emergency incidents; steps taken to avoid/reduce risk mitigation methods, resource availability etc. The details are as follows:

14.1 POLICE

Sr. No	Name of Police Station	Tel. No
1	Emergency Contact	767, 112

14.2 FIRE SERVICE STATION

SR. no	Fire Station	Tel no
1	Lekki Phase 1 Fire Service, Akinogun Street, Oniru Private Estate.	07011555539
2	Ikorodu Fire Service (Odonguyan)	08032220495
3	Port-harcourt (Aba Road, Mile Park, Port Harcourt, Rivers, Nigeria)	0703 152 2199

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14.3 HOSPITALS AND DOCTORS


Sr. No	Name of Hospital	Tel No
1	Atlantis Hospital	08141226066
	All HMO Hospitals (AxaManasard)	

15.0 UPDATING THE PLAN


As and when required, this “Emergency Plan” will be updated and informed to all. If necessary, after each drill the plan will be thoroughly reviewed to take account of shortcomings.

16.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	15/09/2022	ALL		Major changes	EM
03	06/12/2025	All		Minor changes to roles, contact details	EM

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**PROCEDURE
FOR
MANAGEMENT OF WASTE**

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1.0 PURPOSE:

To establish, implement & maintain a procedure to ensure that the wastes generated are managed according to the requirements of ISO 14001:2018.

2.0 SCOPE:

This procedure is applicable in all FCL locations

3.0 RESPONSIBILITY:

Head, HSEQ and Team

4.0 DEFINITION

4.1 Waste Management: Waste management refers to the various schemes to manage and dispose of wastes. It can be by discarding, destroying, processing, recycling, reusing, or controlling wastes. The prime objective of waste management is to reduce the number of unusable materials and to avert potential health and environmental hazards

5.0 PROCEDURE – DETAILS:


5.1 Waste Reduction, Reuse and Recycle

Waste is often an unavoidable result of human activity. It occurs in our homes and workplaces. How we choose to handle that waste affects the environment and everything that rely on them. It is important that we manage our waste responsibly.

FCL applies the basic approaches to responsible waste management: The three R's – (Reduce, Reuse, and Recycle) which are the most environmentally preferred. Reducing, reusing, and recycling waste helps save landfill space by keeping useful materials out.

- **Reduction**

The most effective way to reduce waste is to avoid creating it in the first place. Waste reduction starts with the product manufacturer and ends with the consumer. The product manufacturer controls what materials are used and how the product is made and packaged. The consumer decides what items to buy and how many items needed. FCL does the following to minimize waste production:

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- Avoid single-use cleaning or single function products. If the product does make its way to a landfill, one product that does three functions takes up less space than three products that do one function.
- Look for products with the least amount of packaging.
- Buy products in packaging that can be recycled.
- Buy larger economy-sized non-perishable items instead of individually wrapped items. For items with an expiration date, buy the largest size you can use before it expires.
- Buy only what is needed. Buying in bulk can reduce packaging and save money, but only if we need that much product. Buying a gallon of paint, when we only need a quart, leaves a lot of products that may eventually become waste.

- **Reuse**

An effective way to minimize waste is through reuse. Reuse is when an item is taken and either used again for its original purpose or reused for another purpose. Reusing items helps save more energy and natural resources than recycling. Reusing items also saves money and prevents pollution caused by producing and transporting new products.


The following are ways FCL apply reuse methods in its operations:

- Reuse single-side printed paper as scratch paper.
- Use a washable cup and reusable silverware rather than a disposable plastic cups, plates
- Use metallic off-cuts as raw materials for new fabrication activity
- Use cloth napkins instead of paper towels.
- Use rechargeable batteries.
- Reuse shipping boxes to mail items
- Maintain and repair appliances, tools, and furniture rather than replace them.

- **Recycle**

Recycling waste involves taking an item and changing it, often through a manufacturing process, so it can be used to create new materials and items.

Recycling helps decrease the quantity of useful materials taking up space in landfills. Recycling is also a great way to prevent pollution, reduce energy use and reduce greenhouse gas emissions caused by harvesting new raw materials. In some cases, recycling prevents contamination from hazardous materials.

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FCL encourages waste recycling through the following ways:


- Buying products that can be recycled or are packaged in recyclable materials such as paper, cardboard, metal, plastic, batteries, and electronics.
- Collecting recyclable items in different waste bins before pick-up by waste management vendors. These include metal cans, paper products, glass, plastic, and oil.
- Composting food and yard waste.

5.2 Waste Categorization

Waste categorization is critical as to recognizing different waste classifications. The primary objective of this section is to improve communication within FCL on various waste classifications.

Waste Categorization Sheet - General

1. <u>Fibre</u> <ul style="list-style-type: none"> • Corrugated Cardboard • Office Paper • Miscellaneous Paper • Other Mixed/Composite Paper 	2. <u>Glass</u> <ul style="list-style-type: none"> • Glass Bottles and Containers (refundable) • Glass Bottles and Containers (non-refundable) • Remainder/Composite Glass
3. <u>Organic</u> <ul style="list-style-type: none"> • Food • Boxboard/ Soiled Paper • Agricultural Crop Residues • Manures • Cooking Oil/Grease • Leaf and Yard Waste • Remainder/Composite Organic 	4. <u>Construction and Demolition</u> <ul style="list-style-type: none"> • Concrete • Lumber • Carpet • Rocks and Soils • Remainder/Composite

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<p>5. <u>Plastic: Containers, Bags and Products</u></p> <ul style="list-style-type: none"> • Polyethylene terephthalate • High-density polyethylene • Poly (vinyl chloride) • Low-density polyethylene • Polypropylene • Polystyrene • Any combination of plastics 1 through 6 	<p>6. <u>Hazardous</u></p> <ul style="list-style-type: none"> • Class 1 - Explosives • Class 2 - Gases • Class 3 - Flammable and combustible liquids • Class 4 - Flammable solids • Class 5 - Oxidizing substances; organic peroxides • Class 6 - Poisonous (toxic) and infectious • Class 7 - Radioactive Materials • Class 8 – Corrosives • Class 9 - Miscellaneous products, substances
<p>7. <u>Metal (Projects)</u></p> <ul style="list-style-type: none"> • Iron/Steel • Tin/Steel Cans • Aluminum • Aluminum Cans • Copper • Other Non-Ferrous • Remainder/Composite Metal 	<p>8. <u>Universal Waste</u></p> <ul style="list-style-type: none"> • Fluorescent Bulbs/Lamps • Paint • Vehicle and Equipment Fluids • Batteries – (all types) • Consumer Household Hazardous Wastes • Small Appliances • Regulated Electronic Goods
<p>9. <u>Composite & Miscellaneous Materials</u></p> <ul style="list-style-type: none"> • Textiles (such as clothing and blankets) • Bulky Appliances & non-regulated Electronics Devices • Bulky Furniture • Special Care Waste (Bio-medical) • Disposable Cups • Composite Packaging • Soiled plastic wrap and foil • End-of-Life Products 	

5.3 Waste Segregation and Disposal


The objective of this section is to ensure that waste streams in FCL premises are managed in a way that facilitates recycling.

- **Responsibilities and authorities**

The HSEQ Department is responsible for ensuring the following:

- All staff and contractors, including cleaners, are aware of this procedure
- Contractors collect the waste at the appropriate time.
- Co-ordination and monitoring of waste management.

- **Procedure**

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- In the office building, each waste stream is collected in a separate bin with clear signs indicating the type of waste.
- The waste generated are segregated in three streams namely: paper, plastic/can and food
- Adequate bins are positioned around the office.
- Cleaners shall empty all bins in designated locations within the office daily, and place segregated waste into specially marked bins at the waste collection bins outside the building for state-approved contractor collection.
- Contractors shall remove waste from segregated containers for onward disposal.

- **Training and competency requirements**

Continuous awareness and training on waste management and segregation would be done for all staff including contractors on our facilities

5.4 Waste Tracking Log


The Waste Tracking Log (WTL) has been implemented to streamline the process in which information is collected about the transportation of waste.

This information in a Microsoft Excel format (.xls), is stored electronically in a computer database, can be updated, sorted, and queried very efficiently and quickly for analysis and monitoring.

Waste Tracking Log Template

Month	Waste Generated (KG)		
	Paper	Food	Plastic
Wk 1			
Wk 2			
Wk 3			
Wk 4			
Wk 5			
Total	0		

Month	Waste Generated (KG)		
	Paper	Food	Plastic
Wk 1			
Wk 2			

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Wk 3


Wk 4

Wk 5


Total	0
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6.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	15/09/2022	ALL		Major changes	EM
03	08/12/2025	3.0		Change in role	EM

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**PROCEDURE
FOR
PERFORMANCE EVALUATION**

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	Issued by	Reference	Date
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1.0 PURPOSE:

To establish, implement & maintain a procedure to evaluate and update performance of applicable health, safety, environment and quality parameters, compliance obligation including legal and other requirements applicable to HSEQ Management System of Falcon Corporation Limited.

2.0 SCOPE:

The procedure applies to business and product processes and HSEQ management systems processes where performance related to all the activities, products & services covered within the scope of HSEQ Management System.

3.0 RESPONSIBILITY: MHSEQ


4.0 PROCEDURE:

4.1 Monitoring, Measurement, Analysis and Evaluation

The Head, HSEQ/CFT with the support of departmental managers determines what needs to be monitored and measured, the methods for monitoring, measurement, analysis, and evaluation, when the monitoring and measuring is to be performed, the criteria against which the organization will evaluate its quality, health, safety and environmental performance & appropriate indicators, and when the results from monitoring and measurement will be analyzed and evaluated.

4.1.1 Appropriate data and information arising from monitoring and measurement shall be analyzed and evaluated. What shall be monitored, measured, analyzed, and evaluated shall include;

- Conformity of products and services;
- Degree of customer satisfaction;
- Performance and improvements of the management system;
- Effectiveness of actions taken to address risks and opportunities;
- Performance of external providers;
- Occupational health complaints, the health of workers (through surveillance) and work environment;
- Work-related incidents, injuries and ill health, and complaints,
- Effectiveness of operational controls and emergency exercises, or the need to modify or introduce new controls;
- Competence of persons performing work activities

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- Identified legal requirements (e.g., whether all legal requirements have been determined, and whether the organization’s documented information of them is kept up to date); collective agreements (when legally binding); the status of identified gaps in compliance
- Characteristics of activities and operations related to the identified environmental aspects, occupational hazards, risks, and opportunities;
- Progress in the achievement of the organization’s HSEQ objectives;
- Monitoring and measurement equipment

4.1.2 The organization shall select appropriate methods for monitoring, measurement, analysis, and performance evaluation in order to ensure valid results, decide when the monitoring and measurement will be performed and when the results from monitoring and measurement will be analyzed, evaluated and communicated.

4.1.3 Methods may include the use of interviews, reviews of documented information, reviews of recorded data to determining trend, use of statistical table, periodic inspections, audit, observations of work being performed, examination of results from inspections, and use of calibrated devices.


4.2 Evaluation of compliance

4.2.1 The Legal team of Falcon Corporation Limited periodically carry out the evaluation of its compliance obligation including all legal & other requirements once in six months. Periodicity of evaluation of compliance will vary for different legal & other requirements. The associated records are maintained.

4.2.2 The method adopted in evaluating its compliance obligations is briefed below. Each of the identified legislation such as act/rule/consent/other requirement is studied for every condition in the format specified for evaluating the compliance. Each of the condition is rated for compliance using the following grades.

1. Fulfilled – Fully complied.
2. Not relevant – any condition in the legal consents, which is not applicable to Falcon Corporation Limited
3. Still Open – but can be rectified by taking corrective action.
4. Not fulfilled – This requires an action plan to achieve compliance through the Management Program.

4.2.3 The evaluation of requirements to be carried out once in six months or whenever any new legal requirement is introduced by regulatory authority and is applicable to the firm. The evaluation may cover

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- License, consents, authorization
- Notifications, publications by government authorities and reply
- Compliance with other requirements
- Updating on legal requirements and other requirements

4.2.4 The application for renewal of consents/authorization under government statutory requirements will be given in advance as specified in the Act / Rule. Renewal frequency mentioned in the table may be altered as per the notification/intimation from the government authorities from time to time.


4.2.5 Corrective Action: This includes the steps taken to rectify the non-compliance observed against any of the applicable legal/other requirements. When the applicable condition is not met, it is reviewed for the appropriate corrective action and action plan or if necessary HSEQ management program is initiated with the responsibility and target date.

4.3 Internal audit

4.3.1 The Head, HSEQ ensures that internal audits are conducted at planned intervals at a minimum of once per year. At the call of the Executive Management, internal audits may be conducted more frequently based on performance and results observed during previous audits.

4.3.2 The Head, HSEQ works with the audit team to plan and prepare an audit programme/schedule for internal audits. The schedule shall identify when the audits will take place and what areas will be audited. These shall cover all areas of the facilities and office locations and shall be based on the status and importance of the area being audited.

- The Head, HSEQ initiates internal audits based on the audit schedule.
- The Head, HSEQ prepares the audit plan with notification to the managers of the area to be audited.
- The Head, HSEQ identifies an audit team by selecting trained auditors, independent of the area to be audited and available on the planned day or days.
- The Head, HSEQ plans the opening meeting for the auditors and representative(s) of the area to be audited.
- The Head, HSEQ as the lead auditor documents the audit objectives. Criteria, and scope of the audit on the audit plan. The scope is based on the area to be audited, and the procedures of the HSEQ Systems that apply to that area.
- The audit team performs the audit according to the audit plan and approved checklists, and shall ensure objectivity and the impartiality of the audit process

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4.3.3 Compliance to the requirements of ISO 9001:2015, ISO 14001:2015 and 45001:2018 standards is determined by observation, interview and review of records using the internal audit checklist as a guide.

4.3.4 Complete notes are taken to provide ample details of observations if nonconformance are noted and can be readily located for corrective action. Auditors document all non-conformances. Follow-up on corrective actions is completed.

4.3.4 The auditors shall document the results of the corrective action on the corrective action request form with evidence of effectiveness.

4.3.5 The Head, HSEQ/lead auditor shall collate audit team lead's reports prepare a summary of the internal audit report at the end of the exercise. The report shall include:

- A summary of the findings
- A table of corrective action requests
- A copy of each corrective action request

4.3.6 The records including the internal audit plan, the auditors' checklists, and the internal audit report, including the table of corrective action requests shall be retained.


4.4 Management review

4.4.1 Executive Management reviews the Health, Safety, Environment and Quality Management Systems at planned intervals and at least once every year. At the call of the Executive Management, the number of reviews may be more frequent based on performance and results of the system. The agenda for the management review meetings shall be prepared by the Head, HSEQ/Management Representative with inputs from Executive Management and distributed to other participants.

4.4.2 The Executive Management in conjunction with the Head, HSEQ schedules the management reviews. Regardless of other inputs, management review meetings are scheduled not less than two weeks after the completion of the internal audits. Meetings are to be attended by the Executive Management and departmental heads. External consultants, HSEQ specialists and other company personnel may be invited to the meeting at the discretion of the Executive Management.

The agenda includes the following inputs:

- The status of actions from previous management reviews,
- Changes in external and internal issues that are relevant to the HSEQ management systems, including change to the strategic direction, applicable legal requirements &

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other requirements, the organization's risks and opportunities, significant environmental aspects, needs and expectations of interested parties, including compliance obligations

- Extent to which the HSEQ policy and objectives have been met
- Information on the HSEQ management systems performance, including trends and indicators for:
 - Nonconformities and corrective actions,
 - Monitoring and measurement results,
 - Audit results,
 - Fulfilment of its compliance obligations,
 - Incidents, nonconformities, corrective actions, and continual improvements,
 - Worker participation and the outputs of consultation,
 - Results of evaluation of compliance with legal requirements and other requirements
 - Changes in Risks and Opportunities
 - Vendors' performance evaluation
 - Adequacy of resources required for maintaining an effective HSEQ,
 - Relevant communication(s) with/from interested parties, including complaints
 - The effectiveness of actions taken to address risks and opportunities,
 - Opportunities for continual improvement.
 - Additional items may be added as needed.


4.4.3 Specific outputs of the management review shall include decisions and actions related to continual improvement opportunities, need for changes to the Health, Safety, Environment and Quality Management Systems, conclusions on the continuing suitability, adequacy & effectiveness of the management systems, actions needed when objectives have not been met, any implications for the strategic direction of the organization and resource needs.

4.4.4 Notes and outputs of the review meetings are taken by the HSEQ representative and are distributed to the attendees and persons absent, if any.

4.4.5 Corrective and improvement actions identified from the decisions reached at the management reviews are initiated

5.0 Document / record reference:


S. No	Document /Record Description	Reference No.
1	Legal Register	

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2	Monitoring & Evaluation Registers	
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6.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	06/12/25	All		Minor changes, change in role	EM

 FALCON CORPORATION LIMITED	PROCEDURE FOR INCIDENTS INVESTIGATION, NON-CONFORMITY, AND CORRECTIVE ACTION		
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	HHSEQ	FCL-HSEQ-P-1020	06/12/2025

**PROCEDURE
FOR
INCIDENTS INVESTIGATION, NON-CONFORMITY,
AND CORRECTIVE ACTION**

 FALCON CORPORATION LIMITED	PROCEDURE FOR INCIDENTS INVESTIGATION, NON-CONFORMITY, AND CORRECTIVE ACTION		
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1.0 PURPOSE:

To establish, implement and maintain a procedure for:-

- Handling and Investigating the Non-Conformances.
- Taking actions to mitigate any impacts/risks caused and initiating, completing corrective action.
- Defining responsibility and authority for the handling and investigating non-conformances.

2.0 SCOPE:

It encompasses all the Activities, Processes Products & Services covered under HSEQ Management System.


3.0 RESPONSIBILITY:

Head, HSEQ/CFT/Dept. Heads

4.0 PROCEDURE:

4.1 The non-conformance shall be identified as –

- Nonconformities/non-compliances observed during the day-to-day operations and in business processes
- Complaints & feedback from customers
- Internal / external audits
- Deviations from the documented procedure/instructions.
- Unsafe practices / unsafe conditions.
- Accidental emissions / discharges.
- Deviation from the norms / specified limits.
- Spillage/Leakage/Emission/Accident/Incident due to improper handling/ improper maintenance/deviation from operational control procedures and documented procedures.
- Any incident/accident having a significant impact/risk on the environment, or health or safety of persons.
- Noncompliance to applicable legal requirements

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- Improper handling of hazardous materials/waste
- Deviation from following the specified ERP
- Deviation from the specification mentioned in the operation control procedure

4.2 Head, HSEQ/CFT Team Members shall identify, record non-conformances, incidents and shall take appropriate actions through investigation & analysis.

4.3 Head, HSEQ/CFT Team Members shall identify non-conformances; Incidents such as Near Misses/Accidents are recorded in Incident report accordingly and shall inform the concerned Dept. Head to take appropriate actions.

4.4 Concerned HOD or designated officer shall review/investigate the non-conformances, incidents and decide about the action to be initiated to mitigate the immediate impact.

4.5 Initiating corrective as detailed in the subsequent steps shall control the non-conformance identified.

4.6 Respective Dept. Heads shall investigate the non-conformance by involving concerned workers/employees and details of the investigation are analyzed & recorded.


4.7 This Procedure is designed to ensure that appropriate Corrective & Preventive Actions are initiated based on the inputs from the following as appropriate:

- Identified Non-conformance, incidents
- Internal/External HSEQ Audit Results.
- Emergency Situations

4.8 The concerned Dept. Heads shall analyze the cause of the Non-Conformance and decide the Corrective & Preventive action required to eliminate the cause of actual and potential non-conformities.

4.9 The steps involved in initiating Corrective Action shall be –

- Investigate the cause of Non-Conformance
- Recording results of the investigation
- Determination of Corrective Actions needed to eliminate the cause of Non-Conformance.
- Ensure that the Corrective Actions are effective.

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4.10 The Steps involved in Preventive action shall be –

- Analyze all Processes to eliminate potential causes of Non-Conformances
- Initiate Preventive Actions
- Ensure that the Preventive Actions are effective.

4.11 The corrective and Preventive actions shall be taken appropriately to the magnitude of the problem and commensurate with the Environmental impact /OH&S & Quality risk encountered.

4.12 The respective Dept. Heads along with the concerned worker/employee shall investigate the non-conformance.

4.13 Head, HSEQ shall verify the Corrective Action and shall also decide and update the change in any Operational Control Procedure / Work Instruction, if necessary, as per the procedure for Document Control.

5.0 DOCUMENT / RECORD REFERENCE:

S/No.	Document /Record Description	Reference No.
1	Incident log	FCL-HSEQ-HS-REG-002
2	Incident report	Various

6.0 REVISION HISTORY

Rev	Date	Section	Paragraph	Summary of change	Authorized by
01	15/02/22			Initial issue	EM
02	06/12/25	All		Minor changes	EM



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PROCEDURE FOR INCIDENTS INVESTIGATION, NON-CONFORMITY, AND CORRECTIVE ACTION

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Reference

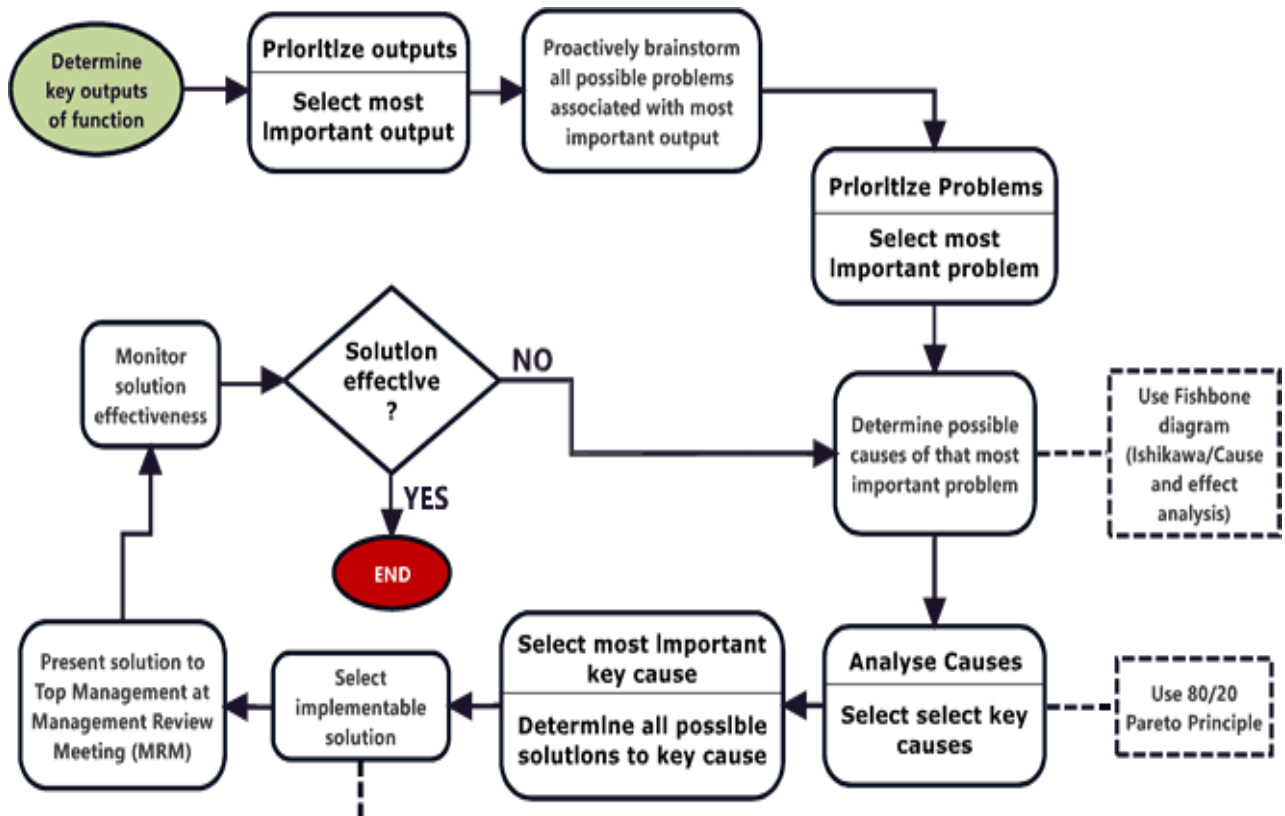
Date


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IMPROVEMENT PROCESS MODEL




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TERM	DEFINITION
Audit	A systematic, independent and documented process for gathering objective evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled
Auditee	Person being audited.
Audit criteria	The set of policies, documented information or requirements used as reference.
Audit conclusion	Outcome of an audit provided by the audit team after consideration of the audit objectives and all audit findings
Audit evidence	The factual records, statements and other verifiable documented information that relate to the audit criteria being used
Audit findings	Results of the evaluation of collected audit evidence against audit criteria. It can indicate either conformity or nonconformity with audit criteria
Audit plan	Results of the evaluation of collected audit evidence against audit criteria. It can indicate either conformity or nonconformity with audit criteria
Audit programme	The set of one or more audits that are planned and carried out within a specific time frame and are intended to achieve a specific audit purpose
Audit report	A factual account of the results of the audit including the good points, extent of compliance, nonconformities, conclusions, recommendations and corrective actions.
Audit scope	The range or extent of the audit including the standard or contract against which the audit is to be conducted, the products and services and the processes to be included.
Audit team	One or more auditors conducting an audit.
Authorized	A permit to use or do something.
Calibrate	To standardize the quantities of measuring equipment
Characteristic	Distinguishing feature.
Characteristic	A set of rules that govern the behaviour of staff and consultant's when performing their engagements.
Commitment	An obligation a person or organization undertakes to fulfil that is doing what you say you will do.
Competence	Demonstrated ability to apply knowledge and skills to achieve intended results

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Complaint	Expression of dissatisfaction with a product or service
Concession	A special approval that is granted to release a nonconforming product or service for use or delivery
Conformity	Fulfilment of a requirement.
Conformance	Compliance with specified requirements.
Context of the Organization	The business environment of the organization
Continual assessment	Assessments in which selected parts of the HSEQ system are assessed on each visit over a given period subject the whole HSEQ system to re – assessment.
Continual improvement	Recurring activity to increase the ability to fulfil requirements.
Controlled conditions	Arrangements that provide control over all factors that influence the results
Contract	A binding agreement between two or more parties
Correction	Action taken to eliminate a nonconformity
Corrective action	Action to eliminate the cause of a detected nonconformity or other undesirable situation.
Customer	Organization or person who receives a product or service (outputs) from a supplier.
Customer Complaints	Customer’s expression of dissatisfaction with a product or service.
Customer feedback	Positive or negative information received by a supplier from a customer.
Customer Satisfaction	Customer’s perception of the degree to which the customer’s requirements have been fulfilled.
Data	Facts and statistics used for reference and analysis. Information that is organized in a form suitable for manual or computer analysis.
Defect	A fault in a product or service that makes it not to meet specified or intended use requirements.
Design	A process of originating a conceptual solution to a requirement and expressing it in a form from which a product may be produced or a service delivered.
Design and Development	A process (or set of processes) that transforms general input requirements for an object into specific output requirements.

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	Set of processes that transform requirements into specified characteristics or into the specification of a product, process or system. Development transforms the conceptual solution into a fully working model.
Determination	To find or to identify the value of a characteristic.
Document	Information and its supporting medium.
Documented Information	All information that organizations need to operate and all they use to document the results that they achieve that must be maintained and controlled.
Effectiveness	The extent to which planned activities are realized and planned results achieved.
Efficiency	Relationship between the results achieved and the resources used.
Feedback	A comment, an opinion, or an interest expressed about a product or service.
Function	A role that is performed by a unit of an organization
Improvement	A set of activities that organizations carry out in order to obtain better results
Information	Important facts and statistics provided or learned.
Information system	A network of communication channels used within an organization
Infrastructure	System of facilities, equipment and support services that organizations need in order to function.
Innovation	The action of introducing new ideas, methods, processes, systems, practices, plans, tools, technologies, machines, techniques, products and services,
Inspection	Conformity evaluation by observation and judgment accompanied as appropriate by measurement, testing or gauging.
Interested party	A person, group or organization that add value to the organization, or are otherwise interested in, or affected by, the activities of the organization.
Involvement	When people share objectives and are actively engaged in, and contribute to, their achievement
Knowledge,	A collection of information and facts acquired by a person through experience or education.

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Management	All activities that are used to direct, CEO coordinate and control people or things in an organization.
Management system	System to establish policy and objectives and to achieve those objectives
Measurement	A process that is used to determine a value.
Measurement process	Set of operations to determine the value of a HSEQ.
Monitoring	The process of observing and checking the progress or HSEQ of an activity or system over a period of time.
Multisite organization	An organization that has an identified headquarters at which certain activities are planned, controlled or managed and a network of local offices or branches (sites) where such activities are fully or partially carried out
Nonconformity	A nonfulfillment of, or failure to meet, a requirement.
Object	Any entity that is either conceivable or perceivable.
Objective	A result aimed at or sought.
Objective audit evidence	Information that is verifiable and generally consists of records and other statements of fact that are relevant to the audit criteria being used.
Objective evidence	Data that show or prove that something exists or is true.
Organizational structure	Arrangement of responsibilities, authorities and relationship between people.
Output	The result of a process.
Outsource	The arrangement that an organization makes with outside organizations to perform part of a function or process normally done in - house.
Performance	Measurable results that activities, processes, products, services systems and organizations are able to achieve.
Performance indicators (metric)	Measurable results that activities, processes, products, services systems and organizations are able to achieve.
Policy	A general commitment, direction or intention to be adopted and pursued as formally expressed by Executive Management to guide and determine present and future decisions. A guide to thinking, action and decision.
Procedure	Specified way to carry out an activity or a process.
Process	A set of interacting or interrelated activities that transforms inputs into outputs.

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Process approach	A management strategy in which the interrelated and interacting processes of an organization, the inputs and outputs that link them together are managed and controlled by management to produce outcomes that meet customer requirements.
Process – based HSEQ management	A QMS that comprises a network of inter- related and inter – connected processes
Product	The result of a process.
Provider	A person or an organization that supplies or provides products or services.
HSEQ	The degree to which a set of inherent characteristics fulfils requirements.
HSEQ audit	A systematic and independent process in which an objective and impartial evaluation is made of all or part of a HSEQ management system implementation against agreed – upon criteria to determine whether the system is being effectively implemented and maintained.
HSEQ objectives	Those results that the organization needs to achieve in order to improve its ability to meet current and future customer needs and expectations.
HSEQ management	All the activities that organizations use to direct, control and the CEO coordinate HSEQ
HSEQ management system (QMS)	The organizational structure, responsibilities, procedures, processes and resources for implementing QMS objectives and for directing and controlling the organization with regard to HSEQ. Management system to direct and control an organization with regard to HSEQ.
HSEQ assurance policy manual	Document specifying the HSEQ management system of an organization.
HSEQ objective	Those results that the organization needs to achieve in order to improve its ability to meet current and future customer needs and expectations.
HSEQ plan	Document specifying which procedure and associated resources shall be applied by whom and when to a specific project, product, process or contract.
HSEQ planning	Part of HSEQ management focused on setting HSEQ objectives and specifying necessary operational processes and related resources to fulfil the HSEQ objectives.
HSEQ policy	Overall intention and direction of an organization related to HSEQ as formally expressed by Executive Management

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HSEQ records	Document stating results achieved or providing evidence of activities performed.
Regulatory requirement	The restrictions, licenses and laws applicable to a product or business imposed by the government.
Release	To grant permission to make available for use or to proceed to the next stage of a process.
Rework	Action on a nonconforming product to make it conform to the requirements.
Requirement	Need or expectation that is stated, generally implied or obligatory.
Review	A formal activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve established objectives with the intention to institute change if necessary.
Risk	Risk is the possibility of events or activities impeding the achievement of an organization's strategic and operational objectives.
Risk – based thinking	A MD coordinated set of activities and methods that organizations use to manage and control the many risks that affect their ability to achieve objectives.
Service	An intangible output from a process.
Specification	Document stating requirements.
Statutory requirement	The restrictions, licenses, and laws applicable to a product or business imposed by a legislative body and is obligatory
Strategy	A plan of actions or policies designed to achieve an objective or overall aim.
Subsidiary	A company that is owned by another company with a minimum of 51% shareholding, but which is independent in terms of accounting and operations.
Supplier	Organization or person that provides a product or service
Supplier organization	Organization that provides a product.
System	Set of interrelated or interacting elements.
Test	Determination of one or more characteristics according to a procedure.
Executive Management	Person or group of people who directs and controls an organization at the highest level.
Traceability	Ability to trace the history distribution, location and application of products, parts, materials, and services or that which is under consideration.

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Validation	Confirmation, through the provision of objective evidence, that the requirements for a specific intended use or application have been fulfilled
Verification	Confirmation, through the provision of objective evidence, that the requirements for a specific intended use or application have been fulfilled.
Work environment	Set of conditions under which work is performed
Work instruction	A document that gives detailed “how to” instructions