




# Sterling Chemical Malta Ltd

## BASIC DOCUMENT: SUMMARY LIST OF SYSTEM MANAGEMENT

### REVISION HISTORY

Revision Date	Revision Number	Sections affected	Change Description
02.03.2014	00		First issue

Document Number: <b>MDA_4.4.4</b>	Edited by <b>RDOC</b>	Revision by: <b>RSGA</b>	Approved by: <b>Top Management</b>
Pagina 1 di 8			

	Sterling Chemical Malta Ltd	BASIC DOCUMENT	Identificazione MDA_4.4.4
		SUMMARY LIST OF EMS MANAGEMENT	Rev. 00
Date issue: 02.03.2014			Pagina 2 di 8

## 1. PURPOSE AND SCOPE

The Environmental Management System documentation encompasses four levels as described below :

The first level is the Environmental Management System Manual (this document) which include Sterling's environmental policy, and a broad description of how Sterling Chemical Malta Ltd addresses the ISO 14001 requirements. The EMS Manual serves as an interface to interpret the relationship between Sterling's EMS and the ISO 14001 Standard. An individual document of Objectives, Targets and Programmes is developed based on the company's environmental policy. It demonstrates the company's environmental commitment on continual improvement in environmental performance.

The second level is the Environmental Procedures (MPAs), which include all procedures that Sterling Chemical Malta Ltd shall follow as specified in the ISO 14001 Standard. These procedures provide a detailed description of the EMS elements and define who should do what, how and when. Appendix A shows the relationship between various environmental procedures and the ISO 14001 Standard clauses. Register of Environmental Aspects, and Register of Legal and Other Requirements are derived from the procedures and act as the foundation of the EMS which the company subscribed to.

The third level is the Environmental Instructions (MIOAs), which are operational control procedures or instructions, with defined responsibilities, to control the identified significant environmental aspects associated with Sterling's operations and activities.

The fourth level is Environmental Records, which arise from the implementation of the Environmental Management System Manual, Environmental Procedures and Environmental Instructions. Environmental Records include various checklists, reports and meeting records, etc, as defined in each Environmental Procedure and Environmental Instruction (MMAs).

## 2. DEFINITIONS

EMS	Environmental Management System
RSGA	Environmental Management Representative
RDOC	Responsible of Documentation and Communications

## 3. RESPONSIBILITY

### 3.1 Environmental Management Representative

The Environmental Management Representative (RSGA) shall ensure the requirements of this procedure are effectively implemented in STERLING CHEMICAL MALTA LTD as a whole, and be responsible for maintaining the Summary List of System Management



Sterling Chemical  
Malta Ltd

## BASIC DOCUMENT

Identificazione  
MDA\_4.4.4

Date issue: 02.03.2014

## SUMMARY LIST OF EMS MANAGEMENT

Rev. 00

Pagina 3 di 8

### 4. SUMMARY LIST OF EMS MANAGEMENT<sup>1</sup>

#### GENERAL DOCUMENTS

Title	Section <sup>2</sup>	Codice	Rev.	Date issue
Manual od Environmental Management System	A	MEMS	00	21.02.2014
Chemical Risk Assessment	S	-	00	11.11.2013

#### BASIC DOCUMENTS

Title	Section	Identification Code	Rev.	Date issue
Environmental Policy	A	MDA_4.2	00	
Basic training courses content	A	MDA_4.4.2	00	28.02.2014
Summary List of EMS Management	A	MDA_4.4.4	00	
Emergency and Evacuation plan	S	MDS_4.4.7-A	00	
Environmental Emergency Plan	A	--	00	01.02.2014
Roles and Responsibility	A	MDA_4.4.1-C	00	21.02.2014

#### PROCEDURE

Title	Section	Identification Code	Rev.	Date issue
Identification of environmental aspects and significance evaluation	A	MPA_4.3.1	00	13.01.2014
Legal Requirements and other requirements	A	MPA_4.3.2	00	21.02.2014
Communication	A	MPA_4.3.3	00	21.02.2014
Training	A	MPA_4.4.2	00	21.02.2014
Control of Documents	A	MPA_4.4.5	00	21.02.2014
Development of operational control procedures	A	MPA_4.4.6	00	22.01.2014

<sup>1</sup> Document subject to continuous revision. Updated only on the occasion of the format change.

<sup>2</sup> A: Environmental. S: Safety and Health



Sterling Chemical  
Malta Ltd

## BASIC DOCUMENT

Identificazione  
MDA\_4.4.4

Date issue: 02.03.2014

## SUMMARY LIST OF EMS MANAGEMENT

Rev. 00

Pagina 4 di 8

Emergency training and reaction	A/S	MP_4.4.7	00	25.02.2014
Environmental Monitoring and Evaluation compliance	A	MPA_4.5.1	00	21.02.2014
Enquiry, Complaint, Non conformity Handling	A	MPA_4.5.3	00	21.02.2014
Control of Records	A	MPA_4.5.4	00	21.02.2014
Internal Audit	A	MPA_4.5.5	00	21.02.2014
Management Review	A/S	MPA_4.6	00	21.02.2014

## OPERATIVE INSTRUCTION

Title	Section	Instruction Number	Rev.	Date issue
Environmenal Office Practice	A	MIOA_4.4.3-B	00	24.02.2014
Green Procurament	A	MIOA_4.4.3-A	00	24.02.2014
Waste Management	A	MIOA_4.4.6-A	00	22.01.2014
Energy Management	A	MIOA_4.4.6-B	00	26.02.2014
Flue-Gas Pollution Control	A	MIOA_4.4.6-C	00	27.02.2014
Hazardous Substance Management	A/S	MIO_4.4.6-D	00	14.02.2014
Management of carcinogens substances	S	MIOS_4.4.6-D2	00	13.09.2013
Operational plan for control of technical gases	A	MIOA_4.4.6-D3	00	15.02.2014
Noise Pollution Control	A	MIOA_4.4.6-E	00	22.02.2014
Water Management	A	MIOA_4.4.6-F	00	22.02.2014
Instruction for contractors	S	MIOS_4.4.6-H1	00	03.07.2013
Maintenance and check of equipment and devices	A/S	MIO_4.4.6-I1	00	27.02.2014
Instructions for equipment and machineries maintenance	A/S	MIO_4.4.6-I2	00	28.02.2014
Personal Protection Equipment (PPE) use and maintenance	S	MIOS_4.4.6-L	00	12.09.2013
Protection Equipment Management	S	MIOS_4.4.6-L1	00	28.02.2014
Danegerous Goods Management	A	MIOA_4.4.6-N1	00	01.03.2014
Markin, Labelling and packaging according to the ADR Regulation	A	MIOA_4.4.6-N2	00	27.02.2014



Sterling Chemical  
Malta Ltd

BASIC DOCUMENT

Identificazione  
MDA\_4.4.4

Date issue: 02.03.2014

SUMMARY LIST OF EMS MANAGEMENT

Rev. 00

Pagina 5 di 8

Procedure to follow in case of fire	S	MIOS_4.4.7-A	00	28.02.2014
Operating instruction for fire extinguishers, fire hoses and mobile foam units use	S	MIOS_4.4.7-B	00	09.01.2014
Steps to be taken in case of spill or release or contact with hazardous substances	S	MIOS_4.4.7-C	00	22.01.2014
The appropriate actions to be taken in the event of equipment failure or malfunction	S	MIOS_4.4.7-D	00	10.02.2014
Measures to be taken in case of accident/minor injuries	S	MIOS_4.4.7-E	00	26.02.2014
Procedure to be adopted to put in security the production plants, the pilot plant and the laboratories	S	MIOS_4.4.7-F	00	10.10.2013
Procedure to follow in case of emergency	S	MIOS_4.4.7-H	00	28.06.2013
Emergency and evacuation procedure	S	MIOS_4.4.7-I	00	26.02.2014
Behaviour in case of emergency earthquake, flood and emergency power	S	MIOS_4.4.7-G	00	27.02.2014

FORM

Title	Section	Code	Revision	Date issue
Environment objectives and targets Register	A	MRA_4.3.3-	00	21.02.2014
Training Plan	A	MMA_4.4.2-A	00	21.02.2014
Training attendance records	A	MMA_4.4.2-B	00	21.02.2014
Monthly office inspection records		MMA_4.4.3-B1	00	24.02.2014
Register Operational Control Procedure	A	MMA_4.4.6-A	00	22.01.2014
Register of Electricity Meter Reading	A	MRA_4.4.6-F1	00	26.02.2014
Register of Gas Meter Reading	A	MRA_4.4.6-F2	00	26.02.2014
External Stakeholder Communications Record	A	MMA_4.4.3-A	00	24.02.2014
Supplier / Contractor Evaluation Form	A	MMA_4.4.3-B	00	24.02.2014
Environmental Guidance Notes for Supplier / Contractor	A	MMA_4.4.3-C	00	24.02.2014
Supplier / Contractor Performance Assessment Form	A	MMA_4.4.3-D	00	24.02.2014
Meeting minutes of the EHS Committee meeting	A/S	MM_4.4.3-C	00	21.02.2014
Master List of Communications	A/S	MR_4.3.3-B	00	21.02.2014



Sterling Chemical  
Malta Ltd

## BASIC DOCUMENT

Identificazione  
MDA\_4.4.4

Date issue: 02.03.2014

## SUMMARY LIST OF EMS MANAGEMENT

Rev. 00

Pagina 6 di 8

Master Document distribution list	A/S	MR_4.4.5-A	00	21.02.2014
Environmental monitoring register	A	MRA_4.5.1-A	00	21.02.2014
Register of Legal and Other Requirements	A	MRA_4.5.1-1	00	21.02.2014
Register of auditing environmental aspects	A	MRA_4.5.1-2	00	21.02.2014
Corrective action report (CAR)	A	MMA_4.5.3-A	00	21.02.2014
CAR status log	A	MMA_4.5.3-B	00	21.02.2014
Communication Log	A	MMA_4.5.3-C	00	21.02.2014
Master list of environmental records	A	MMA_4.5.4-A	00	21.02.2014
Audit plan	A	MMA_4.5.5-A	00	21.02.2014
Audit check list	A	MMA_4.5.5-B	00	21.02.2014
Internal audit report	A	MMA_4.5.5-C	00	21.02.2014
Results of management review	A	MMA_4.6-A	00	21.02.2014
Check list of management review	A	MMA_4.6-B	00	21.02.2014
Interference risk assessment document	S	MMS_4.4.6-H2	00	18.06.2013
PPE Delivery receipt	S	MMS_4.4.6-L1	00	25.06.2013
Emergency number	S	MMS_4.4.7-C	00	28.06.2013
Emergency and evacuation crew	S	MMS_4.4.7-D	00	28.06.2013
Register of use carcinoges and evacuation substances	S	MMS_4.4.6-D1	00	12.06.2013

Forms and procedures related to the HSE system belonging to Quality management system

### QUALITY CONTROL PROCEDURES

Titolo	Ambito	Codice	Rev.	Data
Sampling	QC	QC.SOP.003	00	22.03.2013
Preparation and storage of Retained Samples	QC	QC.SOP.004	00	22.04.2013
Storage of Reagents	QC	QC.SOP.005	01	29.08.2013



Sterling Chemical  
Malta Ltd

## BASIC DOCUMENT

Identificazione  
MDA\_4.4.4

Date issue: 02.03.2014

## SUMMARY LIST OF EMS MANAGEMENT

Rev. 00

Pagina 7 di 8

### PRODUCTION PROCEDURES


Titolo	Ambito	Codice	Rev.	Data
Master production record & batch production record, master laboratory record & batch laboratory record	P	P.SOP.001	00	22.04.2013
Packaging and Labelling	P	P.SOP.003	01	07.01.2014
Movement product in Finishing Area	P	P.SOP.008	00	22.04.2013
Movement of personnel in Finishing Area	P	P.SOP.009	00	22.04.2013
Facility Maintenance	P	P.SOP.010	00	22.04.2013
Maintenance of filters in Finishing Area	P	P.SOP.011	00	22.04.2013
Loading/Unloading of Materials in Production	P	P.SOP.015	00	22.04.2013

### WAREHOUSE PROCEDURES

Titolo	Ambito	Codice	Rev.	Data
Receipt of Goods in Warehouse	M	M.SOP.001	01	20.06.2013
Storage of Goods	M	M.SOP.004		22.04.2013
Transfer of Goods to Other Departments	M	M.SOP.005		22.04.2013
Fractionation	M	M.SOP.005/SOI.01		22.04.2013
Dispensing for Shipment	M	M.SOP.006		22.04.2013
Unusable Goods	M	M.SOP.008		22.04.2013

### MAINTENANCE PROCEDURES

Titolo	Ambito	Codice	Rev.	Data
Maintenance Plan	MN	MN.SOP.001	00	31.05.2013

 Sterling Chemical Malta Ltd	BASIC DOCUMENT			Identificazione MDA_4.4.4
	SUMMARY LIST OF EMS MANAGEMENT			Rev. 00
Date issue: 02.03.2014				Pagina 8 di 8

Production Operative Manual	MN	MOP	01	13.09.2013
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**AGGIORNATO AL 02.03.2014**