

1. PURPOSE AND SCOPE

This procedure ensures that the key characteristics of the operations and activities that can have a significant impact on occupational health & safety of people and the environment are monitored regularly.

The purpose is:

- To have procedures for continuous measuring and monitoring of various HSE parameters that can have significant impacts if deviated.
- Monitoring the extent to which HSE objectives are met.
- To ensure legal compliance by effectively keeping track and reporting performance parameters as identified in the Legal register of applicable HSE regulation.
- To monitor HSE performance and identify opportunities for further improvements.
- Recording information to track performance, relevant operational controls, and conformance with the organization's HSE policy, objectives, and targets.
- Establish HSE performance indicators related to the organization's objectives and targets.
- To identify instruments and measuring equipment required for monitoring the HSE parameters.
- Ensure proper Calibration/Verification of monitoring & measurement equipment and their records.
- Qualitative and quantitative measures,
- Monitoring the effectiveness of controls
- Monitor ill health, incidents, and other historical evidence of deficient HSE performance.

2. APPLICABILITY:

This procedure applies to Sterling & Wilson Projects and Operation & Maintenance.

3. RESPONSIBILITY:

MA, HODs, Site HSE, Project Manager, Business HSE

4. DEFINITION:

- **Performance:** Measurable result
- **Measurement:** Process to determine a value
- **Monitoring:** Determining the status of a system, a process, or an activity,
- **Key Characteristics:** An organization are the significant aspects, Risks & Opportunities, HSE conditions, compliance obligations,
- **Performance indicators:** measure the progress towards an HSE objective.
- **Calibration/Verification:** Measuring equipment should be calibrated or verified at specified intervals or prior to use, against measurement standards traceable to international or national measurement standards. If a standard does not exist, the basis used for calibration should be recorded.
- **Relevant activities:** Production and non-production activities having direct or indirect impact/bearing on the HSE Management System of the organization.

4 PROCEDURE

5.1 Monitoring and measurement are done as per the process below.

Input	Process	Output	Resp
Decide the schedule for measurements based on requirements	Prepare a monitoring schedule Continual & periodic monitoring of the Key HSE characteristics is carried out by BHSE & Project Manager	Monitoring schedule/ report	Site HSE/ Project Managers
	Through Online HSE tools and through Site level Env Monitoring activities to be captured through the Environmental monitoring plan	Online HSE tool report & Monitoring records	Site HSE/ Project Managers
Monitoring of the SOPs is done by checking whether these are implemented or not	Regular inspections/ audits are conducted to check the effectiveness of SOP.	Inspection / Audit Reports in the online HSE portal	Site HSE / PM/ Internal Auditors
MA reviews the Objectives and HSEMPs	Review with the concerned HODs as per procedure	HSE MPs	MA
Calibration of measuring & monitoring Equipment (internal and external)	As per the calibration schedule	Calibration records	Site HSE/ PM/ Testing and Commissioning team
HSE Rules & regulations for the latest update in legislation	Thru applicable websites	Legal Register on the HSE portal	Admin / HR/ HSE
Incident investigation, corrective and preventive actions	As per the incident management procedure	Incident Report	HSE/ PM
Track the NC/ observation	As per the Non-conformance Procedure	Finding report/ Action items	HSE/ PM
	Yearly review and update the monitoring schedule, if needed	Revised monitoring schedule	HSE/PM

6 FORMATS APPLICABLE

Sr. No.	Document No.	Title
1	SW/HSE/F501	Monitoring Schedule
2	SW/HSE/F403 & 404	Objectives and MP
3	External	Calibration certificate (External lab)
4	Certificates	Calibration certificate (Internal instruments)
5	Site Related	Medical health checkup records
6	SW/HSE/ F439	Accident / Incident reports