



PUMA ENVIRONMENTAL MANAGEMENT SYSTEM

ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL

EMS-MA01

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1.0 CONTEXT OF THE ORGANIZATION

(Insert BU/Terminal name) has determined external and internal issues that are relevant to its purpose and that affect the ability to achieve intended outcomes of its environmental management system. The external and internal issues include environmental conditions being affected by or capable of affecting the company. Refer Appendix 1 for Context of the Organization (See guidance on evaluating context)

1.1 Introduction

This manual sets out the framework for the Puma Environmental Management System (PEMS) in order to ensure that (*insert Region/site*) complies with regulatory & legal and other requirements and to manage the environmental impact of its operations. By aligning with the requirements of ISO 14001:2015 (Puma Energy) will be able to identify the company's environmental best practices, comply with the expectation of prevention of environmental pollution and sustaining the environment.

This manual describes the environmental management, delineates authorities, interrelationships and responsibilities of personnel responsible for performing within the system. This manual also provides procedures or references for all activities comprising the PEMS to ensure compliance to the relevant requirement of environmental legislation and standards or other requirements to which Puma Energy sets.

1.2 Company Background

Brief detail of who Puma energy are and what they do within the country set up.

1.3 Scope of PEMS (Puma Environmental Management System)

1.3.1 *The scope of the PEMS is "The receipt, storage and distribution of hydrocarbons / and Bituminous (delete as appropriate) products".*

1.3.2 Boundaries of Scope and Applicability

The boundaries of scope apply to the following sites and is applicable to all activities carried out by Puma **(insert site/country entity):**

1. Insert site name
2. Insert site name

1.3.3 Definitions

- PEMS – Puma Environmental Management System.
- QHSE – Quality, Health, Safety & Environment

2.0 POLICY

Top management has established, implemented, and maintained a local environmental policy that has been issued and communicated to all employees and contractors. The environmental policy may be part of an integrated HSE Policy or stand alone. The policy is available on request to any interested party.

Reference(s): **(Insert document name and number)**

3.0 ORGANIZATIONAL UNITS, FUNCTIONS, AND PHYSICAL BOUNDARIES

3.1 Responsibilities: (Detail the key roles in the organization and their key responsibilities to the PEMS)

Reference(s): **(Insert document name and number)**

4.0 PLANNING

4.1 Risk and Opportunities

The company has determined the risks and opportunities, related to its context of organization, compliance obligations, environmental aspects and other issues that can affect the ability to achieve intended outcomes of its environmental management system.

Reference(s): **(Insert document name and number)**

4.2 Environmental Aspects

(Insert Country/terminal name) has determined the environmental aspects of its activities, product and services that it can control and those that it can influence, and associated environmental aspects. This process will determine the significant environmental aspects, which shall be communicated throughout the company.

Reference(s): **(Insert document name and number)**

4.3 Compliance Obligations

(Insert Country/terminal name) has determined the compliance obligations related to its environmental aspects. The applicable compliance obligations are registered in the Environmental Compliance Obligation Register. The document will be reviewed every 2 years and/or if there is any changes of legislation related to environmental aspects.

Reference(s): **(Insert document name and number)**

4.4 Planning Action

(Insert Country/terminal name) shall follow a 'plan-do-check-act' process to address significant environmental aspects, compliance obligations, risks and opportunities and facilitate continual environmental performance improvements. The planning process

includes the review of the Register of Environmental Aspects and Register of Legal and Other Requirements, together with the integration and implementation of actions into the PEMS and the evaluation of their effectiveness.

Reference(s): **(Insert document name and number)**

5.0 ENVIRONMENTAL OBJECTIVES AND PLANNING

(Insert Country/terminal name) has established environmental objectives at relevant functions and levels taking into account the organization's significant environmental aspects and associated compliance obligations, and considering its risk and opportunities.

Reference(s): **(Insert document name and number)**

6.0 SUPPORT

6.1 Resources & Competence

(Insert Country/terminal name) has determined and provides the resources needed for establishment, implementation, maintenance and continual improvement of the PEMS.

The company has determined the competent person for the PEMS implementation and to fulfill compliance obligations The Company defines the training needs for all staff for the PEMS.

The selection of contractors and non-Puma employees who carry out work that may affect the performance of sites environmental controls must include records of their environmental awareness, training and performance through the KYC process. All contractors should be inducted to understand each sites specific environmental requirements.

Reference(s): **(Insert document name and number)**

- i. Training Need Analysis,
- ii. Competency & Development Matrix ,
- iii. Training Plan,
- iv. Environmental Compliance Obligation,

7.0 COMMUNICATION

(Insert Country/Terminal name) shall determine what, when, with whom and how to communicate, and who communicates relevant to the EMS.

For internal communication, the company shall ensure information regarding the EMS, e.g., PEMS Policy, EMS objectives, performance and changes, is readily available to employees via notice boards and/ or electronic means. Employees with enquiries or complaints related to the PEM or environmental issues shall consult their TM. Depending on the nature and scope of the enquiry or complaint, the UK HSEC Manager shall determine the corresponding action and ensure relevant records are maintained to demonstrate the response and corrective actions taken.

For external communication, the EMS Policy is available at each Terminal and electronically upon request. Information relevant to the EMS shall be communicated as required by compliance obligations.

All internal and external enquiries, complaints and communications shall be discussed and reviewed by *(country/location to determine)* and any decisions shall be recorded on meeting minutes. Records of relevant external complaints must be logged and records kept.

Reference(s): ***(Insert document name and number)***

8.0 DOCUMENTED INFORMATION

(Insert Country/Terminal name) shall create and maintain documentation to meet the requirements of PEMS. All documented information created and/or updated must follow the Document control procedure.

All records shall be kept in line with legal, regulatory, Puma Energy global requirements, and minimum retention periods.

Reference(s): ***(Insert document name and number)***

9.0 OPERATION

9.1 Operational Planning and Control

PEMS determines and evaluates the level of control and influence over the different life cycle elements, based on the context of the organization and the consideration of significant environmental aspects, compliance obligations and risks associated with threats and opportunities. It is the responsibility of the ***(Insert Country/Terminal name)*** to maintain and create operational procedures that consider and control risk and opportunities as identified by the PEMS.

Reference(s): ***(Insert document name and number)***

9.2 Emergency Preparedness and Response (ERP)

The company has identified, established, implemented and maintains processes needed to handle potential emergency situations. The documented information of ERP are been communicated throughout the company.

Reference(s): **(Insert document name and number)**

10.0 PERFORMANCE EVALUATION

10.1 Monitoring, measurement, analysis and evaluation

(Insert BU/Terminal) shall monitor, measure, analyze and evaluate the Performance of the PEMS against set objective and metrics established by the business.

Reference(s): **(Insert document name and number)**

10.2 Evaluation of Compliance

10.2.1. Environmental Control Monitoring

Environmental controls as identified by environmental Impacts assessment shall be routinely monitored to ensure effectiveness. Any non-conformances shall be reported by:

- Unsafe Practices/Unsafe Condition Form; or
- Area Planned Inspection; or
- Planned Work Observation; or
- Environmental Audit

All the findings reported will be registered in Sphera Safeguard for monitoring and to be validated by *competent persons*

10.2.2. Environmental Monitoring Program (EMP)

Terminals must create and operate an Environmental Monitoring Program based on the identified legal and regulatory requirements and significant environmental impacts identified by PEMS.

Reference(s): **(Insert document name and number)**

10.3 Audit

Verification of the PEMS, processes and procedures, as well as compliance with regulations and requirements, is carried out by internal management system audits using competent auditors. The aim of audits is to identify gaps within PEL's systems, to ensure compliance, and where found to be deficient, encourage actions to investigate and close out non-conformances.

The audit and inspection schedule frequency is created using a risk based approach to identify how often sites/areas should be audited. It includes audits and planned inspections by external bodies (where known in advance).

Audit results shall be maintained shall be retained as a PEMS record as per document and record control requirements

Reference(s): **(Insert document name and number)**

11.0 MANAGEMENT REVIEW

Top management shall review the PEMS at least once per annum to ensure its continuing suitability, adequacy and effectiveness. The review shall include consideration of:

- Status of actions from previous management reviews;
- Changes in:
 - External and internal issues relevant to the EQMS;
 - Needs and expectations of interested parties, including compliance obligations;
 - Significant environmental aspects;
 - Risks and opportunities;
- Extent to which PEMS objectives have been achieved;
- Information on the performance and effectiveness of the EQMS, including trends in:
 - The extent to which EQMS objectives have been met;
 - Nonconformities and corrective actions;
 - Monitoring and measurement results;
 - Fulfilment of its compliance obligations;
 - Audit results, including, as appropriate, the results of internal, customer, regulatory body, or certification body, audits;
 - Performance of external providers;
- Adequacy of resources;
- Relevant communications from interested parties;
- Effectiveness of actions taken to address risks and opportunities;
- Opportunities for continual improvement.

The outputs of the management review shall include decisions and actions related to:

- Conclusions on the continuing suitability, adequacy and effectiveness of the EQMS;
- Continuous improvement opportunities;
- Any need for changes to the EQMS;
- Resource needs;
- Actions, if required, when EQMS objectives have not been achieved;
- Opportunities to improve integration of the EQMS with other business processes, if required;
- Any implications for the strategic direction of PEL.

Findings from the management review shall be recorded in the meeting minutes and shall be retained as PEMS record as per Document Data Management Procedure.

Reference(s): **(Insert document name and number)**

12.0 IMPROVEMENT

(Insert BU/Terminal) shall determine opportunities for improvement and implement necessary actions to achieve the intended outcomes of its environmental management system. Any significant actions that require management approval will be raised in the QHSE Committee Meeting. All the actions determined shall be registered in the Rivo Safeguard for evaluation and review of the effectiveness. Actions are been identified from the implementation of Evaluation of Compliance, clause 10.2.

Reference(s): **(Insert document name and number)**

13.0 REVISIONS

REVISION	DATE	REVISER(S)	DESCRIPTION