



# ORGANIZATION OF THE QUALITY, ENVIRONMENT AND SAFETY MANAGEMENT PLAN

*Consulting and Technical Accessory*

## Index

<b>1. Introduction</b> .....	3
<b>2. CHARACTERIZATION OF CONTRACT FUNCTIONS</b> .....	4
• Collect and analyze vibration data .....	4
<b>1. ORGANIZATION OF THE QUALITY, ENVIRONMENT AND SAFETY MANAGEMENT PLAN</b> .....	4
<b>2. ORGANIZATIONAL STRUCTURE</b> .....	5
<b>4. Health and Safety Policy</b> .....	6
<b>5. Operating Principles in Health and Safety:</b> .....	7
<b>6. COVID 19 Prevention Procedure</b> .....	8
<b>7. Responsibilities and qualifications</b> .....	8
<b>8. Quality Environmental and Safety Management</b> .....	15
<b>10 Quality management</b> .....	15
<b>11. Environmental Management</b> .....	16
<b>11.1 Identification of aspects and assessment of environmental impacts</b> .....	16
<b>11.2. Waste management</b> .....	16
<b>11.3 Environmental Accident</b> .....	16
<b>12. Health and safety management</b> .....	17
<b>12.1 Risk assessment</b> .....	17
<b>13. Information and disclosure</b> .....	17
<b>14. Training / Toolbox Meetings</b> .....	18
<b>15. Dangerous Products</b> .....	19
<b>16. First Aid</b> .....	19
<b>17. Emergency and evacuation measures</b> .....	19
<b>17.1 Emergency procedure</b> .....	19
<b>18. Health surveillance</b> .....	20
<b>19. Coordination of simultaneous of successive activities in the same workplace</b> .....	20
<b>20. Registration, notification and communications</b> .....	22
<b>20.1 Registration and investigation of accidents and near misses</b> .....	22
<b>20.2 Work accident</b> .....	23
<b>20.3 Reporting incidences to the central management systems directorate</b> .....	23



## **ORGANIZATION OF THE QUALITY, ENVIRONMENT AND SAFETY MANAGEMENT PLAN**

*Consulting and Technical Accessory*

<b>21 Notifications of dangerous situations .....</b>	<b>23</b>
<b>22. Personal protective Equipment-PPE.....</b>	<b>24</b>
<b>23. Safety conditions in the workplace .....</b>	<b>24</b>
<b>24. Equipment/ work Tools.....</b>	<b>24</b>

## 1. Introduction

The present plan establishes the guidelines to be complied with, by the contracts, in order to meet the Environmental Quality and Safety requirements defined by the company.

Issues related to Occupational Safety and Hygiene Prevention present aspects nature:

- **Legal**, defined in the legislation for the protection of workers and third parties against risks arising from the industrial activity of civil construction;
- **Economic**, the discrepancy between the costs of safety and hygiene measures in work and the full recovery of an accident - wages, compensation, assistance medical, insurance, etc. ... the victim's inactivity; the advantages are widely seen in the implementation of the Safety, Hygiene and Health measures, which depends on the employee's willing and commitment.
- **Social**, relationship of injured workers with family, friends.

The present plan and its development and implementation in the course of the work aims to analyze and prevent the risk factors of the different activities involved in the workplace, in order to reduce, if not eliminate, through the indication and evaluation of the correct procedures of working conditions.

In this context, Manutenção Preditiva Lda, ensures prevention and promotion in the workplace (through training and clarification actions) of safety and health and guarantees in the final analysis first aid in emergency situations.



## **ORGANIZATION OF THE QUALITY, ENVIRONMENT AND SAFETY MANAGEMENT PLAN**

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### **2. CHARACTERIZATION OF CONTRACT FUNCTIONS**

The present plan establishes rules for the contract:

The Manutenção Preditiva Lda, is a 100% Mozambican company that has been operating in the Mozambican market since 2019 in predictive maintenance in non-intrusive tests with regard to:

- Collect and analyze vibration data
- Collection and analysis of oil samples
  
- Balancing
  
- Laser alignment of shafts with couplings
  
- Electrical / Mechanical Thermography
  
- Technical consultancy

Company location: Parque Industrial de Bebeluane Lote10/11 Edifício TSG Office 229.

Our company will be able to assist in various technical aspects necessary for your work to take place safely.

- Maintain the capacity and availability of your equipment.
  
- Maximize the operating time of your equipment and plan maintenance, thus minimizing the operational impact or loss of production due to some unforeseen damage.

### **1. ORGANIZATION OF THE QUALITY, ENVIRONMENT AND SAFETY MANAGEMENT PLAN**

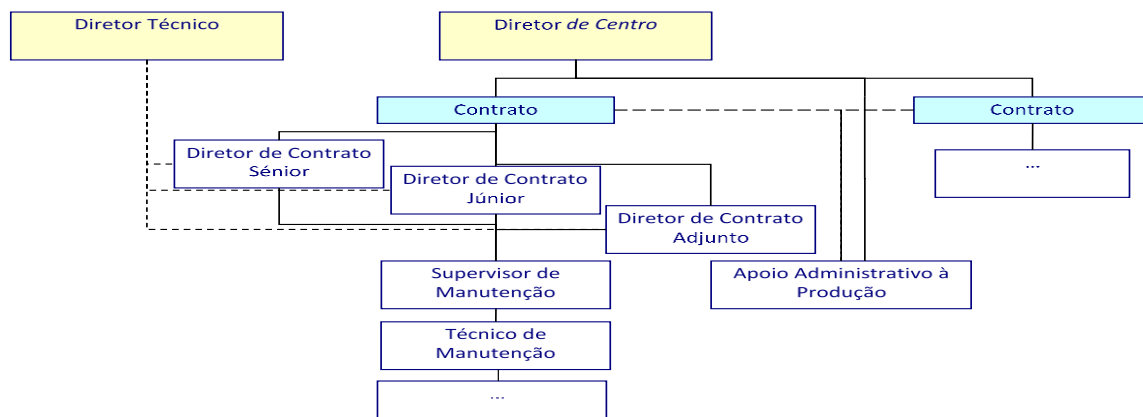
This quality, Environment and Safety management plan complements that defined in the company's management System Manual.

**The plan is organized in the following structure:**

- List of contracts and functions;
- Emergency contacts;
- Individual Worker Safety Sheet ;
- Verification sheets;
- Safety data sheets;
- First aid kit;
- QAS visit reports;
- Notification of dangerous situation;
- Training records;
- Risk assessment;
- Environmental impact assessment;

## 2. ORGANIZATIONAL STRUCTURE

### Organizational Structure of Manutenção Preditiva Lda



#### **4. Health and Safety Policy**

**Objective:**

- Predictions and principles for the development of our value “Valuing human life”. This value is a basis for the commitments and results of the Predictive Maintenance leadership, focusing on the achievement of Excellence in Health and Safety.

**Application:**

- This Policy applies internally to the company and to suppliers and customers.

**Commitment to Health and Safety:**

- In order to achieve zero losses, Manutenção Preditiva commits to:
  1. Manage all risks, in the best possible way, associated with its activities, processes, facilities, products or services;
  2. Act preventively in the management of occupational risks;
  3. Meet and comply with the legal requirements for occupational health established and those voluntarily assumed;
  4. Continuously improve the performance in Health and Safety through an effective system of management, focusing on the use of innovative solutions and the development of people;

## **5. Operating Principles in Health and Safety:**

- The Principles of Performance in Health and Safety establish how the commitments defined above should be implemented. These principles, information, add value to our business and explain the commitment to Health and Safety. Are they:

1. Health and Safety is individual and collective responsibility.

- Health and Safety starts from the top to the bottom. It is up to the leaders to act

Through examples. Everyone is encouraged to help each other and has the right to refuse execution of an activity in inadequate safety conditions.

2. Value the Health and Safety means love the others.

- People are a beginning, middle and the end to excellence in Health and Safety, therefore, good management in Health and Safety requires good people management.

3. Risk prevention is always privileged.

- All risks associated with the activities, processes, tasks, installations, products or services in our operations must be identified, evaluated and controlled to manage risk. Injury prevention and diseases resulting from risks should always be prioritized. In addition to prevention and control programs of Health and Safety Policy risks, emergency response plans, contingency plans should be properly implemented.

## **6. COVID 19 Prevention Procedure**

Covid-19 is a universal matter. The number of infected people is increasing exponentially, in our country (Mozambique). Preventive measures to change the level of contagion are being implemented in accordance with the life instructions of the competent authorities, at national and international level.

Manuntenção Preditiva Lda recommends its employees to strictly follow the preventive measures imposed in the company:

1. Constant hand washing;
2. Use of mask;
3. Respect for social distance.

For workers who show possible symptoms of the coronavirus, they must inform their hierarchy to receive the necessary guidance.

## **7. Responsibilities and qualifications**

Each employee is responsible for implementing the integrated management system (IMS) in the activities he develops, as defined in the rest of the system's documentation.

The worker who culpably violates the referenced duties of the worker whose conduct has contributed to creating a dangerous situation incurs disciplinary and civil liability, under the terms of the law. Whenever a worker does not exist (or is absent), a collaborator is assigned to its performance, this is guaranteed by the hierarchy. In specific situations, a person may be appointed by the hierarchy.



Function	Responsibilities
Contract Director	<ul style="list-style-type: none"> <li>➤ Responsible for selection and hiring in coordination with the central directorate for people Management;</li> <li>➤ Coordinate their functional areas;</li> <li>➤ Establish goals for his/her area.</li> <li>➤ Ensure the maintenance of the IMS at its Center, including the updating of this plan;</li> <li>➤ Ensure that his/her hierarchy respects and complies with the defined duties/obligations.</li> </ul>

Function	Responsibilities
Administrative Support to production	<ul style="list-style-type: none"> <li>➤ Preparation of different technical documentation to support contracts, including registration/supporting documents for this plan;</li> <li>➤ Support of content on computer platforms.</li> </ul>

Function	Responsibilities
	<ul style="list-style-type: none"> <li>➤ Manage one or more contracts dependent on the Senior Contract Director or Junior Contract</li> </ul>

<p>FM Manager</p>	<p>Director, if applicable;</p> <ul style="list-style-type: none"> <li>➤ Implement the IMS in the respective contracts;</li> <li>➤ Monitor financial and operational indicators of the contracts;</li> <li>➤ Manage areas of activity related to the operation.</li> </ul>
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<b>Function</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>➤ Coordinate and manage preventive and corrective maintenance activities.</li> <li>➤ Watch over his/her safety and health, as well as that of other people who may be affected by his/her actions or omissions at work;</li> <li>➤ Ensure the performance of the work in accordance with the company's quality procedures, also ensuring the minimization of respective environmental impacts;</li> <li>➤ Plan the activities of the teams based on the elimination/reduction of environmental hazards/risks/impacts, and ensure that all works are carried out under appropriate conditions;</li> </ul>

<p>Maintenance Supervisor</p>	<ul style="list-style-type: none"><li>➤ Ensuring strict compliance with the safety, environmental and quality measures included in the procedures;</li><li>➤ Train the workers in charge, on the correct performance of activities, always from the perspective of improving quality, protecting workers and reducing impacts, at the reception or whenever necessary;</li><li>➤ Pay special attention to newly hired workers and temporary hired workers;</li><li>➤ Warn about safety and environmental accidents and near accidents, as well as cooperate in their investigation, suggesting and implementing preventive/corrective measures;</li><li>➤ Inform about the risks and impacts of new machines and new products, as well as new work methodologies;</li><li>➤ Ensure the good use of individual and collective protection equipment;</li><li>➤ In case of serious imminent and</li></ul>
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	<p>unavoidable danger/ impact, you must adopt the necessary and pertinent measures so that the workers interrupt their activity. If necessary, work should be stopped preventing workers from resuming their activity as long as the danger/ impacts persists;</p> <ul style="list-style-type: none"> <li>➤ Inform the contract director, in case any of the company's employees or subcontractors fail to comply with the safety and environmental rules;</li> <li>➤ Inform about the risks, impacts and preventive measures in the correct use of the equipment, based on what is defined in the respective instruction manuals;</li> <li>➤ Request technical support/follow-up visits to contracts whenever the need arises.</li> </ul>
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<b>Function</b>	<b>Responsibilities</b>
Responsible for check	<ul style="list-style-type: none"> <li>➤ Proceed to check the condition of the equipment before use, as well as read and comply with the indications in the user manual;</li> <li>➤ Carry out the checks, at least once</li> </ul>

	<p>a year, and inform the person in charge of any deficiency detected in any check.</p>
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<b>Function</b>	<b>Responsibilities</b>
Responsible for checking first aid box	<ul style="list-style-type: none"> <li>➤ Responsible for control and verification of the contents of the first aid box;</li> <li>➤ Keep up-to-date information of first aid.</li> </ul>

<b>Function</b>	<b>Responsibilities</b>
	<p>Perform preventive and corrective maintenance tasks and monitor subcontract work and services.</p> <p>Comply with the safety and health at work, environment and quality prescriptions established in the legislation in force and in collective regulation instruments, as well as the instructions determined for that purpose by the</p>

<p>All workers</p>	<p>employer;</p> <p>Watch over your safety and health as well as that of other affected by your actions or omissions at work;</p> <p>Ensuring that the work is carried out in accordance with the company's that the respective environmental impacts are minimized.</p> <p>Proceed to check the condition of the equipment before use, as well as read and comply with the indications in user manual.</p> <p>Use work equipment correctly (Example: work tools, ladder and PPE) and any changes to them are forbidden;</p> <p>Collaborate to improve the safety and environmental and quality system;</p> <p>Immediately report to the hierarchical superior the faults and deficiencies detected by him/her that seem likely to cause serious/imminent danger or a high environmental impact, as well as any defect in the protection systems;</p> <p>In case of serious imminent and unavoidable danger/impact, immediately stop the work and inform your superior.</p>
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## **8. Quality Environmental and Safety Management**

Within the scope of this plan, a set on actions is defined to ensure compliance with the requirements of the environment and safety at work, as well as the quality control of service provided.

To ensure the correct implementation and monitoring of requirements, regular visits are made by the contractor Director and safety representative technician as well as internal/external audits to control and guarantee the correct development of the contract according to the designated preventive measures and actions.

The findings verified during regular visits should be expressed through the visit form impc-122-dsg-visit report available in annex 3 or another appropriate model and field in annex 9.

The content of this Quality, Environment and safety management plan must be maintained and updated, requiring the file to contain obsolete versions. The attachments never become obsolete, after the inactivation of the contract they must be archived and kept on the computer server.

## **10 Quality management**

To guarantee the monitoring of the activities developed during the contract, periodic meeting/communications with the client are carried out. Activity reports are issued, promoting the evaluation of the service provided and identifying any needs to change procedures and/ or corrective measures for the proper development of the activity.

All documentation generated from the perspective of quality management, namely procedures, activity reports, calibration certificates, meeting minutes and customer satisfaction reports are filed in the computer serves contract folder.

## **11. Environmental Management**

### **11.1 Identification of aspects and assessment of environmental impacts**

The identification aspects and assessment on the environmental impacts of this sector of activity can be found in the environmental management plan reinforced in this company, see page 3, and point 4.1.

### **11.2. Waste management**

Based on information transmitted by contract director through the “imp-013-dsg-waste management”, present in annex 10, it is the technician identified by the contract director to ensure that the waste generated by the employees in the execution of the contract, are dispatched to the defined entities.

#### **These can be:**

Centralization in the company installation, or

Direct forwarding to authorized destination.

Prior to the time the waste is sent, it must be ensured that the operators involved are authorized to perform these functions. In Particular:

- Freight transport permit (for companies that will carry out the transport);
- Waste management operator license (for companies that will receive waste);

Prior to the shipment of the waste, the respective Electronic Waste monitoring guide (E-GAR) must be created and validated.

### **11.3 Environmental Accident**

In case of an environmental accident, proceed according to capture 4.3.9 and the procedure imp-003-impc-analisys for participate of near accident (en), form annex 7.



## **Spill containment**

Contracts with resident teams must provide in their facilities the necessary material to contain any spills in case of storing and/ or handling significant quantities of liquid chemical products.

In contracts without fixed teams, the impact of spills is minimized through the containment kits present in the vans of the technicians who travel to the facilities.

## **12. Health and safety management**

### **12.1 Risk assessment**

The assessment of risks to safety and health at work resulting from the permanence of the contracted activities, as well as from the facilities where the services of this contract are provided, is available in Annex 12.

It is essential that the workers are involved and collaborate in the ranking of hazards, from specific knowledge of the activities they carry out and the conditions under which they are performing these activities.

## **13. Information and disclosure**

Workers must be informed about the risks on which they are exposed during the performance of their tasks, as well as how to minimize them. For this purpose, at the time of admission, the responsible person for health and safety must disclose the risks and mitigation measures of the same, where they will be registered in the imp-017-dsg-training internal form for the purpose of disclosure and mandatory information, company policy, working hours, alcohol regulations, leave maps, rights and duties of the claim must be posted at the facility. Referenced documents are available in annex 8. For update purposes, the systems management department should be contacted.

In contracts where there is no possibility of posting for disclosure and mandatory information, this information will be available.

#### **14. Training / Toolbox Meetings**

Professional training and qualification represent the fundamental basis for the performance of functions. All personnel's performing activities under this contract must receive initial safety and environmental training.

All training carried out for contract staff will be recorded on the internal training record form imp-017-dsg- internal training record available in Annex 8, or under another model deemed appropriate, the records are delivered to the HR Department files in the individual file of the employees, and some records can also be filed in Annex 11.

**Toolbox Meetings** will be held on a regular basis, where the participation of all employees affected by the contract is mandatory and it aims to instill within the strong safety group, usually it lasts 10 to 15 minutes. , where the most varied topics related to health, safety, environment and good practices of safe work will be addressed and it will be led by the team leader or someone indicated by him.

#### **In this context, the contract director:**

- Informs about the training needs of the staff, as defined in the training procedure at the company;
- Ensure that all workers assigned to the contract participate in initial training;
- You are responsible for complying with the training or minimum qualification requirements applicable to your staff.

## **15. Dangerous Products**

The Safety Data Sheets (SDS) of dangerous products not accepted, as consulted in Annex 6. Whenever deemed pertinent, these sheets may be attached to the respective substances.

When purchasing new chemicals, the Safety Data Sheet is sent to a DSM (Management Systems Directorate), which validates the product and the available placements in the cloud.

## **16. First Aid**

In contracts where there are fixed teams, the first aid box must be controlled by the nominated person and in accordance with the first aid box control form, available in Annex 5, after this form must be filed in annex 8.

## **17. Emergency and evacuation measures**

### **17.1 Emergency procedure**

The contract director must ask the customer for the self-protection measures defined for the installation.

With a view to defining the lines of response to eventual unforeseen events, defining the forms of action in case of emergency, human resources, etc.

Emergency contacts and relevant information must be filled in by the service provider, followed by the form imp-018 dsg-contacts and useful information- (en), find the document in annex 2.

## **18. Health surveillance**

Health surveillance and control are carried out according to the risks inherent in the activities carried out by the worker.

Health surveillance is carried out at least at the following intervals:

- a) Admission exams, before the work starts;
- b) Periodic, annual exams for workers over the age of 50, and every 2 years for the remaining workers;
- c) Occasional examinations, whenever there are substantial changes in the material components of work that may have a harmful impact on the health of the worker, as well as in the case of returning to work after an absence of more than 30 days due to illness or accident.

The medicine service is responsible for making appointments depending on the situation of each worker and informing those concerned. It is up to the worker to attend the consultations, after informing his hierarchy as well as the contract director to allow him to appear at the same. The result of the assessment of medical fitness (suitability for work form, according to the legal form) is filed in the individual process of the worker in the central personnel management department.

## **19. Coordination of simultaneous of successive activities in the same workplace**

The legal regime for the promotion of safety and health at work defines the requirements for the coordination of simultaneous or successive activities in the same workplace. The documents in that are received from the client in this context are kept on file in the contract process, at Headquarters. Its pertinent content is placed in the hierarchy of hazards related to the installation.

The current legislation in the field of promoting health and safety at work defines the requirements for the coordination of simultaneous or successive activities in the same workplace.

- These requirements establish that when several companies' establishments of services simultaneously carry out activities with their workers in the same workplace, the respective employers must take into account the nature of the activities that each one develops, cooperate in order to protect safety and health. For this purpose and despite the responsibility of each employer, the following entities must ensure safety and health for all workers:
- The company in whose facilities other workers provide services under services provision contracts.
- In this situation, the contract director must ask the client for the necessary documents. These are maintained in the contract process, at headquarters, and their relevant content is placed in the hierarchy of hazards related to the installation.
- In the remaining cases, the company awarded the service, for which of must ensure the coordination of other employers through the organization of occupational safety and health activities.

The contract director must transmit the relevant documents made available by the client to the subcontractor.

The user company, in the case of workers on temporary work.

The contract director must transmit the following information in writing to the temporary employment agency in order for it to be included in the temporary employment contract:

The characterization of the job to be filled, the respective professional risks for a particularly dangerous job, the required professional qualifications, as well as the

modality adopted by the user for the services safety and health at work and their contact.

## **20. Registration, notification and communications**

### **20.1 Registration and investigation of accidents and near misses**

All incidents must be investigated and reported, so that necessary corrections can be made both in terms of human, material or environmental conditions. On the other hand, such investigation and communications must serve statistical purposes, which will allow not only to comply with legal obligations, but also allow guiding a policy and inventions in the field to safety and health at work and environmental protection.

Whenever an environmental accident or near miss occurs, it must be registered and communicated to management system directorate, according to the procedure imp-003-impc-analisys of participate of near accident (en) and investigation incidents.

For registration and information environmental accidents or near misses, the following should be used:

- Notifications of dangerous situation available on the production disc imp-003-dsg-notification of dangerous situation, which can also be used;
- Accident investigation report impc-003-gmi-accident investigation report;
- Any report templates.
- All Persons engaged in work activities at the client must report injuries immediately to the client's supervisor
- All injuries sustained at the client place of work must be treated at the client Medical facilities
- No injured person may be removed from site without the authority of the clients medical Doctor

## **20.2 Work accident**

Whenever an **accident at work** occurs, an investigation must be carried out, according all relevant information that allows a detailed analysis of that accident at work.

The investigation is carried out by the management Systems Department, with the support of the contract director to which the victim belongs.

The work accident communication by the contract director to DGP will respect the following methodology:

- It is always sent to the DGP which, after validation, sends it to the DRH which it will submit on the insurer's online platform.
- The work accident report must also be filed in the contract documentation.

## **20.3 Reporting incidences to the central management systems directorate**

The contract director is responsible for reporting incidences to the central directorate for management systems in accordance with the printed incident reporting form. 09-fm-incidenCES report, available in annex 2. All communications made must be filed in annex 10.

- All work-related incidents and injuries will be reported to the clients representative and will be investigate by the client
- No pictures may be taken by workers at the injured or injury workplace
- No evidence relating to the event or injury may be removed or tempered with
- Only the client representative will collect injury or event evidences and photos

## **21 Notifications of dangerous situations**

Any worker has the obligation to immediately report to his superiors and colleagues any risky situation that was observed.

This communication must be made in writing to the contract director through the form imp-003-dsg-notification of dangerous situation, available in annex 4. All communications made must be filled in annex 10. The contract director analyzes the records and proceeds accordingly, communicating the to the central directorate for management systems.

## **22. Personal protective Equipment-PPE**

It is the employer responsibility to supply the PPE to the team members and the employees have an obligation to make the correct use of it, keep it clean and well maintained. In case of damage or losses the employee must immediately inform his supervisor for the due exchange, when the delivery of these items, the worker must sign the document of receipt the PPE.

## **23. Safety conditions in the workplace**

To guarantee the safety conditions annual checks are carried out on the workplace and storage conditions applicable to the contracts through the forms impc-103-dsg-workplace verification of storage conditions, available in annex 3.

The records produced are filed in annex 5.

- All unsafe condition or behaviors in he workplace of the client, must be reported to the clients representative as soon as possible
- The clients representative must inform the service provider when it is safe to proceed after such report

## **24. Equipment/ work Tools**

Work equipment / tools (electrical and manual), must be in perfect conditions of use, if they are defective, they should not be used, the person in charge must make the





## ORGANIZATION OF THE QUALITY, ENVIRONMENT AND SAFETY MANAGEMENT PLAN

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immediate replacement. No worker should use a tool or equipment without first inspecting it, with a view to preserving its physical integrity.

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Prepared by:  
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HSE Responsible

Date and signature: 12-03-2021

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Verified by Faizal Mussagy

Contract Director

Date and signature