



NUR GROUP
Commitment & Consistency

Document Code: - RKCL/MR/01/002

Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL

Effective Date:

Revision Status: - 00

Page 1 of 30

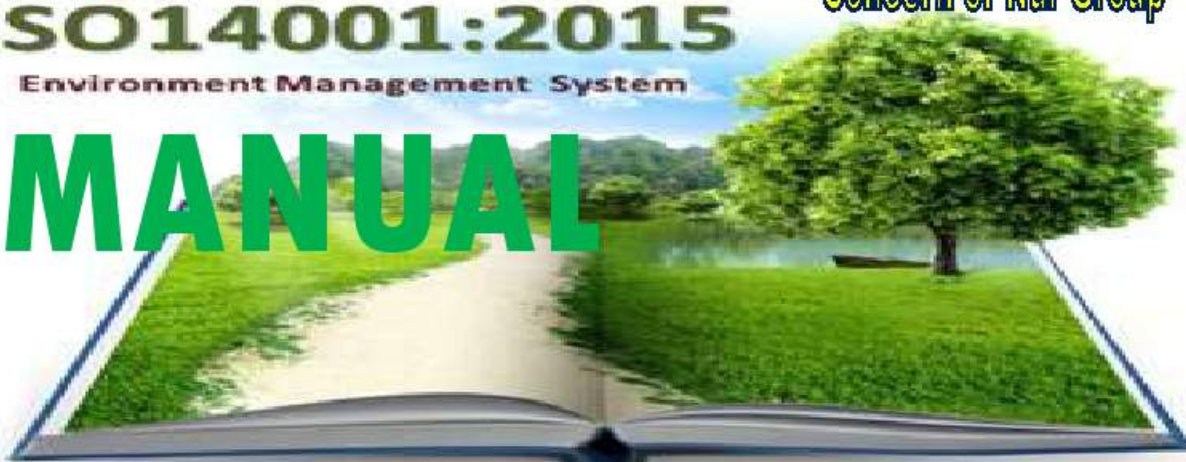
Raiyan Knit Composite Ltd.

Concern of Nur Group

ISO14001:2015

Environment Management System

MANUAL



ACT

PLAN

CHECK

DO

EMS



Prepared by:

Check by:

Approved by:

EMS (Sr. Executive)

A K M Zahirul Haque
GM- HR, Admin & Compliance

Syed Nazmul Hassan
Managing Director



NUR GROUP
Commitment & Consistency

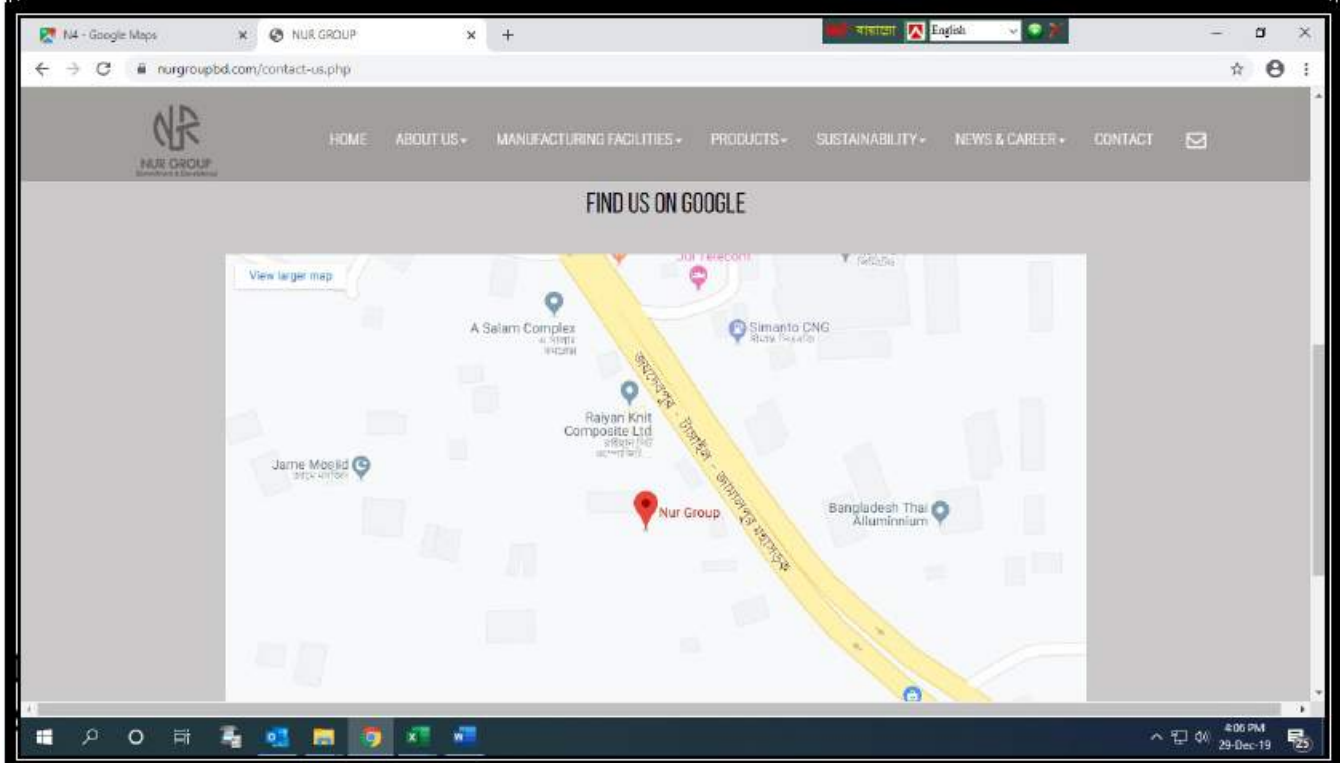
Document Code: - RKCL/MR/01/002

Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL

Effective Date:

Revision Status: - 00

Page 2 of 30



About us

Nur Group of companies is beginning in 1994, with the establishment of NUR Knitwear LTD. Since then company has expanded substantially, with an increasing number of employees and today's our annual turnover is 27 million USD. The company has grown since 1994 to become one of the largest group in the RMG sector of Bangladesh. **Global Location Number (GLN): 24.0508258,90.2337545,19z/data** This expansion towards the future has added stability to our business obligation, winning customers confidence in our product quality, reliability and competence. Our motto "**Customer and Quality Above All**" has kept our customer's requirements and expectations satisfied.

Commercial office: Haque Chamber, Level-8, 3 Rajuk Avenue, Motijheel C/A, Dhaka – 1000, Bangladesh. Tel: 9585809, 9586327.
Fax: 88-02-9561585, e-mail: info@nurgrouppbd.com

Factory: Holding No: A-21 & A-21/A, Ward-05, Hortokitola, Chandra, Kaliakur, Gazipur 1750. Cell: 01730-669933.

OUR BELIEF

Quality is never an accident and is always the result of high intent, sincere effort, intelligent direction and skillful execution of our employee teams.

OUR MISSION

Our mission is to become the market leader in satisfying our customers with the best quality knitted garments from Bangladesh to places around the globe.

OUR VISION

To be an environment friendly organization with high social commitment.

Our Certificates

01. ACCORD (Approved on fire ,electrical And structural Assessment)
02. BSCI (Business Social Compliance Initiative)
03. SEDEX (Supplier Ethical Data Exchange)
04. ICS Certified
05. OEKO-TEX 100 Class 1 & Class 2 for Garments
06. OKO-TEX 100 Class 1 & Class 2 for fabric
07. OKO-TEX 100 Class 1 for Print
08. OKO-TEX 100 Class 1 for Sewing Thread
09. ISO-9001 (Quality)
10. GOTS & OCS Certified for Organic



Our Department

Nur Group of companies began in 1994, with the establishment of Nur knitwear's Limited.

We are specialist for woven and knit as like Polo shirts, T-shirts, Tank top, Bottom, Jogger, Legging, Pajamas, Sportswear, Nightwear, Active wear, Underwear, Jacket, Skirt, Shorts etc.

Production Floor Area: 426,855 Sq. feet.

Sewing Lines : 32 line, . million Garment Capacity per month. Total Man power: 3000.

- | | |
|------------------------------------|-----------------------------|
| 1. Marketing & Merchandising Dept. | 2. Production Dept |
| 3. Design & Development Dept. | 4. Industrial engineering. |
| 5. Procurement Dept. | 6. Fabrics Dept. |
| 7. Sampling & Cad Dept. | 8. Embellishment Dept |
| 9. H.R & Admin & Compliance Dept. | 10. Finance & Account Dept. |
| 11. Commercial Dept. | 12. Accessories Dept. |
| 13. IT Dept. | 14. Store & warehouse Dept. |
| | 15. Maintenance Dept. |

E.T.P

Now we are running bio-chemical ETP and we are updating to Bio-logical ETP. Almost 95 % of work is done and hopefully we are going to start by this year. Our current

water treatment capacity is 75 m3 per hour after starting Bio-logical ETP our capacity will be 120 m3 per hour.



OUR PRODUCT

MENS

T Shirt
 Polo
 Jogger/Bottom
 Sweat
 Jacket
 Active
 Boxe
 Nightwear

LADIES

T Shirt
 Polo
 Legging/Jogger/Bott
 Sweat Shirt/
 Jacket
 Active
 Nightwear
 Dress.
 Lingerie

KIDS

T-Shirt
 Polo
 Legging/Jogger/Bo
 Sweat Shirt/ Dress
 Jacket
 Active wear.
 Nightwear
 Dress.
 Bodysuit
 Romper

FACTORY:


Ward No:05, Holding No: A-21, A-21/A, Hortokitola, Chandra, Kaliakair, Gazipur-1750, Bangladesh. website: www.nurgrouppbd.com

COMMERCIAL OFFICE:

Haque Chamber, Level-8, Plot:3, Rajuk Extension Avenue, Motijheel C/A, Dhaka-1000, Bangladesh Tel : +88 58314674, 58314675. Email : halim@nurgrouppbd.com

TABLE OF CONTENTS

Ref	Topics	Page No.
	Cover Page	1
	Table of Contents	5
1.0	Scope	6
2.0	Normative Reference	6
3.0	Terms & Definitions	6
4.0	ORGANIZATION	7
4.1	Understanding the organization and its context.	9
4.2	Understanding the needs and expectations of interested parties.	9
4.3	Determination the scope of the EMS.	9
4.4	Environment Management System.	9
5	LEADERSHIP	9
5.1	Leadership & Commitment.	9
5.2	Environmental Policy.	10
5.3	Organizational roles, responsibilities and authorities.	12
6	PLANNING	13
6.1	Action to Address Risk & Opportunities.	13
6.1.1	General.	13
6.1.2	Environmental Aspects.	14
6.1.3	Compliance Obligation.	15
6.1.4	Planning Action.	15
6.2	Environmental objective & planning to achieve them.	15
6.2.1	Environmental objectives.	15
6.2.2	Planning action to achieve environmental objectives.	16
7	SUPPORT	21
7.1	Compliance.	21
7.2	Awareness.	21
7.3	Communication.	21
7.3.1	General.	21
7.3.2	Internal / External Communication.	21
7.4	Documented Information.	24
7.5	Creating & Updating.	24
8	OPERATION	25
8.1	Operational planning & Control.	25
8.2	Emergency preparedness & Response.	26
9	PERFORMANCE EVALUATION	27
9.1	Performance Evaluation	27
9.1.1	Monitoring, Measurement, Analysis & Evaluation.	27
9.1.2	Evaluation.	28
9.2	Internal Audit.	29
9.2.1	General.	29
10	IMPROVEMENT	30
10.1	General.	30
10.2	Nonconformity & Corrective Action.	30
10.3	Continual Improvement.	30

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/MR/01/002		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 6 of 30

1.0: Scope

Raiyan Knit Composite Ltd. EMS provides a mechanism for environmental management throughout all areas and departments of the organization. The environmental management system is designed to cover environmental aspects, which Raiyan Knit Composite Ltd can control and directly manage, and those it does not control or directly manage but can be expected to influence.

2.0: Normative Reference

There is no normative reference

3.0: Terms & Definitions:

1. Continual improvement

Process of enhancing the environmental management system to achieve improvements in over all environmental performance in line with the organizations environmental policy.

2. Environment

Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelations.

3. Environmental aspect

Elements of an organization's activities, products or services that can interact with the environment.

4. Environmental impact

Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.

5. Environmental management system

The part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

6. Environmental management system audit

A systemic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organization's environmental management system conforms to the environmental management system audit criteria set by the organization, and for the communication of the results of this process to management.

7. Environmental objective

Overall environmental goal, arising from the environmental policy that an organization sets itself to achieve, and which is quantified where practicable.

8. Environmental performance

Measurable results of the environmental management system, related to an organization's control of its environmental aspects, based on its environmental policy, objectives and targets.

9. Environmental policy

Statement by the organization of its intentions and principles in relation to its over all environmental performance which provides a framework for action and for the setting of its environmental objectives and targets.

10. Environmental target

Detailed performance requirement quantified where practicable, applicable to the organization or parts thereof that arises from the environmental objectives and that needs to be set in order to achieve those objectives.

11. Interested party

Individual or group concerned with or affected by the environmental performance of an organization.

12. Organization

Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

13. Prevention of pollution

Use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution.

4.0: Context of the organization:

4.1: Understanding the organization and its context

Organization Context:

1. Internal context
2. External context

Internal context

1. Corporate culture
2. Organizational structure.
3. Role and accountabilities.
4. Policies,
5. Objectives.

External context

1. Culture
2. Social
3. Political
4. Legal
5. Regulatory.
6. Technological.
7. Economic.

Context of the Organization (Environmental Management System)



What is organization?

Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

ORGANIZATION ↔ INTERESTED PARTY

SUPPLIER ↔ CUSTOMER

Organization:

1. Work environment
2. Organizational structure.
3. Infrastructure.

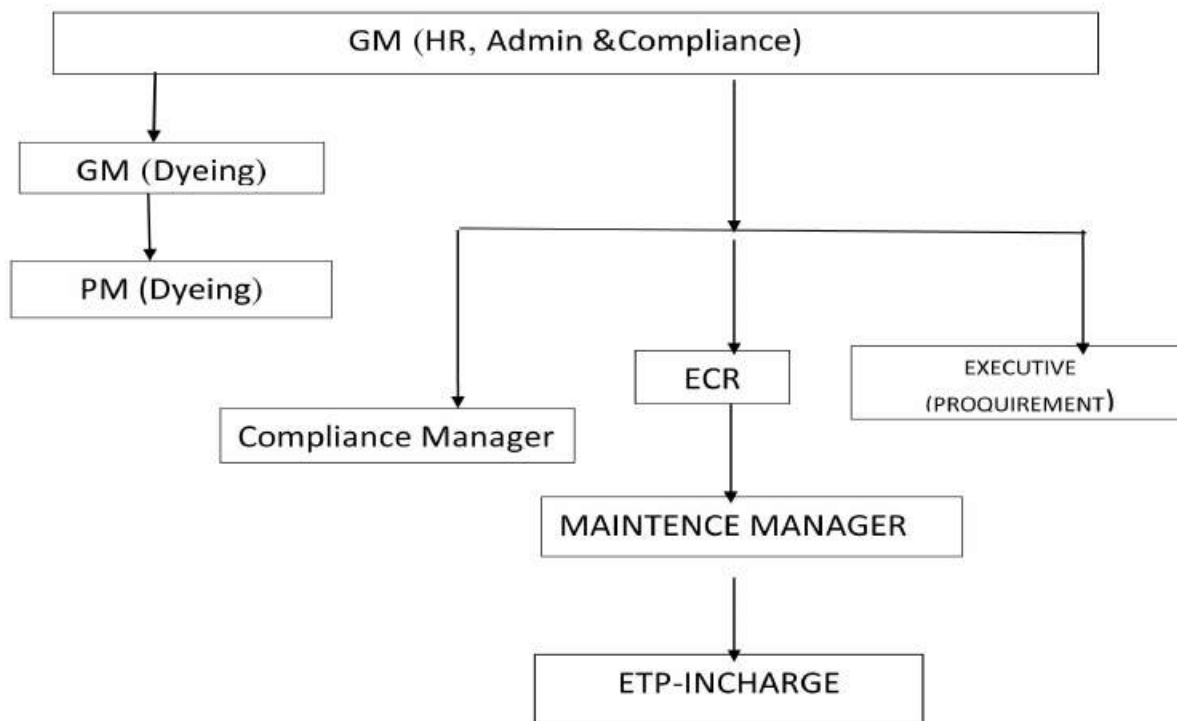
RKCL organization given below:

(ORGANIZATION PERSON RESPONSIBLE):

RKCL made a Committee organogram to establish EMS.

Duty & Responsibility of committee Responsible Person:

To ensure EMS in RKCL made a committee. Duty & Responsibility of this committee describe below:




Sl no	Designation	Duty & Responsibility
01	Chairman: GM-HR, Admin & compliance)	কারখানার অভ্যন্তরে যদি এ নীতিমালা বাস্তবায়ন না হয় বা বাস্তবায়নের ক্ষেত্রে কোন অনিয়ম পরিলক্ষিত হয়, তাহলে নির্বাহি পরিচালক তা কার্যকরী ব্যবস্থা গ্রহণ করবেন।
02	Organization Editor: GM-Dyeing.	কারখানার অভ্যন্তরে পলিসি সরবরাহকারী, ব্যবহারকারী ও ব্যবস্থার সাথে সংশ্লিষ্ট সকলের মধ্যে সমন্বয় সাধন।
03	Co-Organization Editor: PM-Dyeing.	পলিসি অনুমোদনের বাইরে কোন অনিয়ম পরিলক্ষিত হচ্ছে কিনা তা তদারকি করা।
04	Member- ECR	পলিসির সকল ডকুমেন্ট চেককরণ, সচেতনামূলক ট্রেনিং আরোজন করা।
05	Member- Asst. Manager (Admin, HR & Compliance).	কারখানার কোথাও কোন পরিবেশ দূষণ কার্যক্রম বাড়ে পরিচালিত না হয় সেদিক সম্পর্কে অবহিতকরণ।
06	Member- Maintenance Manager	কারখানার অভ্যন্তরে পলিসি বাস্তবায়ন করা।
07	Member- ETP Incharge	
08	Member- Executive Proquirement.	যাত্রার কর্তৃক নিষেধাজ্ঞা আরোপকৃত রাসায়নিক দ্রব্য জ্বল ও ব্যবহার না করার জন্য পদাধিকারী।

What is interested party?

Individual or group concerned with or affected by the environmental performance of an organization or supplier to customer contract.

RKCL interested party given below:

1. ALDI
2. NKD
3. Falabella
4. AUCHAN
5. GEMO

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/MR/01/002		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 9 of 30

4.1: UNDERSTANDING THE ORGANIZATION AND ITS CONTEXT.

RKCL shall determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcomes of its EMSe. Such issues shall include environmental conditions being affected by or capable of affecting the organization.

4.2: UNDERSTANDING THE NEEDS & EXPECTATIONS OF INTERSTED PARTIES:

RKCL shall determine:

- The interested parties that are relevant to the EMS.
- The relevant needs and expectations (i.e., requirements) of these interested parties.
- Which of these needs and expectations become its compliance obligations?

4.3: DETERMINING THE SCOPE OF THE ENVIRONMENTAL MANAGEMENTSSYSTEM.

Raiyan Knit Composite Ltd. EMS provides a mechanism for environmental management throughout all areas and departments of the organization. The environmental management system is designed to cover environmental aspects, which **Raiyan Knit Composite Ltd** can control and directly manage, and those it does not control or directly manage but can be expected to influence.

RKCL Shall determine the boundaries and applicability of the EMS to establish its scope:

When determining this scope RKCL shall consider:

- The external and internal issues referred to in 4.1
- The compliance obligation referred in 4.2
- RKCL Organizational units, functions and physical boundaries.
- RKCL activities, products and services.
- RKCL authority and ability to exercise control and influence.

RKCL scope is defined our all activities, producers and sevice ot the organization within the scope included in the EMS. RKCL scope is availavable to interested parties and maintained as document information.

4.4 ENVIRONMENTAL MANAGEMENTS SYSTEM.

To achive the intended outcomes, including enhancing its environmental performance RKCL establish, implement, maintain and continually improve an EMS including the process needed and their interactions, in accordance with requirements of 14001:2015 international standard.

RKCL consider the knowledge gained in 4.1 and 4.2 when establishing and maintaining the EMS.

5. LEADERSHIP:


5.1: Leadership & commitment

RKCL top management demonstrate leadership commitment with respect to the EMS.

- taking accountability for the effectiveness of the EMS.
- Ensuring that environment policy and environmental objectives are established and are compitiable with the strategic direction and the context of the RKCL.
- Ensuring the integration of the EMS requirements in to the RKCL business process.
- Ensuring that the resources needed for the QMS are available.
- Communicating the importance of effective environmental management and of conforming to the EMS requirements.
- Ensuring that the EMS achieves RKCL intended results.
- Directing and supporting persons to contribute to the effectiveness of the EMS.
- Promoting continual improvement.
- Supporting other relevant management roles to demonstration their leadership as it applies to their areas of responsibility.

5.2: Environmental Policy

RKCL top management established, implement and maintain an environmental policy that within the defined scope of its EMS.

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/MR/01/002		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 10 of 30

- a) is appropriate to the purpose and context of the organization, including the nature, scale and environmental impacts of its activities, products and services.
- b) Provide a framework for setting environmental objects.
- c) Including a commitment to the protection of the environment, including prevention of pollutions and other specific commitments relevant to context of the RKCL.
- d) Include a commitment to fulfil its compliance obligations.
- e) Include a commitment to continual improvement of the EMS to enhance environmental performance.
- RKCL environmental policy maintained as documented, communicated within the RKCL, available to interested parties.

RKCL environment policy given below:


Environmental Policy

Raiyan Knit Composite Ltd & Tillottama Fashions Ltd the sister concerned of **NUR GROUP** is a manufacturer and 100% exporter of high-quality readymade garments around the globe especially to Europe. We promote our employees and on-site contractors to follow an environment-friendly culture. We are committed to conducting our business operations in an environmentally responsible manner. In all our activities we seek to operate in ways that minimize our impact on the environment and the communities that surround our facilities.

With this vision in mind, All the factories of **NUR GROUP** practices sound environmental management system to ensure safe and healthy work environment. We also emphasize on measures to eliminate any foreseeable environmental hazardous while supplying products and services to customers. Ensuring knowledge and consciousness about environmental issues among all employees in order to continually improve environmental impact and prevent pollution.

We plan to achieve all these overall objectives by applying the following policy commitments.

- Identify sources and select processes for our facility that minimize the risk of pollution
- Promote natural resource conservation by the efficient use of energy and by minimizing the use of non-renewable resources.
- Set annual environmental objectives and targets against which to measure improvements in environmental performance.
- Encourage our all suppliers to improve their environmental performance.
- Consider environmental issues in all business decisions, including expansion, renovation and acquisition activities.
- Communicate openly our environmental performance internal as well as external stakeholder.
- Ensure knowledge and consciousness about environmental issues among all employees in order to continually improve environmental impact and prevent pollution.
- Meet or exceed legal and other requirements to protect the environment.
- Establish and use process that do not adversely affect the environment, including developing and improving operations and technologies to minimize waste, prevent air, water and other pollution, minimize health and safety risk, and dispose of waste safely and responsibly.
- Cooperate with our supply chain partners in order to ensure environmental control of the inputs to our products and processes.
- Include environmental management among our highest corporate priorities.

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/MR/01/002		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 11 of 30

পরিবেশগত নীতিমালা

নূর গ্রুপের অঙ্গ প্রতিষ্ঠান রাইয়ান নীট কম্পোজিট লিমিটেড এবং তিলোত্তমা ফ্যাশনস লিমিটেড বিশ্ববাজারে বিশেষকরে ইউরোপের বাজারে উচ্চতর গুণগতমানের তৈরী পোষাক প্রস্তুতকারক এবং ১০০% রফতানীকারক একটি প্রতিষ্ঠান। এই প্রতিষ্ঠানটি তার সকল কর্মীবৃন্দ ও ঠিকাদারদেরকে একটি পরিবেশ বান্ধব সংস্কৃতি মেনে চলতে উৎসাহিত করে। পরিবেশ রক্ষায় যাবতীয় শ্রম করে আমরা আমাদের ব্যবসায়িক কার্যক্রম পরিচালনা করতে প্রতিশ্রুতিবদ্ধ। আমরা আমাদের সকল কর্মকাণ্ড এমন উপায়ে পরিচালনা করতে চাই, যাতে করে পরিবেশের তথা আমাদের চারপাশের বিরে ঝুঁকি জীববৈচিত্র্যের উপর বিরূপ প্রভাব হ্রাস পায়। এই দৃষ্টিভঙ্গি মাথায় রেখে, নূর গ্রুপের সকল অঙ্গ প্রতিষ্ঠান নিরাপদ ও পরিচ্ছন্ন কর্মপরিবেশ নিশ্চিত করতে পরিবেশবান্ধব ব্যবস্থাপনা অনুশীলন করে। এমনকি আমরা ক্রেতাদেরকে সরবরাহকৃত মালামাল তথা সেবা প্রদানের সময় পরিবেশের সুদূর-প্রসারি বিরূপ প্রভাব নির্মূল করার ক্ষেত্রেও বিশেষ গুরুত্ব প্রদান করে থাক। পরিবেশগত প্রভাব ক্রমাগত উন্নয়নের লক্ষ্যে এবং দূষণ রোধ কল্পে সকল কর্মীদেরকে পরিবেশ বিষয়ক জ্ঞান ও সচেতনতা নিশ্চিত করে।

নিম্নলিখিত নীতিগুলোর বাস্তবায়নের মাধ্যমে আমরা আমাদের পরিবেশগত লক্ষ্য অর্জনে পথ নির্দেশক হিসেবে কাজ করার পরিকল্পনা নিয়েছি:

১. পরিবেশ দূষণ ঝুঁকি হ্রাস করার জন্য আমাদের আশেপাশের উদ্ভিদ ও প্রাণিসম্পদ চিহ্নিত করি।
২. এনার্জির কার্যকর ব্যবহার এবং অ-নবায়নযোগ্য সম্পদের ব্যবহার হ্রাস করে প্রাকৃতিক সম্পদ সংরক্ষণের প্রচেষ্টা করা।
৩. পরিবেশগত কর্মদক্ষতার উন্নতির লক্ষ্যে বাৎসরিক পরিবেশগত লক্ষ্য নির্ধারণ করা।
৪. আমাদের সমস্ত সাপ্লায়ারদেরকে পরিবেশ রক্ষা বিষয়ক কর্মকাণ্ডে শরিক হতে উৎসাহিত করা।
৫. সকল প্রকার ব্যবসায়িক সিদ্ধান্তে যেমন সম্প্রসারণ, সংক্কার ও অর্জনে পরিবেশগত প্রভাব বিবেচনা করা।
৬. আমাদের পরিবেশগত অর্জনগুলি নিজেদের মাঝে তথা বহিরাগত স্টকহোল্ডারদের সাথে বিস্তারিতভাবে অবহিত করা।
৭. ক্রমাগত পরিবেশগত উন্নতিসাধন এবং দূষণরোধ কল্পে সকল কর্মীদেরকে পরিবেশগত বিষয় এবং পরিবেশের সুদূর-প্রসারি প্রভাব সম্পর্কে জ্ঞান প্রদান এবং সচেতনতা নিশ্চিতকরণ।
৮. পরিবেশ সুরক্ষার জন্য পরিবেশগত আইনী এবং অন্যান্য প্রয়োজনীয় প্রদক্ষেপগুলি গ্রহণ করা।
৯. পরিবেশের উপর বিরূপ প্রভাব না পড়ে এমন উন্নত কর্ম পদ্ধতি এবং প্রযুক্তি স্থাপনের মাধ্যমে বর্জ্য উৎপাদন হ্রাস, বায়ু, পানি ও অন্যান্য দূষণ রোধ, স্বাস্থ্য ও নিরাপত্তা ঝুঁকি হ্রাস এবং নিরাপদ ও যাবতীয়সহকারে বর্জ্য নিষ্পত্তি করা।
১০. আমাদের পণ্য এবং প্রক্রিয়াকরণের যোগানদাতা অংশীদারদেরকে পরিবেশগত প্রভাব নিয়ন্ত্রণে সহযোগিতা করা।
১১. পরিবেশগত ব্যবস্থাপনাকে আমাদের ব্যবসায়ের গুরুত্বপূর্ণ অংশ হিসেবে স্থান দেওয়া।

Environmental Management Policy.

RKCL Environment Management Policy given below:

1. PURPOSE


The purpose of this Policy is to review and update, if necessary, the environmental policy for the Environmental Management System of Raiyan knit composite Ltd.

2. SCOPE

This procedure covers the annual review and/or update of the Raiyan knit composite Ltd environmental policy.

3. GENERAL INFORMATION

The EMS policy is the statement of the Raiyan knit composite Ltd intentions and principals in relation to its overall environmental performance, which provides a framework for action and for the setting of its environmental objectives & targets. The intent of environmental policy is to state the organizations commitment to continual improvement in the EMS to achieve improvement in environmental performance. One demonstration of this commitment is by the having the policy signed by the managing director of Raiyan knit Composite Ltd. A strong, clear environmental policy can serve as both a starting point for developing the EMS and a reference point for spurring continual improvement.

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/MR/01/002		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 12 of 30

The policy should be evaluated periodically, and used as a reference to the underlying principle of the organization's EMS.

The policy shall function in two ways:

1. Within every section of Raiyan Knit Ltd, the policy focuses attention on environmental issues associated with the facilities activities, products, & services and
2. Outside the facility, the policy is a public commitment to addressing environmental issues & improving environmental performance.

The Environmental policy must address:

- Commitment to compliance with country's relevant environmental legislation and regulations and other requirements.
- Raiyan knit composite maintain water uses policy& keep record of water uses.
- Pollution prevention
- Continual improvement

4. Approach

1. The Environmental Policy is signed by the Managing Director of Raiyan Knit Ltd. In absence of Managing Director, policy will be signed by GM-Admin if necessary.
2. Annually the environmental policy is reviewed by the EMS advisory Committee, if changes are necessary, they will be incorporated and final approval will be given via Managing Director or Director.
3. The Policy is communicated to all employees and introduces to new employees.
4. The policy is communicated as part of the general EMS awareness training and hard copy is posted in notice board section. The Facilities website (internet) also contains the environmental policy; this is available internally & externally. Any calls from external parties requesting a copy of the policy are referred to the website. Hard copy versions are also made available. To ensure control the requestor will only be sent the version from computer system of **Raiyan Knit composite Ltd.**

5.3: Organizational roles, responsibilities and authorities.

RKCL ensure that the responsibilities and authorities for relevant roles are assained, communicated within the RKCL.

- a) Ensuring the EMS conforms to the requirements of 14001:2015.
- b) Ensuring the processes are delivering their intended outputs.
- c) Reporting on the performance of the EMS, including environmental performance to RKCL top management.

ISO 14001:2015 requires roles, responsibilities and authorities to be defined, documented and communicated to facilitate effective environmental management. Senior management shall provide human, technological and financial resources. **Raiyan Knit Composite Ltd** has appointed a management Sr. Executive who shall:

- ensure the environmental management system requirements are established, implemented and maintained in accordance with the international Standard;
- Report on the performance of the environmental management system to senior management for review, including recommendations for improvement.

To meet the requirements of the standard, the **Raiyan Knit Composite Ltd** top management has appointed **GM-Admin, HR & Compliance** as **EMR** to coordinate the development and implementation of the environmental

management system. The **EMR** has the authority to ensure compliance, identify and implement solutions, and act upon incidents. The **EMR** is also responsible for assisting and informing personnel, suppliers and contractors of their roles and responsibilities with respect to the **Raiyan Knit Composite Ltd. EMS**, and shall coordinate audits and management reviews. The following organizational chart outlines the key responsibilities attributed to **Raiyan Knit Composite Ltd.** personnel involved in the development and implementation of the Environmental Management System. More extensive role and responsibility descriptions can be found in the Roles & responsibilities Chart.

EMR endorse policy, provide resources, implement EMS and appoint audit team. Top Management create EMRs, monitor performance, communications, training, emergency response, field staff and follow EMR report.

6. PLANNING

6.1: Actions to address risks and opportunities.

6.1.1: General:

RKCL establish, implement and maintain the processes needed to meet the requirements 6.1.1 to 6.1.4.

RKCL consider:

		IMPACT
--	--	--------

The issues referred to 4.1(legal, social, economical, cultural, knowledge)

The requirements referred to in 4.2(interested parties, need and expectation)

The scope of its EMS and determine the risk and opportunities, related to RKCL environmental aspects (6.1.2)

Compliance obligations (6.1.3)

Other issues and requirements, identified in 4.1 and 4.2.

RISK ASSESSMENT:

1. Risk Identification.
2. Risk Assessment.
3. Risk Analysis.
4. Risk Evaluation.
5. Risk Treatment.

Risk: Effect of uncertainty on objectives. An effect is a deviation from the expected positive or negative.



$RISK = SEVERITY * LIKELYHOOD$ (chance of something happening)

SEVERITY=MAJOR OR MINOR

LIKELYHOOD=LAW, MEDIUM, HIGH

RISK ASSESSMENT TABLE:

RKCL Assurance the EMS can achieve its intended outcomes.Prevent or reduce, undesired effects, including the potential for external environmental conditions ton affect RKCL.Achive continual improvement.Within the scope of the EMS RKCL determine potential emergency situations, including those those that can have environmental impact.RKCL maintain document ninformation of its Risk and opportunities that need to be addressed.Processes needed in 6.1.4 to 6.1.4 to the extent necessary to have confidence they are carried out as planned.

		VERY LOW	LOW	MEDIUM	HIGH	VERY HIGH
LIKELIHOOD	VERY HIGH					
	HIGH					
	MEDIUM					
	LOW					
	VERY LOW					

6.1.2: Environmental aspects.

Within the defined scope of the EMS RKCL determine the environmental aspects of its objectives, products and services that can control and those that it can influence, and their associated environmental impacts, considering a lifecycle perspective when determining the environmental aspects, RKCL take in to account.

a) Change, including planned or new developments and new or modified activities products and services.

b) Abnormal conditions and reasonably foreseeable emergency situations.

RKCL determine those aspects that have or can have a significant environmental impact by using established criteria RKCL communicate its significant environment aspects among the various levels and functions of the RKCL as appropriate RKCL maintain documented information:

EMS requires an organisation to establish and maintain procedures to identify the environmental impacts of its activities, that it can control and those which it can influence. To meet the requirements of the Standard, **Raiyan Knit Composite Ltd** has identified those environmental aspects of its activities that it can influence. The identified environmental impacts of each identified aspect are outlined in the **ENVIRONMENTAL ASPECTS PROCEDURE (RKCL/EMS/02/003)**. A risk assessment model is used to rank the identified impacts in terms of significance. The model's assessment criteria are based on a consideration of business and environmental factors. The model assesses the environmental impacts according to the probability of occurrence and severity of impact. This risk assessment allows **Raiyan Knit Composite Ltd.** to priorities the relative risks of its current activities and determines the significance of each environmental impact for each of the environmental aspects identified. Procedures have been established to identify and evaluate the environmental aspects and impacts of **Raiyan Knit Composite Ltd.** operations. These are listed in the *Environmental Aspects Procedure*. Reassessment of the environmental aspects and impacts is required annually or when there are changes to the operations to ensure the information is kept current

ASPECT & IMPACT ANALYSIS

Environmental Aspect

1. Chemicals, Spills & Leaks → Soil & ground water contamination.
2. Electricity Use → Air pollution & global warming.
3. Use of recycle Paper → Conservation of natural resources.

Environmental Impact



Aspects identification & Evaluation Process

❖ Supplies ❖ Chemicals ❖ Energy use ❖ Water use ❖ Other Inputs		© Air Emissions © Noise/Odor/Radiation © Water Discharges © Solid/Residual Wastes © Storm Water Discharge © Spills	
SL.	ENVIRONMENTAL EFFECTS	QUANTITY PRODUCED PER MONTH	IMPACT ON THE ENVIRONMENT
1.	All Solids:		All solids contaminated the ground
1.1	Fabrics	1000KGs	Fabric contaminated the ground.
1.2	Papers/Cartons	500Kgs	Paper/Cartons contaminated the ground
1.3	Poly/Poly like Materials	500KGs	Poly/Poly like contaminated the ground
1.4	Other	200Kgs	
2.	Chemical Wastages	5000KGs	Chemical wastage contaminated the ground&

			water.
3.	Machinery & Parts used	500KGs	Machinery & parts used. contaminated the ground
4.	Electrical Used	200KGs	Electrial used contaminated the ground
5.	Sludge (ETP)	2000KGs	ETP sludge contaminated the ground& water.
6.	Medical Wastages	100KGs	Medical wastage contaminated the ground
7.	Sanitary Wastages	100KGs	Sanitary wastage contaminated the ground
8.	Water from Dyeing Plant	50000KGs	Water from dying plant contaminated the ground
9.	Water from toilets & etc.	10000KGs	Water from toilet & etc contaminated the ground

6.1.3: Compliance obligation

RKCL-

- Determine and have access to the compliance obligations to its environmental aspects.
- Determine how theese compliance obligations apply to RKCL.
- Take theese compliance obligations in to account when establishing, implementing, maintaining and continually improving RKCL EMS.

RKCL maintain ddocumented information of its compliance obligations. compliance obligations can result in risks and opportunities to RKCL.

Compliance obligation given below:

- Water pollution control.
- Air pollution control.
- Waste disposal.
- Nise control.
- Dangerous Goods
- Radioactive
- Public health.
- Water pollution control ordance.
- Air pollution ordance.
- Waste disposal ordance.
- Noise control ordance.



6.1.4: Planning action:

RKCL plan- A) To take actions to address its

- Significance environmental aspects.
- Compliance obligations
- Risks and opportunities identified in 6.1.1

B) How to

- Integrate and implement the actions into its EMS process (6.2, 7, 8, and 9.1) and other business process.
- Evaluate the effectiveness of theese actions (see-9.1)

When planning these actions, RKCL consider its technological its technological options and its financial, operational and business requirements.

6.2.: Environmental objective and planning to achieve them.

6.2.1: Environmental objectives.

RKCL establish environmental objects at relevant functions and levels, taking into account RKCL 's significant environmental aspects and associated compliance obligations.


RKCL environmental objectives

- Consistent with environmenat policy.
- Measurable (if practicable)
- Monitored

Commercial office: Haque Chamber, Level-8, 3 Rajuk Avenue, Motijheel C/A, Dhaka - 1000, Bangladesh. Tel: 9585809, 9586327.
Fax: 88-02-9561585, e-mail: info@nurgroupbd.com

Factory: Holding No: A
Gazipur 1750. Cell: 017



 NUR GROUP Commitment & Consistency	Document Code: - RKCL/MR/01/002		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 16 of 30

e) Communicated

e) Updated as appropriate.

RKCL maintain documented information of the environmental objectives.

6.2.2: Planning actions to achieve environmental objects.

When planning how to achieve its environmental objectives, RKCL determine:

a) What will be done?

b) What resources will be required?

c) Who will be responsible?

d) When it will be completed

e) How the results will be evaluating, including indicators for monitoring progress toward achievements of its measurable environmental objectives (see 9.1) RKCL consider how actions to achieve its environmental objectives integrated in to the RKCL's business processes.ISO 14001:2015 requires an organisation to establish and maintain documented environmental objectives and targets, at relevant function and level within the organisation.

A. Hazard&None hazard substances management

B. water reduce

Hazardous & non-hazardous substances management.


- Dust control
- Energy saving motor install.
- Steam water re-use
- Coling water re-use
- Wastage reduces
- Auto dispencing system
- Auto cutter machine install
- Wastage colour re-use
- Wastage yarn re-use

In accordance with the Standard **Raiyan Knit Composite Ltd** will establish objectives and targets by considering legal and other requirements, environmental goals arising from its environmental policy and by identifying significant environmental impacts. As required by the Standard, technological options, views of interested parties and financial, operational and business requirements will also be considered. **Raiyan Knit Composite Ltd.** shall coordinate an annual review of the objectives and targets. A review is also required to assess the impacts of changes to **Raiyan Knit Composite Ltd.** operations, the results of management reviews as well as environmental audit findings and recommendations. The revision of objectives and targets shall form the basis for continual improvement in **Raiyan Knit Composite Ltd.** environmental performance. Procedures relating to the establishment, progress and review of objectives and targets can be found in the **ENVIRONMENTAL OBJECTIVES AND TARGETS PROCEDURE (RKCL/EMS/02/033).**

Policy objectives:

Keeping in view environmental philosophy, Raiyan Knit Composite Ltd. ensures to meet the need of present generation without compromising on the quality of life of future generations. Hence the management of Raiyan is committed to provide an internal frame work for integrating element of environmental considerations into business operations and plans to:

- ❖ Restrict our self to use Eco-friendly material and supplies as Bangladesh's Environmental Department.
- ❖ Minimize hazardous emission by using modern techniques and enhance the activities of regular maintenance of machines.


 NUR GROUP <small>Commitment & Consistency</small>	Document Code: - RKCL/MR/01/002		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 17 of 30

- ❖ Minimize and control solid and liquid waste by accelerating efforts towards reduction of pollution and wasteful consumption.
- ❖ Provide safe and reliable product to consumer.
- ❖ Monitor, checking and reviewing the health & safety activities for compliance with standard requirements and to ensure continuous process of improvement.

Mission & Vision

To sustain as a market leader and premier manufacturer of knitted quality products with a firm commitment to provide better work place environment to workers and to comply with EMS standards.


- A. Maximizing profit by using the techniques of cost reductions and minimize the waste factors.
- B. Enhancing and innovating in organization job satisfaction for the purpose of compliance of social norms and carrier development opportunities.
- C. Sharing active role in the growth of national economy, while realizing a strong sense of responsibility in human development

 NUR GROUP <small>Commitment & Consistency</small>	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 18 of 30

OBJECTIVES AND TARGETS FOR THE YEAR OF 2020


S L	ACTIVITY	ENVIRONMEN TAL ASPECT	ENVIRONMENTAL IMPACT	LINE OF ACTION/ OBJECTIVE	TARGET	STATUS
01	Production, Mechanical, Laboratory, Medical and Office operation	Solid waste: Consists of metal /plastic cans, containers and drums, packing materials, glasses, papers, and fabric cut pieces	<ul style="list-style-type: none"> ❖ Fire hazards ❖ Health hazards ❖ Causes working entanglement. ❖ Improper dumping causes land degradation 	<ul style="list-style-type: none"> ❖ Necessary training to relevant staff to learn operational control procedures. ❖ Provide specific area for storage within 2019. ❖ Segregate by nature of solid waste, proper inventory control for generation and disposal. ❖ Ensure the plastic drums are sold for re-use of chemical & colors only. 	<ul style="list-style-type: none"> ❖ Maintain 100% conformity with effluent disposal requirements. 	<ul style="list-style-type: none"> ❖ Completed ❖ Completed ❖ Completed ❖ Completed
02	Generators, boilers, knitting, pretreatment, dyeing, printing and finishing plant operations.	Air Emissions Fugitive and planned	<ul style="list-style-type: none"> ❖ Atmospheric pollution can cause respiratory disease, eye and nose irritation and 	<ul style="list-style-type: none"> ❖ Regular maintenance of plant and machines. ❖ Stacks maintenance on regular basis ❖ Necessary training on maintenance technicians. 	<ul style="list-style-type: none"> ❖ To reduce the impact of noise exposure as well as noise level. ❖ 100% use of PPE of the exposed workers by Dec, 2019 	<ul style="list-style-type: none"> ❖ On regular schedule basis ❖ On 6 months basis ❖ Quaterly testing record

Corporate office: Haque Chamber, Level-8, 3 Rajuk Avenue, Motijheel C/A, Dhaka - 1000, Bangladesh. Tel: 9585809, 9586327.
Factory: Holding No: A-21 & A-21/A, Ward-05, Hortokitola, Chandra, Kaliekaur, Gazipur 1750. Cell: 01730-669933.
 Fax: 98-02-9561585, e-mail: info@nurgroupbd.com


 NUR GROUP <small>Commitment & Consistency</small>	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 19 of 30

			global warming	<ul style="list-style-type: none"> ❖ Quarterly testing of Air emissions. ❖ To ensure the noise barrier is effective and 100% use of PPE of the exposed workers by Dec, 2019 		<ul style="list-style-type: none"> by DoE. ❖ Training warness program inprogress.
03	Water usage in pretreatment, dyeing and printing processes	Liquid waste pollution Point to non-point	❖ Drainage of polluted water into main stream causes acute effect on aquatic life.	<ul style="list-style-type: none"> ❖ A waste water recycling treatment plant is installed and the commissioning is in progress. ❖ Necessary training to relevant staff to learn operational control procedures. ❖ Quarterly testing of Waste Water from DoE. ❖ Installation of ZLD ❖ Installation of WTP 	<ul style="list-style-type: none"> ❖ Maintain 100% conformity with effluent treatment disposal requirements. ❖ A Bio-logical ETP of capacity 120m3/h installation inprogress where after starting it's function facility will move for reusing 	<ul style="list-style-type: none"> ❖ On regular schedule basis ❖ On 6 months basis ❖ Quaterly testing record by DoE. ❖ Training warness program inprogress.
04	Boilers, generators, stenter and singeing	High temperature	❖ Causes bad effect on human health and possibility	<ul style="list-style-type: none"> ❖ Awareness of control procedures to be given to relevant workers. 		<ul style="list-style-type: none"> ❖ Completed ❖ In progress

Corporate office: Haque Chamber, Level-8, 3 Rajuk Avenue, Motijheel C/A, Dhaka - 1000, Bangladesh. Tel: 9585809, 9586327.
Factory: Holding No: A-21 & A-21/A, Ward-05, Hortokitola, Chandra, Kaliekaur, Gazipur 1750. Cell: 01730-669933.
 Fax: 98-02-9561585, e-mail: info@nurgroupbd.com

 NUR GROUP <small>Commitment & Consistency</small>	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 20 of 30

	operations.		of heat stroke, dehydration, laziness and weakness.	<ul style="list-style-type: none"> ❖ All pipes and fitting of stream and hot water shall be insulated. ❖ Workers allowed having a break after 5 hours to avoid continuous working at high temperature areas. ❖ Appropriate vaccination to be provided at the area. 		<ul style="list-style-type: none"> ❖ Completed ❖ Completed
--	-------------	--	---	---	--	--

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 21 of 30

7. SUPPORT

RKCL determine and provide the resource needed for the establishment, implementation, maintenance and continual improvement of the EMS.

7.1: COMPETENCE:

RKCL

- Determine the necessary competence person doing work under its control that affects environment & its ability to fulfill compliance obligations.
- Ensure that these person are competence on the basis of appropriate education training or experience.
- Determine training needs associated with its environmental aspects & its EMS.
- Where applicable take actions to acquire the necessary competence
- And evaluate the effectiveness of the action taken.

RKCL retain appropriate document information as evidence.

7.2: AWARENESS:

RKCL ensure that person doing work under RKCL's control are aware of:

- The environmental policy.
- The significant environmental aspects and related actual or potential environmental impacts associated with their work.
- Their contribution to the effectiveness of the EMS, including the benefits of enhanced environmental performance.
- The implications of not conforming with the EMS requirements, including not fulfilling RKCL's compliance obligations.

7.3: COMMUNICATION:

7.3.1: GENERAL:

RKCL establish, implement and maintain the process needed for internal and external communication relevant to the EMS, including:

- On what it will communicate- aspect, impact of RKCL.
- when to communicate
- With whom to communicate
- how to communicate: Email
- Who Communicate?

When establishing its communication processes RKCL Take into account its compliance obligations

Ensure that environmental information communicate is consistent with information generated within the EMS, and it's reliable RKCL respond to relevant communications on its EMS. RKCL retain documented information as evidence of its EMS. RKCL respond to relevant communications on its EMS. RKCL retain documented as evidence of its communication, as appropriate:

7.3.2: INTERNAL COMMUNICATION:

RKCL

- internally communicate information relevant to the EMS among the various levels and functions of RKCL including changes to the EMS, as appropriate
- Ensure its communication process enables person doing work under RKCL's control to continual improvement.

Internal communication oral:

1. Face to face discussions

2. Telephone.


3. Inter com

4. Meetings

Internal communication written:

1. Memorandum

2. Business Reports.

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 22 of 30

3. Minutes of meetings.


4. Electronic Mail

5. Staff newsletter.

6. Notice circulars.

c) যোগাযোগ রুটিন (Communication Routine)

কার্যকরী	যোগাযোগ পদ্ধতি ও মাধ্যম	কে করবেন	কখন করবেন	সময়সীমা
অভ্যন্তরীণ টিমের/ পলিসি কার্যকরী দলের সাথে যোগাযোগ ও তথ্য বিনিময়	সভার মাধ্যমে।	নিরাপদ কেমিক্যাল ব্যবহার নীতিমালা বিশ্বক কমিটির সদস্যবৃন্দ, দায়িত্বপ্রাপ্ত ই,সি, আর ও এইচ আর এ্যান্ড কমপ্রাইসেল বিভাগের অভ্যন্তরীণ টিম।	কেমিক্যাল ক্রয় পরবর্তী সময়ে পলিসি বাস্তবায়িত না হলে কিংবা কারখানার অভ্যন্তরে অনিরাপদভাবে কেমিক্যাল ব্যবহারের কোন ঘটনা ঘটলে।	তাত্ক্ষনিকভাবে।
মালিক/ উর্ধ্বতন কর্তৃপক্ষের সাথে যোগাযোগ	সভার মাধ্যমে ও ব্যক্তিগত যোগাযোগের মাধ্যমে।	জিএম (এইচ আর,এ্যান্ডমিন এ্যান্ড কমপ্রাইসেল) এবং ডাইং মাস্টার	ক্রয় প্রক্রিয়া সম্পাদন ও ক্রয় পরবর্তী সময়ে (প্রয়োজনীয় ক্ষেত্রে)	তাত্ক্ষনিকভাবে।
ক্রেতার ব্যবস্থাপনার সাথে যোগাযোগ	যোগাযোগের মাধ্যমে হিসেবে রয়েছে বিভিন্ন প্রকার মোটিভেশনাল ট্রেনিং, মিটিং ও সাউন্ড সিস্টেম। প্রয়োজনে মোটিভেশনাল ট্রেনিং, মিটিং পুনরায় আরও জোরদার করা হয়।	এইচ আর এ্যান্ড কমপ্রাইসেল বিভাগের ম্যানেজার, দায়িত্বপ্রাপ্ত ই,সি, আর ওয়েলফেয়ার অফিসার, সিনিয়র এক্সিকিউটিভ ও এইচ আর এ্যান্ড কমপ্রাইসেল অফিসারগণ। প্রয়োজনে জিএম, (এইচ আর,এ্যান্ডমিন এ্যান্ড কমপ্রাইসেল) যোগাযোগ করে থাকে।	কেমিক্যাল ক্রয় পরবর্তী সময়ে পলিসি বাস্তবায়িত না হলে কিংবা কারখানার অভ্যন্তরে অনিরাপদভাবে কেমিক্যাল ব্যবহারের কোন ঘটনা ঘটলে।	তাত্ক্ষনিকভাবে এছাড়াও সাপ্তাহিক, পাক্ষিক ও মাসিক ভিত্তিতে এই যোগাযোগ কার্যক্রম পরিচালনা করা হয়।
কর্মরত শ্রমিকদের সাথে যোগাযোগ	বিভিন্ন প্রকার মোটিভেশনাল ট্রেনিং, মিটিং ও সাউন্ড সিস্টেমের মাধ্যমে শ্রমিকদেরকে অবহিত করা হয়। এছাড়া শ্রমিকদেরকে অবহিত করার জন্য কারখানার নোটিশ বোর্ডে এই নোটিশ টানানো আছে।	কর্মরত শ্রমিকদের সাথে যোগাযোগ করার জন্য রয়েছে এইচ আর এ্যান্ড কমপ্রাইসেল বিভাগের ম্যানেজার, ওয়েলফেয়ার অফিসার, সিনিয়র এক্সিকিউটিভ ও এইচ আর এ্যান্ড কমপ্রাইসেল অফিসারগণ ও দায়িত্বপ্রাপ্ত ই, সি, আর। প্রয়োজনে জিএম (এইচ আর এ্যান্ড কমপ্রাইসেল) যোগাযোগ করে থাকেন।	কর্মকালীন সময়ে	৪৫ মিনিট
নতুন শ্রমিকদের সাথে যোগাযোগ	মোটিভেশনাল ট্রেনিং মিটিং। নবালভ শ্রমিকদের কারখানায় সুকিমুখ ও নিরাপদ কেমিক্যাল ব্যবহারের জন্য কেমিক্যাল কিস্তাবে ব্যবহার করতে হয়, ব্যবহারের সময় আত্মরক্ষামূলক সরঞ্জামাদি ব্যবহারের গুরুত্ব ও প্রয়োজনীয়তা, কেমিক্যাল বিষয়ে সতর্ক ধারণা লাভ ইত্যাদি বিষয়।	ই, সি, আর ওয়েলফেয়ার অফিসার, সিনিয়র এক্সিকিউটিভ ও এইচ আর এ্যান্ড কমপ্রাইসেল অফিসারগণ।	নিয়োগ প্রাপ্তির পরের দিন থেকে পরবর্তী (ছুটির দিন ব্যতীত) তিন দিন।	৪৫ মিনিট

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 23 of 30

d) ফিডব্যাক ও কন্ট্রোল রুটিন (Feedback & Control Routine)

কার্যাবলী	কার্যসম্পাদিত	কে করবেন	কখন করবেন
অভ্যন্তরীণ অডিট। অডিট পরিচালনার ক্ষেত্রে যা ব্যবহার করা হয়- ০১. চেক লিস্ট ০২. কেমিক্যাল কন্ট্রোল প্রণালী	অডিট পরিচালনা করা হবে- ০১. প্রমিতদের সাক্ষাৎকার গ্রহণের মাধ্যমে। ০২. ব্যবস্থাপনা কর্তৃপক্ষের সাক্ষাৎকারের মাধ্যমে। ০৩. নথিপত্র যাচাইয়ের মাধ্যমে। ০৪. চাক্ষুস পরিদর্শনের মাধ্যমে প্রতিষ্ঠানের বৈশিষ্ট্য লাইসেন্স, এমএসজিএস, টিডিএস, এলিড লাইসেন্স রিক এ্যাসেসমেন্ট, ট্রেনিং ডকুমেন্ট, সিপিই ইস্যু ডকুমেন্ট, ফিডব্যাক ডকুমেন্টস, ওয়েস্ট ওয়াটার টেস্ট রিপোর্ট, সরকারী অনুমোদন আছে কিনা তা চেক করতে হবে। যাচ্য পরীক্ষার ডকুমেন্টস।	ইন্টারনাল অডিট টিম মেডিকেল অফিসার ই, সি, আর।	অভ্যন্তরীণ অডিট প্রতিমাসে একবার যাচ্য পরীক্ষা প্রতি ছয় মাস অন্তর।
প্রতিবেদন পেশ	ব্যবস্থার নিষিদ্ধ তালিকার বাইরে কেমিক্যাল কন্ট্রোল উদ্যোগ গ্রহণ করা হলে, কেমিক্যালের ব্যবহার, নিয়ন্ত্রণ, কারখানার কোথাও কোন নিষিদ্ধ কেমিক্যাল ব্যবহারের কার্যক্রম পরিচালিত হলে প্রয়োজ্য ক্ষেত্রে তদন্ত করে প্রতিবেদন তৈরী করতে হবে। সংশ্লিষ্ট ব্যবহারকারীদের / উৎপাদন কর্তৃপক্ষের সাথে এর ব্যবস্থার ক্ষতিকর দিক সম্পর্কে অবহিতকরণ, সচেতনতা বৃদ্ধির লক্ষ্যে মাসিক, সাপ্তাহিক ও দৈনন্দিন মিটিং, ফ্লোর মনিটরিং, সচেতনতামূলক সভা করতে হবে। ব্যবস্থার নিষিদ্ধ তালিকার বাইরে কেমিক্যাল কন্ট্রোল করা হলে এর মূল কারণ বিশ্লেষণ করতে হবে / এ ধরনের কন্ট্রোল কার্যক্রম কি কারণে হল তা বের করতে হবে। নিষিদ্ধ / ক্ষতিকারক/ ঝুঁকিপূর্ণ কেমিক্যাল বাতিল করা না হয় সেজন্য কার্যকরী পদক্ষেপ গ্রহণ করতে হবে।	ইন্টারনাল অডিটর/ দায়িত্বপ্রাপ্ত ই, সি, আর/ ডিউটিএম- এইচ আর এ্যাক্স কমপ্লিয়েন্স।	অনিরাপদভাবে কেমিক্যাল ব্যবহৃত হলে যতামত প্রদান/ গ্রহণ পদ্ধতি অনুসরণ করে দ্রুততম সময়ে সমস্যার সমাধান করতে হবে।
নিয়ন্ত্রণ	কারখানার অভ্যন্তরে নিষিদ্ধ/ ক্ষতিকারক/ ঝুঁকিপূর্ণ কেমিক্যাল বাতিল কন্ট্রোল কার্যক্রম উন্নয়ন করতে হবে। একই সময়ের পুনরাবৃত্তি বন্ধের বিষয়ে যে সকল প্রতিরোধক মূলক ব্যবস্থা গ্রহণ করা যেতে পারে তা নির্ধারণ করা। সমস্যা সমাধানের জন্য প্রয়োজনীয় কার্যকরী পদক্ষেপ গ্রহণ করা। এক কথায় যখন যা করা প্রয়োজন তখন তা করার মাধ্যমে কারখানার অভ্যন্তরে নিষিদ্ধ কেমিক্যাল কন্ট্রোল ও ব্যবহারকে নিয়ন্ত্রণ করা হয়।	নিরাপদ কেমিক্যাল কন্ট্রোল নীতিমালা বিষয়ক কমিটির সদস্যবৃন্দ।	পরিষ্কৃতি বিবেচনার প্রয়োজনীয় ব্যবস্থা গ্রহণ করা হবে।
সংস্কার / উপসম	এই নীতিমালা প্রণয়ন ও বাস্তবায়নের ক্ষেত্রে যতি কোন সমস্যা পরিলক্ষিত হয় একই যদি কেমিক্যালের নিরাপদ ও ঝুঁকিমুক্ত ব্যবহার সুনিশ্চিত করণার্থে ব্যবস্থা জোরদার করতে কোন পদ্ধতির পরিবর্তন, পরিবর্ধন, সংযোজন, বিয়োজনের প্রয়োজন হয় তাহলে আলোচনা সাপেক্ষে তাতে পরিবর্তন আনতে পারবে।	নিরাপদ কেমিক্যাল কন্ট্রোল নীতিমালা বিষয়ক কমিটির সদস্যবৃন্দ এবং ব্যবস্থাপনা পরিচালক	প্রয়োজনের উপর ভিত্তি করে।


7.3.2: EXTERNAL COMMUNICATION:

RKCL externally communicate information relevant to the EMS as established by RKCLcommunication process and as required by its compliance obligations:

External communication oral:

Corporate office: Haque Chamber, Level-8, 3 Rajuk Avenue, Motijheel C/A, Dhaka – 1000, Bangladesh. Tel: 9585809, 9586327. Fax: 88-02-9561585, e-mail: info@nurgroupbd.com

Factory: Holding No: A-21 & A-21/A, Ward-05, Hortokitol, Chandra, Kaliahair, Gazipur 1750. Cell: 01730-669933.

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 24 of 30

1. Telephone.
2. Meetings
3. Presentations.
4. Conference.

External communication written:

1. Media Broadcast.
2. Business Letter.
3. Electronic Mail
4. Advertisement.
5. Letter/Brochure
6. Press release.

7.4: DOCUMENTED INFORMATION:

RKCL include

- a) Document information required by this international standard.
 - b) Documented information determined by RKCL as being necessary for the effectiveness of the EMS.
- The size of RKCL and its type of activities, process, products and services
 The need to demonstrate fulfilment of its compliance obligations
 The complexity of process and their interaction
 The competence of persons doing work under RKCL control.

7.5: CREATING AND UPDATING:

When creating and updating documented information, RKCL ensure appropriate:

- a) identification and description (e.g. title, date, author, or reference no)
- b) Format (e.g. language, software version, graphics) and media (e.g. paper, electronic)
- c) Review and approval and adequacy.

ISO 14001:2015 requires that senior management shall at planned intervals review the EMS to determine continued suitability and effectiveness. This review should include results of audits, review of performance against objectives and targets, procedures, incidents, concerns of interested parties, the suitability of the policy, and the suitability of the EMS in view of changing conditions. The Standard also requires that the management review process shall ensure that necessary information is gathered for management evaluation and that the review is documented.

Raiyan Knit Composite Ltd. established a **MANAGEMENT REVIEW PROCEDURE (RKCL/MR/02/007)**, to be implemented and maintained by the EMR, to meet these requirements. The procedure will enable senior management to undertake a complete review of the ongoing suitability and effectiveness of the EMS. The review process, which includes a review of internal and external audits, public and customer comments, and legislative communications, will be coordinated by the Senior Management Team. The EMR will ensure the results of the review are documented and distributed to stakeholders. The EMR will initiate and participate in a review of the EMS at least once a year to consider the impact of changes in **Raiyan Knit Composite Ltd.** operations, legislative requirements and technology. The EMR shall initiate corrective action in accordance with the Non-conformance, Corrective and Preventive Action Procedure where improvements to the EMS are identified during review; The EMR shall maintain records demonstrating the implementation of the corrective actions.


7.5: CONTROL OF DOCUMENTED INFORMATION:

Documented information required by the EMS and by this international standard controlled to ensure:

- a) it is available and suitable for use, where and when it is needed.
- b) it is adequately protected (e.g. from confidentiality, improper use, or loss of integrity)

For the control of documented information, RKCL addresss the following activities as applicable:

- a) Distribution, access and retrieval and use
- b) storage and preservation, including preservation of legibility

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 25 of 30

c) control of change (e.g. version change)

d) retention and disposition:

In accordance with ISO 14001:2015, **Raiyan Knit Composite Ltd** has established **ENVIRONMENTAL DOCUMENTS MANAGEMENT PROCEDURE (RKCL/EMS/02/032)** to control all EMS documentation such as manuals, forms, records and registers. The EMS Coordinator is responsible for the original copy of the EMS to ensure that its documents are controlled. The standard states that this documentation will be kept legible, dated, and identifiable and retained for a specified period. The Environmental Document Management Procedure is required to include provisions for the creation and modification of various types of document.

An Environmental Document File and an Obsolete Environmental Records File have been established by **Raiyan Knit Composite Ltd** to ensure:

- All relevant environmental documents can be easily located within **Raiyan Knit Composite Ltd** offices;
- Periodic reviews of documents are revised as necessary under the authorization of the EMR;
- Up to date versions of relevant documents are available at locations where operations essential to the effective functioning of the environmental management system are performed;
- Obsolete documents are immediately removed to prevent their inadvertent use; and
- Obsolete documents retained for legal or other purposes are held within the Obsolete
- **Document preservation & Retaining:** Raiyan knit composite ltd preserve the entire necessary document up to 5 year. Document retain by maintain the proper identification label mention with the time duration.

The EMR is responsible for implementing the Environmental Documents Management Procedure, and maintaining and updating all EMS manuals and associated documents.

8. OPERATION:

RKCL establish, implement, control; and maintain the process needed to meet the requirements of EMS, and to implement the actions identified in 6.1 and 6.2 by Establish operating criteria the process Implement control of the process in accordance with the operating criteria RKCL control planned change, acting to mitigate any adverse effects, as necessary RKCL ensure that outsourced process is controlled. The type and extent of control or influence to be applied to process defined the EMS.

RKCL OPERATIONAL CONTROL:


SL NO	SIGNIFICANT MONITORING ENV. ASPECT	PROCESS	PROCEDURE	OPERATION CRITERIA	CRITERIA
1	WASTEWATER DISCHARGE	EFFLUENT TREATMENT PLANT (ETP)	PH control COD BOD	PH-6.0-9.0 COD-200 BOD-50	Continuous online COD-once a week BOD-Once a week.

8.1: OPERATIONAL PLANNING & CONTROL:

Consistent with a life cycle perspective, RKCL

- Establish controls, as appropriate, to ensure that its environmental requirement is addressed in the design and development process for the product or service, considering each stage of its life cycle.
- Determine its environmental requirements for the procurement of products and service as appropriate.
- Communicate its relevant environmental requirements to external providers, including contractors.
- Consider the need to provide information about potential significant environment impacts associated with transportation or delivery, use of life treatment and final disposal of its products and services.

RKCL maintain document information to the extent necessary to have confidence that the process has been carried out as planned.

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 26 of 30

ISO 14001:2015 requires that when actual or potential significant impacts have been identified the activities associated with these impacts are identified and control measures are implemented. Control and planning measures must include:

- documented procedures to prevent deviations from the system;
- the establishment of operational criteria within the procedures;
- identifying procedures that have significant environmental aspects;
- Establish procedures to ensure suppliers and subcontractors are aware of the requirements of the EMS.

Raiyan Knit Composite Ltd has met these requirements by developing **OPERATIONAL CONTROL PROCEDURE (RKCL/EMS/02/004)** to reduce the significance of environmental impacts associated with its activities. Operational Control is required to ensure that activities associated with *potential* significant environmental impacts are conducted under controlled conditions. Functions and activities of **Raiyan Knit Composite Ltd** that have significant environmental impacts will be identified and recorded. The EMR is responsible for ensuring that all procedure established in accordance with this standard and communicating the requirements to stakeholders.

8.2: EMERGENCY PREPAREDNESS AND RESPONSE:

RKCL establish, implement and maintain the process prepare for and respond to potential emergency situations identified in 6.1.1 RKCL

- Prepare to respond by planning actions to prevent or mitigate adverse environmental impacts from emergency situations.
- Respond to actual emergency situations.

c) Act to prevent or mitigate the consequences of emergency situation appropriate to the magnitude of the emergency and potential environmental impacts.

d) Periodically test the planned response actions, where practicable

e) Periodically review and revise the process and planned response action in particular after the occurrence of emergency situations or tests


f) Provide relevant information and training related to emergency preparedness and response as appropriate, to relevant interested parties, including persons working under its control

1. Training RKCL

2. Training RKCL subcontractor.

ISO 14001:2015 requires that an organisation shall establish and maintain procedures to identify potential for and respond to accidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them. The standard also requires that these procedures shall be reviewed and revised when necessary, in particular after the occurrence of accidents, and that they shall be periodically tested where practicable. To meet these requirements **Raiyan Knit Composite Ltd** has developed **EMERGENCY PREPAREDNESS & RESPONSE PROCEDURE (RKCL/EMS/02/005)**. This will ensure that potential accidents and emergency situations are adequately managed to prevent or minimise any potential adverse environmental impacts. It is the responsibility of the EMR to identify, with the assistance of qualified personnel, the potential environmental impacts of accidents and emergency situations and to ensure that contract services are performed consistently with the EMS.

The Emergency Preparedness & Response Procedure will be annually reviewed and revised to reflect the current operations at **Raiyan Knit Composite Ltd** sites. This review process shall be undertaken and coordinated by the EMR who may seek external professional advice. The EMR shall carry out an investigation and review of the procedure following any emergency incident where a significant environmental impact has, or potentially may have occurred. Roles & responsibilities Chart **EMR** identify potential impacts, prepare for incidents, Manage incidents, Emergency response and Complete investigation reports. Staff Follow emergency directions Report incidents.

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 27 of 30

9.1: PERFORMANCE EVALUATION:

9.1.1: MONITORING, MEASUREMENT, ANALYSIS AND EVALUATION:

RKCL monitor, measure, analysis and evaluate its environmental performance:

- What needs to be monitored and measured?
- The methods for monitoring, measurement, analysis and evaluation as applicable to ensure valid results
- The criteria against which RKCL evaluate environmental performance, and appropriate indicators
- When the monitoring and measuring performed
- When the results from monitoring and measurements analyzed and evaluate.

RKCL ensure calibrated or verified monitoring & measurement equipment is maintained, as appropriate.

RKCL evaluate environmental performance and effectiveness of the EMS.

RKCL communicate relevant environmental performance information both internally and externally as identified in its communication process and as required by compliance obligation.

RKCL retain appropriate documented information as evidence as evidence of the monitoring, measurement, analysis and evaluation results.

Monitoring and measurement

ISO 14001:2015 requires that an organization establish and maintain documented procedures to enable ongoing monitoring and measuring for the evaluation of environmental performance of activities that can have a significant environmental impact. These procedures must address the recording of information to track performance, relevant operational controls and conformance with objectives and targets. Records must be kept detailing calibration and maintenance of monitoring equipment used and a documented procedure established for reviewing compliance with relevant environmental legislation and regulations. **Raiyan Knit Composite Ltd.** has met the requirements of the standard by developing an **ENVIRONMENTAL MONITORING & MEASUREMENT PROCEDURE (RKCL/EMS/02/034)**. The Operational Controls address those activities that have been determined to have significant environmental impacts. They include monitoring and measurement instructions to be followed by all staff, suppliers and contractors. The EMR is responsible for assessing the effectiveness of the EMS through periodic reviews of the monitoring data. Monitoring and measurement functions will be audited to assist in evaluating the effectiveness of EMS implementation.

Evaluation of compliance

Raiyan Knit Composite Ltd. will establish, implement and maintain audit procedure for periodically evaluating compliance with applicable legal requirements as well as other requirements to which it subscribes. **Raiyan Knit Composite Ltd.** shall use the audit procedure to record its evaluation of compliance.


To comply with legal and statutory requirements a system of evaluation of compliance will be formulated, this will include External Audits which will be carried out annually by Certification Body and will be scheduled to suit the needs of the business. Copies of the assessments and any associated paperwork will be recorded and kept by the EMR.

To ensure compliance is uniform throughout the company, **Raiyan Knit Composite Ltd.** will put into practice an integrated system combining QMS.

Nonconformity, corrective action and preventative action

ISO 14001 requires that a procedure be implemented to deal with nonconformity with an element of the EMS. The procedure will define the process to;

- determine the cause;
- identify and implement corrective action;
- initiate preventative actions;
- apply controls to ensure that preventative actions taken are effective;
- Record any changes in written procedure resulting from the corrective action.

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 28 of 30

Raiyan Knit Composite Ltd. has met these requirements by documenting in its **NON-CONFORMANCE; CORRECTIVE & PREVENTIVE ACTION PROCEDURE (RKCL/EMS/02/008)** that effective and prompt action must be initiated should an activity or function of **Raiyan Knit Composite Ltd.** fail to comply with:

- the Environmental Policy
- EMS Procedures, or
- Results in an unforeseen environmental impact.

The EMR has been assigned the responsibility and authority to initiate an investigation in the event of a non-conformance. The *Non-conformance, Corrective & Preventive Action Procedure* details protocols that enable a non-conformance to be identified. It also details actions to prevent further non-conformances, including the alteration of procedures that lead to non-conformances. Following implementation, the procedure assesses and verifies the effectiveness of the corrective and/or preventive action.

Control of records

Raiyan Knit Composite Ltd. has developed **EMS RECORDS CONTROL PROCEDURE (RKCL/EMS/02/02)** for the identification, maintenance and disposition of environmental records. These records, including training records and the results of audits and reviews are required to be legible, identifiable and traceable to the activity, product or service involved. They must be stored and maintained, be readily retrievable and protected against damage, deterioration or loss. Records shall be maintained, as appropriate to the system and to the organisation, to demonstrate conformance. **Raiyan Knit Composite Ltd.** has met the requirements of the standard by incorporating the following records in this EMS:


- The Environmental Aspects and Impacts lists all identified aspects and impacts, highlighting the significant impacts.
- The Legislation and Other Requirements list provides a summary of applicable legislation and other requirements to which the **Raiyan Knit Composite Ltd.** must comply.
- The Environmental Objectives and Targets specify **Raiyan Knit Composite Ltd.** goals for achieving improvement in environmental performance within a timeframe.
- The Environmental Management Programme assigns responsibility for meeting the environmental targets, lists the actions required and specifies a framework for their achievement.
- The Environmental Training and Awareness Programme address training and awareness needs to equip **Raiyan Knit Composite Ltd.** stakeholders with the knowledge and skills required to undertake their individual EMS roles and responsibilities.
- The Communications records of all environmental communication.
- The Document Control records all EMS documents and records and their location.
- The Operational Control to ensure **Raiyan Knit Composite Ltd.** objectives and targets are achieved.
- The Emergency Preparedness Incident Investigation Forms.
- The Non-conformance and Corrective Action record of EMS Non-conformances.

All EMS documentation, including environmental records, is given unique titles for ease of reference. The Environmental Records Procedure has been combined with the Document Control Procedure for management of all EMS documents and environmental records.

9.1:2: PERFORMANCE EVALUATION:

RKCL establish, implement and maintain the process needed to evaluate fulfillment of its compliance obligations: **RKCL**

- a) Determine the frequency that compliance will be evaluated.
 - b) Evaluate compliance and act if needed.
 - c) Maintain knowledge and understanding of its compliance status.
- RKCL** retain documented information as evidence of compliance results.

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 29 of 30

9.2: INTERNAL AUDIT:

9.2.1: GENERAL:

RKCL conduct internal audits at planned interval to provide information on whether the EMS.

- a) Conforms to:
- 1) RKCL own requirements for its EMS.
 - 2) The requirements of tis international standard.
- b) Is effectively implemented and maintain

9.2.2: INTERNAL AUDIT PROGRAM:

RKCL establish, implement and maintain an audit program including the frequency, methods, responsibilities, planning requirements and reporting of its internal audits:

When establish the internal audit program, RKCL take in to consideration the environmental importance of the process concerned, change affecting RKCL and results previous audit

RKCL

- a) Define the audit criteria and scope for each audit
- b) Select auditors and conduct audits to ensure objectives and impurity of the audit process.
- c) Ensure that the results of the audits are reported to relevant management

RKCL retain documented information as evidence of the of the implementation of the audit programe and the results.

9.3: INTERNAL AUDIT:

Top management review RKCL EMS at plnned intervals, to ensure its continuing suitability review include consideration of:


- a) The status of actions from previous management reviews
- b) Changes in: 1) External and internal issues that are relevant to the EMS 2) The needs and expectations of interested parties, including compliance obligations 3) Its significant environmental aspects 4) Risks and opportunities.
- c) The extent to which environmental objectives have been achieved.
- d) Information on RKCL environmental performance, including trends in: 1) Nonconformities and cooective actions 2) Monitoring and measurement results 3) Fulfilment of its compliance obligations 4) Audit results
- e) Adequacy of resources
- f) Relevant communications from interested parties, including complaints
- g) Opportunities for continual improvement. The outputs of the management review include:
 - 1) Conclusions on the continuing suitability, adequacy, and effectiveness opf the EMS.
 - 2) Decisions related to any need for change to the EMS, including resources
 - 3) Decisions related ton any need for change to the EMS, including resources.
 - 4) Actions, if needed, when environmental objective not achive
 - 5) Opportunities to improve integration of the EMS withother business process, if needed

RKCL retain document information as evidence of the results of management reviews.

In accordance with the ISO 14001:2015 requirements **Raiyan Knit Composite Ltd.** has developed **INTERNAL EMS AUDIT PROCEDURE (RKCL/EMS/02/013)** for periodic environmental management system audits that addresses:

- The activities and areas to be audited;
- The frequency of audits;
- The responsibility associated with conducting an audit;
- Communication of the audit findings; and
- Auditor competence.

Appropriately trained persons from **Raiyan Knit Composite Ltd.** or external to the Agency shall undertake audits of the **Raiyan Knit Composite Ltd.** EMS, appointed by the EMR. Auditors shall be required to provide an audit report within 3 weeks of completing an audit. The audit report, which will be presented to senior management, shall detail all activities and functions, and elements of the EMS audited and details of any non-conformances and corrective and/or preventive actions to be undertaken within a specified time frame.

 NUR GROUP Commitment & Consistency	Document Code: - RKCL/EMS/01/001		
	Title: - ENVIRONMENTAL MANAGEMENT SYSTEM-MANUAL		
	Effective Date:	Revision Status: - 00	Page 30 of 30

CLAUSE: 10: IMPROVEMENT

10.1: GENERAL:

RKCL determine opportunities for improvement (9.1, 9.2, &9.3) and implement necessary actions to achieve the intended outcomes of its EMS.

10.2: NONCONFORMITY AND CORRECTIVE ACTION:

When a nonconformity occurs, RKCL:

- React to the nonconformity and applicable: 1) Act to control and correct it. 2) Deal with the consequences, including mitigating adverse environmental impacts.
- Evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur elsewhere, by: 1) Reviewing the nonconformity 2) Determining the causes of nonconformity 3) Determining if similar nonconformities exist or could potentially occur.
- Implement any action needed.
- Review the effectiveness of any corrective action taken.
- Make changes to EMS, if necessary.

Corrective actions shall appropriate to the significance of effects of the nonconformities enforced, including the environmental impact. RKCL retain documented information as evidence of:

- The nature of the nonconformities and any subsequent actions taken
- The results of any corrective action.

ISO 14001:2015 requires that a procedure be implemented to deal with nonconformity with an element of the EMS. The procedure will define the process to;

- determine the cause;
- identify and implement corrective action;
- initiate preventative actions;
- apply controls to ensure that preventative actions taken are effective;
- Record any changes in written procedure resulting from the corrective action.

Raiyan Knit Composite Ltd. has met these requirements by documenting in its **NON-CONFORMANCE; CORRECTIVE & PREVENTIVE ACTION PROCEDURE (RKCL/EMS/02/008)** that effective and prompt action must be initiated should an activity or function of **Raiyan Knit Composite Ltd.** fail to comply with:

- the Environmental Policy
- EMS Procedures, or
- Results in an unforeseen environmental impact.

The EMR has been assigned the responsibility and authority to initiate an investigation in the event of a non-conformance. The *Non-conformance, Corrective & Preventive Action Procedure* details protocols that enable a non-conformance to be identified. It also details actions to prevent further non-conformances, including the alteration of procedures that lead to non-conformances. Following implementation, the procedure assesses and verifies the effectiveness of the corrective and/or preventive action.

10.3: CONTINUAL IMPROVEMENT:

RKCL continually improve the suitability, adequacy, and effectiveness of the EMS to enhance environmental performance.

◀ END OF MANUAL ▶

Note: This Manual is subject to periodic audit/review to maintain its effectiveness.

