

FORM C1  
SECTOR SUBMISSION OF EHSMS DOCUMENTS

DEVELOPING AND IMPLEMENTING AN EHSMS COMPLYING  
WITH THE ABU DHABI EMIRATE REQUIREMENTS



General Information	
EHSMS Registration Number:	Sector Classification Code:
Name of the Regulatory Authority:	
Date(s) of EHSMS Document Submission:	<input type="radio"/> 1 <sup>st</sup> submission on ___ (Day) ___ (Month) _____ (Year) <input type="radio"/> 2 <sup>nd</sup> submission on ___ (Day) ___ (Month) _____ (Year) <input type="radio"/> 3 <sup>rd</sup> submission on ___ (Day) ___ (Month) _____ (Year)

EHSMS Information	
EHS requirements:	<b>Please list the title (and reference number) of the document that addresses the EHSMS requirements as submitted *</b>
1. Have an Integrated EHS policy which is: <ul style="list-style-type: none"> <li>• Approved by top management; and</li> <li>• Effectively communicated to all employees and stakeholders</li> <li>• Ensures adequate EHS resources</li> </ul>	
2. Established an EHS Management System (Manual) which at minimum includes:	
Ensures adequate EHS resources	
EHS review of all Activities, Products and Services;	
Clearly defined and communicated EHS Roles, Responsibilities and Accountabilities of all relevant parties within the entity. (including Sub-Contractors);	
Established EHS Targets and Objectives;	
Developed a procedure that ensures compliance to legal and regulatory frameworks relevant to the entity (Including International, Federal, Emirate and Municipality, Internal Entity Requirements, etc);	
Developed and Conducted Hazard and Risk Management Program, which includes: <ul style="list-style-type: none"> <li>• Identifying all EHS Hazards in the workplace;</li> <li>• Assess the risks of these hazards;</li> <li>• Formulated a hazard management program to reduce the risk to an acceptable and ALARP level;</li> <li>• Review the program on a regular basis; &amp;</li> <li>• Manages the process of change within the entity.</li> </ul>	
Developed a Management of Contract Procedure;	
Developed an Emergency Management Plan (Crisis Plan) to respond to major incidents / accidents that may result in serious injuries and / or significant adverse impacts on the environment;	
Operational Procedures (SOP's, CoP's, Permit to Work Systems etc);	

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Developed an EHS Document Control Procedure. (Including Recording Keeping activities);	
Developed an EHS Training and Competency Procedure (including assessment of EHS training needs);	
Developed a Hazard / Near Miss Reporting and Investigation Procedure;	
Developed an Incident Reporting and Investigation Procedure;	
Developed an EHS communication procedure (including workforce consultation activities);	
Conduct EHS Awareness and Training to all relevant stakeholders	
Developed an EHS Performance Monitoring Plan / Procedure (Including monitoring of the Emirate minimum requirements as listed in the Reporting Mechanism);	
Developed a Non-Conformance and Corrective Action Procedure;	
Developed a Reporting Procedure which includes, reporting hierarchies, timetables and responsibilities for reporting: <ul style="list-style-type: none"> <li>• EHS performance to the SRA as required (Form E);</li> <li>• EHS Accidents / Incidents to the SRA as required (Form G);</li> <li>• Annual Audit Results to the SRA (Form F);</li> <li>• Internal EHS reporting requirements; and</li> <li>• All other legal and regulatory reporting requirements.</li> </ul>	
Developed an Auditing Procedure, which includes the requirements for both internal and external (annual third party independent) audits;	
Developed a Workplace Inspection Procedure;	
Developed an EHSMS Management Review Procedure (To ensure regular intervals and on a continuing basis, by top management).	
Target Date for Commencing the Implementation of EHSMS :	___ (Day) ___ (Month) ____ (Year)
* Please attach all EHSMS documents being submitted with this form.	

Declaration			
I declare that all information provided in this document is true, correct and complete.			
Signature of the Authorised Contact Person:		Entity Official Stamp	
Date :	___/___/___		

