



**The Inspection Technology and
Quality Assurance National Institute**

**OPERATION CONTROL
ITQAN-MP-10**

According to ISO 9001:2015 ISO 14001:2015 and ISO 45001:2018 requirement

ITQAN Institute



OPERATION CONTROL

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OPERATION CONTROL

1. PURPOSE:

The enriched operational control framework is designed to establish and sustain a resilient system that not only ensures safe operations but also actively manages quality, minimizes environmental impacts, and fortifies safety controls.

2. SCOPE:

This refined operational control framework extends its reach institute-wide and involves suppliers/contractors collaborating with ITQAN, fostering a unified approach towards operational excellence.

3. RESPONSIBILITY:

- QHSE Management Representative:** The QHSE Management Representative takes a proactive stance in identifying and evaluating significant hazards and environmental impacts across the institute. In relation to this, they orchestrate the creation of meticulously detailed standard operating procedures, collaborating intimately with relevant personnel. This collaboration aims to identify, establish, and continually enhance controls that adeptly manage significant hazards and environmental facets.
- Department/Unit Head:** The Department/Unit Head occupies a vital role in the management of tasks, setting daily activities, and fostering effective communication by consistently reporting progress to the management.

4. PROCEDURE:

- The QHSE Management Representative (QHSE-MR) conducts a thorough review of the outcomes arising from environmental aspect/impact analysis and hazard analysis. Utilizing the insights gathered, they formulate precise objectives and target measurements that aid in gauging the necessity of introducing process operational controls.
- Implementing a robust communication strategy, the QHSE-MR ensures a seamless flow of requirements and information to Department/Unit Heads and concerned personnel. This strategy includes a mix of interactive meetings, well-structured memos, and digital platforms, amplifying the effectiveness of communication and solidifying alignment. This collaborative effort seeks to foster a shared commitment to operational control procedures that proactively address significant risks and environmental impacts.
- Department/Unit Heads assume the mantle of responsibility for a thorough evaluation, validation, and eventual approval of proposed monitoring systems tailored to their respective processes. With approval granted, the finalized operational control procedures are formally disseminated for implementation by the Management Representative.
- To ensure a comprehensive grasp and seamless application, meticulous training programs are conceptualized and executed, catering to all personnel involved. This diligent approach extends in maintaining a comprehensive record of all training sessions, guaranteeing that competence is both achieved and sustained.
- Collaboratively overseen by Department/Unit Heads and QHSE-MR members, the effectiveness of implementation is subject to regular assessment, fostering a culture of adaptation and continuous improvement. The mechanism for change control is thoughtfully applied to facilitate seamless adjustments.
- With a meticulous lens, Department/Unit Heads consistently assess departmental operations, scrutinizing for opportunities to enhance. Proactively designing monitoring systems that function as robust controls, they contribute to a culture of continuous improvement.

5. ASSOCIATED DOCUMENTS:

- QHSE-IMS Program (ITQ/MR/11)
- QHSE-IMS Objective Monitoring Record (ITQ/MR/12)
- QHSE-MRM Action Report (ITQ/MR/24)