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Total Quality Management

Procedure

THIS PROCEDURE IS MANDATORY

1. Scope.
2. Purpose.
3. Responsibilities and Authority.
4. Activities.
5. Appendices.

Approved by:.....
(ENVIRONMENTAL MANAGER)

Initiated by:.....
(HEAD: QUALITY SYSTEMS)

Issue #1

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CDM PROJECT – MANAGEMENT SYSTEM

1. **SCOPE**

This procedure applies to the creation and maintenance of a Management system for the CDM Project at Richards Bay Mill.

ISO STANDARDS SCOPE		
ISO 9001	§ 5.4.2	Compliance
ISO 14001	§ 4.4.4	Compliance
OSHAS 18001	-	Not Relevant
FSC CoC	-	Not Relevant

2. **PURPOSE**

The purpose of this procedure is to ensure that a Management system is created and maintained to the quality of CDM project at Richards Bay Mill.

3. **RESPONSIBILITY AND AUTHORITY**

- 3.1 The Environmental Manager has overall responsibility and authority for the creation and maintenance of a Management System for the CDM project.
- 3.2 The Head Quality Systems has responsibility and authority for ensuring that the CDM project Management System is integrated with the existing TQM documents.
- 3.3 Throughout this document responsibility residing with any employee must be understood to imply the designated deputy of that employee whenever such delegation is necessary.

4. **ACTIVITIES**

4.1. **GENERAL**

A Management System for the CDM Project will be created within the TQM System following the 2 principles:

- 4.1.1 Where possible all existing documents will be used as is.
- 4.1.2 Only when CDM specifications require separate documentation will new documents be introduced.

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4.2 TRAINING

Training needs and interventions will be integrated into the TQM Training System as per **D-HRTR.001**.

4.3 EMERGENCY PROCEDURES

Unintended emissions during emergency situations will be integrated into the TQM Emergency System as per **R-EVCA.200**.

4.4 CALIBRATION

Calibration and maintenance of critical CDM project equipment will be integrated into the TQM On-line Calibration System as per **R-WIEN.001**.

4.5 MONITORING, MEASUREMENT & REPORTING

Monitoring, Measurement and Reporting will be integrated into the TQM Reporting System as per **R-EVCR.001**.

4.6 RECORDS

A new procedure (**R-EVCR.100**) will be developed to define responsibility, format, retention media and retention times for all CDM critical parameters.

4.7 MONITORING DATA EVALUATION

A new procedure (**R-EVIT.001**) will be developed to define the responsibilities of how critical Data parameters and possible adjustments or uncertainties will be evaluated and performed.

4.8 INTERNAL AUDITS

Internal auditing of the CDM project will be integrated into the TQM Internal Audit System as per **D-AAQA.001**.

4.9 PROJECT REVIEW

A new procedure (**R-EVMR.100**) will be developed to define the responsibilities for regular review of the CDM project.

4.10 CORRECTIVE ACTION

A new procedure (**R-EVCA.100**) will be developed to define the responsibilities for both TQM system and CDM project corrective actions required.

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