

ANNEX 8.20



BOI – ENVIRONMENTAL MANAGEMENT SYSTEM

DOCUMENT CONTROL PROCEDURE



1.0 OBJECTIVE

This document defines the system for issuance, review, approval, control and distribution of documents pertaining to the BOI's Environmental Management System.

2.0 SCOPE

This procedure applies to all environmental management system related documents at BOI.

3.0 DEFINITION

3.1 Original Document

This refers to the original issued internal documents, kept in the Document Control Center. An original copy of a document is treated as a master copy as long as it bears the blue, circular "ORIGINAL COPY" stamp.

3.2 Controlled Document

This refers to the reproduced copy of the "ORIGINAL" document distributed by the DCC to specified recipients. These copies are directly controlled and managed by the DCC. A copy of the new revision is automatically distributed to the recipient once the document is revised. The old revision, where practicable, is retrieved and disposed by DCC. These are marked with the blue, square "CONTROLLED COPY" stamp.

3.3 Uncontrolled Document

This refers to the copy of the "ORIGINAL" document distributed by the DCC upon request of the recipients. These copies are not directly controlled and managed by the DCC; thus, new revision shall not be automatically distributed once the document is revised. Obsolete copies need not be returned to DCC; the recipient shall be the one responsible for its disposal. This is marked with the blue, oval "UNCONTROLLED COPY" stamp.



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3.4 Levels of documentation

- 3.4.1 First level is for Environmental Management Systems (EMS) Manual, which includes general guidelines for fulfilling the requirements of the ISO elements.
- 3.4.2 Second level is for general system procedures.
- 3.4.3 Third level is for specific procedures, work instructions and part specifications.
- 3.4.4 Originator

The originator is a person, department or section responsible for preparing or revising a given document. Furthermore, the originator is considered as the owner of the document; thus, the originator shall duly authorize any changes or absolution of document.

4.0 RESPONSIBILITIES

- 4.1 DCC is responsible for distribution, management, retrieval and archiving of newly issued, revised and obsolete documents pertaining to BOI-EMS.
- 4.2 All originators and department directors are responsible for reviewing and approving the new issuance and revision to the document.
- 4.3 Final approval shall be the responsibility of the EMR and the BOI Managing Head
- 4.4 Recipients of copies of the document are responsible to protecting and safekeeping of distributed copies so as to protect it from damage and loss.

5.0 REFERENCE

ISO 14001:1996V

6.0 PROCEDURE

6.1 Document Issuance and Approval

- 6.1.1 Concerned department shall identify and validate the need for documented procedures, policies, work instructions and specification sheets.
- 6.1.2 The originator shall prepare the draft of the document on the standard document format as defined in this procedure. Furthermore, the originator shall classify as to which level the new document shall belong to.
- 6.1.3 The draft of the new document, together with the Document Change Notice (DCN), shall be signed by the originator and his/her department head before submission to DCC for routing and approval of other concerned department/division.
- 6.1.4 Once the DCC received the DCN and draft of the new document, DCC shall



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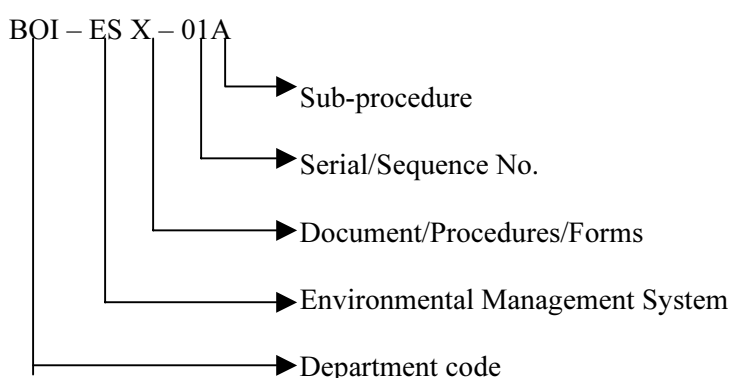
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assign a control number on the DCN.

6.1.5 The originator shall route the DCN and the document draft to concerned department heads for review and approval.

6.1.6 Once the DCN is approved, the DCC shall assign a number to the new document based on the document numbering system given below.

6.1.6.1 Document Numbering System



6.1.7 Once a document number is assigned, the document shall be encoded by DCC on the standard format and have the final copy signed to the originator and his/her department head.

7.1.7.1 All issued documents shall be registered by the DCC in the Document Masterlist (DCN: BOI-ESF-05).

6.2 Document Revision

6.2.1 Revision of documents shall be done by the originator or at least, by someone from the same department as the originator.

6.2.2 The originator shall prepare a draft of the revised document for major changes; however, for minor changes the revision may directly be written on the DCN.

6.2.3 The DCN for revision shall be submitted to the DCC. Once received, DCC shall assign a DCN number the originator shall route it to the concerned department heads for review and approval.

6.2.4 Once the revision is approved, DCC shall officially record revision history..

6.3 Document Distribution

DCC shall prepare and distribute copies to the different recipients as defined by the originator in the DCN. However, any department or external body may



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request that a copy of the document be distributed to them. Request for Document Distribution shall be done using the Document Request form and is subject to the approval of the EMR.

- 6.3.1 The original copy of documents shall be kept by DCC. A blue "ORIGINAL COPY" stamp will be placed in front on the left part of all pages of the document
- 6.3.2 For distribution of document with revision control, a blue, circular stamp 'CONTROLLED COPY' is placed on the right part of each page of the controlled copy.

6.4 Document Disposition

- 6.4.1 Master Copies of old revision shall be stamped 'OBSOLETE'. While, retrieved CONTROLLED COPIES shall be disposed by shredding. Obsolete master copies shall be archive by DCC for a period of five (5) years before it is disposed by shredding.
- 6.4.2 When an obsolete document becomes active again, a DCN shall be used and the normal document processing procedure shall be observed.

6.5 Control of External Documents

- 6.5.1 When an EMS related document is received, EMR & DCC shall identify as to what department is concerned with such document. Once identified, DCC shall issue a DCN and route a copy of the External document to the concerned department managers .
- 6.5.2 After the DCN is approved, DCC shall register the External document on the Externally Generated Documents (DCN: BOI-ESF-07), stamp the original with the blue 'EXTERNALLY GENERATED DOCUMENT' stamp and distribute copies to the one who owns the External Document.
- 6.5.3 In case that a revision of the external document is revised the same procedure as in sections 6.6.1 and 6.6.2 shall be done.



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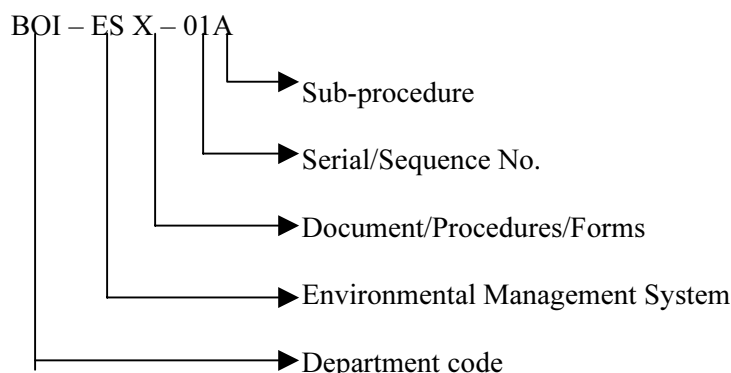
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6.6 Forms Control

- 6.6.1 Official forms have assigned control number and revision level by the DCC for control purposes. Numbering system shall be done based on the numbering system below:



- 6.6.2 Official forms shall be listed as an attachment of a document.
- 6.6.3 Official forms shall be registered by DCC on the Forms Masterlist. A specimen of the form shall be maintained by DCC after assigning a control number.
- 6.6.4 It shall be the responsibility of the concerned departments to control forms/records used in their operation.
- 6.6.5 Since official forms are part of the document, then when a form needs to be revised the same procedure, as when revising a document shall be followed.

7.0 MATERIALS NEEDED

- 7.1 Personal Computer
- 7.2 Stamps
- 7.3 Paper
- 7.4 Folders
- 7.5 Index tabs

8.0 RECORDS / ATTACHMENTS

- 8.1 All DCC records shall be kept for a minimum period of 2 years.

8.1.2 Document Master List	:	DCN: BOI-ESF05
8.1.3 Document Control Stamps	:	DCN: BOI-ESD14
8.1.4 Document Creation & Change Notice	:	DCN: BOI-ESF03
8.1.5 Document Continuous Form	:	DCN: BOI-ESF02
8.1.9 Revision History	:	DCN: BOI-ESF01



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ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) MANUAL

Board of Investments

385 Senator Gil Puyat Avenue
Makati City, Philippines

ORIGINATOR:		EMS – Core Committee	Document Status
APPROVAL :		Gregory L. Domingo Undersecretary	Original
			Total Revision
			Partial Revision
REVISION HISTORY			
Rev.	Date	Description	Requestor



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Distribution List:

Master Copy marked "**ORIGINAL COPY**" and "**CONTROLLED COPY**"

1. Document Control Center – BOI Library

Controlled Copies marked "**CONTROLLED COPY**":

1. Undersecretary Gregory Domingo
2. Environmental Management Representative (EMR)
3. Members of the EMS Core Team
4. All Governors, Executive Directors and Directors

Uncontrolled Documents marked "**UNCONTROLLED COPY**":

1. Other parties not listed above

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1. Administrative controls

1.1 General

This manual is a living document of the Environmental Management System (EMS) of the Board of Investments (BOI).

This is subject to review by the BOI EMS Implementation Committee and BOI EMS Steering Committee with the recommendation from EMS Internal and External Audit Teams.

1.2 Revision Control

Any change to be made in any or all parts of this manual must be recorded in the Revision History, with the originator as the party for any change duly authorized under the document control procedure.

1.3 Distribution Control



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Divisions and other functional units of the BOI shall receive red-stamped controlled copies marked “**CONTROLLED COPY**”.

Documentation of approved Changes and printing of manual and approval of distribution shall be the exclusive responsibility of the Records Section as Document Control Center which shall be responsible for the document control procedure.

2. Introduction

The BOI EMS Manual represents the Environmental Management System of the agency. It is supported by two other EMS documents, namely the EMS Elemental Procedures Manual and the Operational Control Procedures Manual. The EMS has been installed to address environmental concerns and issues proactively in all the activities, products and services of the BOI.

The BOI has developed the EMS based on the International Standard of ISO 14001 as part of its effort to attain global conformance towards environmental protection.

This Manual describes the principles, practices and procedures which are developed and maintained by the BOI in its effort as model and leader in the national government's effort to support environmental protection.

As a sign post document, this Manual shall be subjected to review by the members of the BOI EMS Steering Committee to reflect changes in policies, administration, procedures, technology and technique. This Manual shall be the basis of the agency's effort for continual improvement of its EMS implementation which will eventually demonstrate sound environmental performance.

BACKGROUND OF THE BOARD OF INVESTMENTS (BOI)

The Board of Investments (BOI) was created by Republic Act 5186, enacted by the Congress of the Philippines in September, 1967, with the aim of providing a new and comprehensive investments thrust for the economy.

Originally under the Office of the President, the Board is now an attached agency of the Department of Trade and Industry (DTI), with the mandate to encourage and facilitate investments.

Its functions have evolved from highly regulatory to promotional and thus, the BOI is now an important component in pushing our country's economic development.

The BOI is managed by a body called the Board of Governors, chaired by the Cabinet Secretary of the DTI.

The Board of Governors promulgates, plans and programs for the proper conduct of business and affairs of the agency in accordance with the Omnibus Investments Code, the code that rationalized all the laws and decrees that have to do with investments. Its first chair was Mr. Cesar Virata, who eventually became Prime Minister, other illustrious names have graced the Board's top post, among



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them Vicente Paterno, Roberto Ongpin, Jose Concepcion, Jr., Peter Garrucho, Lilia Bautista, Rizalino Navarro, Jose T. Pardo, up to the present chair, Manuel Roxas II.

The Investments Incentives Act which conceived the Board of Investments provided the blueprint for long-term economic development to the country.

The Act provided for a major restructuring of industrial growth away from overcrowded and light finishing industries into intermediate and capital goods production, through an annual Investments Priorities Plan and an accompanying package of incentives.

Another law, the Foreign Business Regulation Act, set down specific guidelines for foreign investments not covered by the priorities plan, and thus channeled them into the areas that would not compete against Filipino capital expertise.

The Export Incentives Act of 1970 was designated to stimulate a diversification of Philippine

exports, in terms of new manufacturing projects, new overseas markets, and the inclusion of service exports and export trading activities.

The Agricultural Investments Incentive Decree of 1977, on the other hand was promulgated to promote countryside development and enhance the country's self-reliance in food and other agricultural products.

Batas Pambansa 44, or the Investments Promotion Act encouraged the establishment to industrial and agricultural projects in less developed areas through additional incentives.

Presidential Decree 1789, which became known as the Omnibus Investment Code consolidated many of these laws and decrees into a single code, even as it refined and harmonized the various incentives, and rationalized registration and availment procedures.

Executive Order 226 integrated all the basic laws on investments even as it encourage even more foreign and domestic investments with incentives in economic priority areas under the Investment Priorities Plan (IPP).



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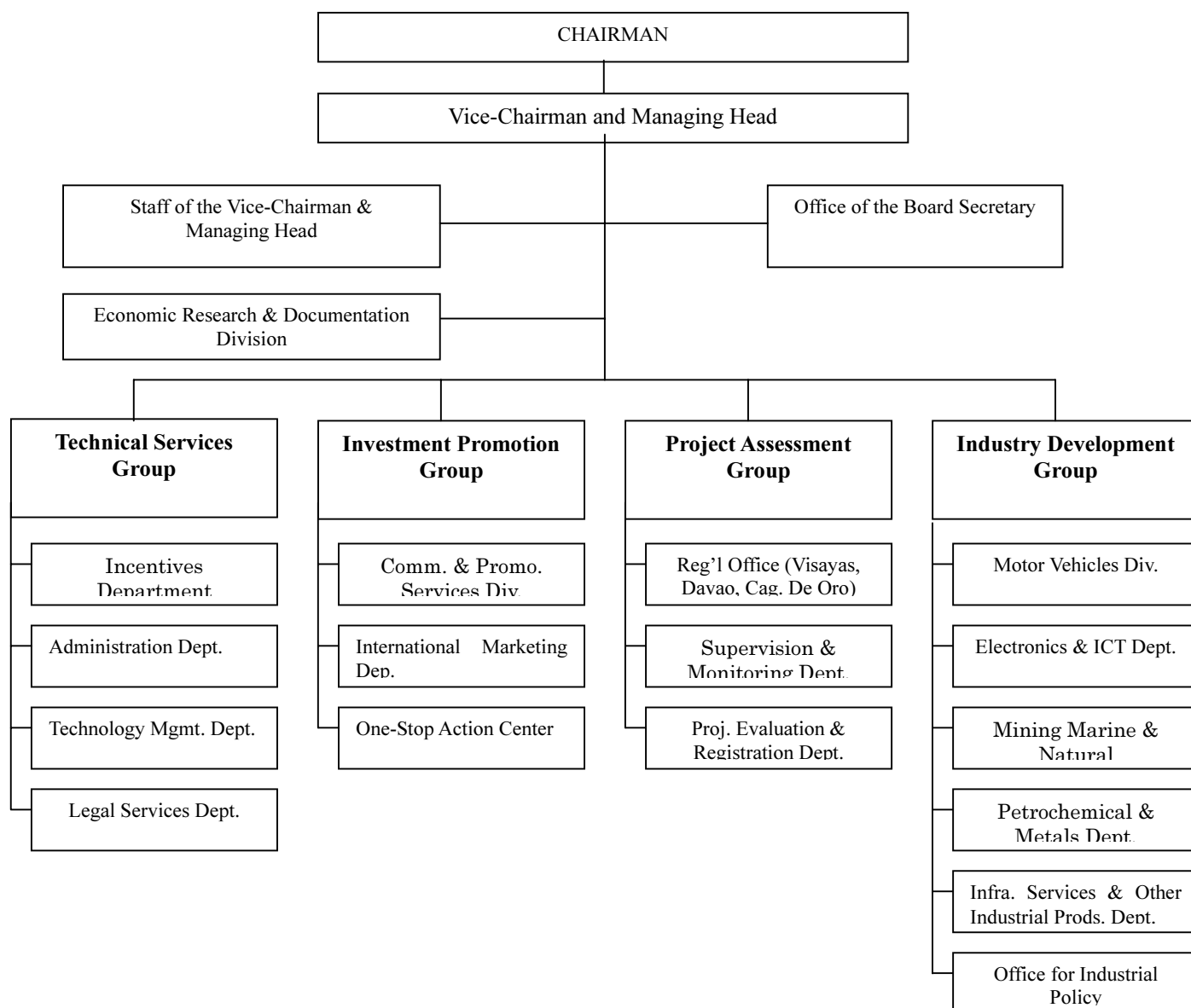
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4.5.1.1. ORGANIZATIONAL STRUCTURE OF THE

4.5.1.2. Board of Investments





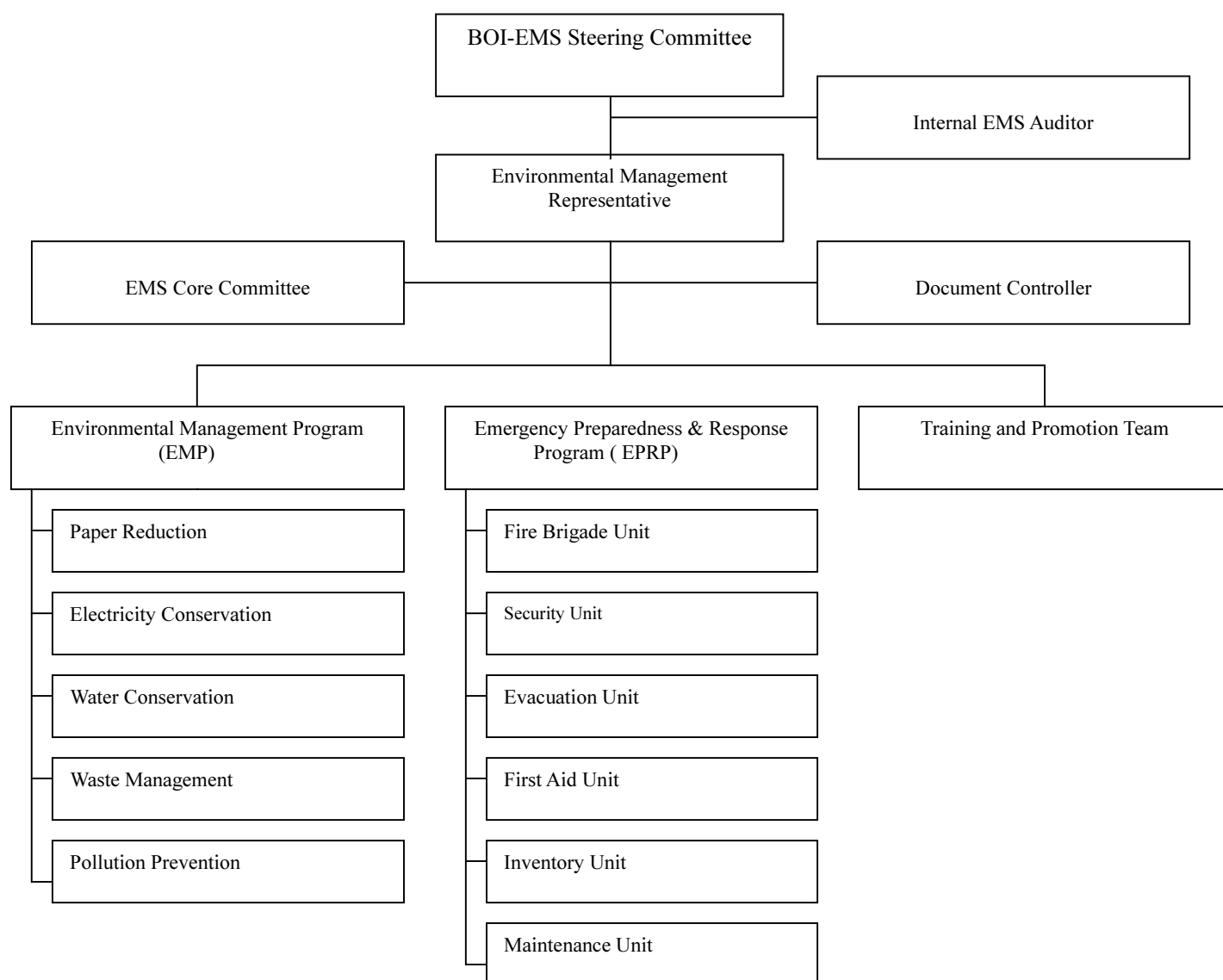
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BOI EMS ORGANIZATIONAL STRUCTURE



Reference: BOI Office Order No. 20 Series of 1991

.2. The BOI EMS Technical Committee Members are represented by the following department/divisions:

1. Office of the Vice-Chairman and Managing Head
2. Office of the Board of Governors
3. Office of the Executive Directors
4. Administration Department



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5. Incentives Department
6. Technology Management Department
7. Legal Services Department
8. Communication & Promotion Services Division
9. International Marketing Department
10. One-Stop-Action Center
11. Regional Office (Visayas, Davao, Cagayan de Oro)
12. Supervision and Monitoring Department
13. Project Evaluation and Registration Department
14. Motor Vehicles Division
15. Electronics and ICT Department
16. Mining, Marine and Natural Resources-based Products Department
17. Petrochemicals and Metals Department
18. Infrastructure Services and Other Industrial Products Department
19. Officer for Industrial Policy

Reference : BOI Office Order No. 1 Series of 2003

4.0 ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS

4.1 General Requirements

Board of Investments (BOI) is committed to implement an environmental management system in accordance to the ISO 14001 requirement. BOI shall conduct semi-annual verification or as often as needed to evaluate and assess the current capability and effectiveness of the existing environmental system to continuously improve it.

The environmental aspect were identified, monitored and controlled by each department through established programs. This requirement is applicable to all areas of BOI activities/processes, including contractors that perform works or services within the BOI premises. EMS requirement shall also be extended and applied to BOI qualified suppliers of direct and indirect material. The input is evaluated based on the expected effect on environmental aspect.

Environmental Management System Manual (EMS) includes the EMS requirements as specified in the International Standards.

Other documents are those which are used as references. Examples of these are the Equipment Manual that is handled as a controlled document, International Standards, Environmental Legislation and other requirements.



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4.2 ENVIRONMENTAL POLICY

A concise environmental policy statement shall be established and conveyed to all BOI employees, contractors, on the job trainees, visitors, etc. The policy shall be posted at conspicuous locations within the BOI premises.

ENVIRONMENTAL POLICY

The Board of Investments, in its investment promotion thrusts and industry development initiatives, is committed to implement an Environmental Management System (EMS) in all relevant aspects of its operations and services and integrate it in its planning and decision making processes to achieve high level of performance. Towards this end, the agency commits to:

- Comply with the requirement of the ISO 14001 standards as regard to its established Environmental Management System (EMS);
- Review and improve its institutionalized EMS to continually improve its environmental performance;
- Comply with all relevant laws, regulations, and requirements pertaining to the preservation and protection of the environment;
- Promote waste minimization, resource conservation, waste recycling and pollution prevention;
- Set and periodically review its environmental objectives and targets;

This environmental policy shall be communicated and disseminated to all employees in the organization and shall be made available to the public upon request.

4.3 PLANNING

4.3.1 Environmental Aspects

In evaluating environmental aspects, the BOI - Environmental Management Representative (EMR) shall delegate responsibility and authority to the Environmental Management System Technical Committee in identifying and evaluating environmental aspects of its activities, products and services that it can control directly and also those which it is expected to have an influence on the actual or potential significant impact on the environment.

The BOI shall establish and maintain a procedure to identify and evaluate the environmental aspects associated with its activities, products and services which it can control and over which it can be expected to have influence.



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The formulation of the EMS objectives, targets and programs that are consistent with the BOI environmental policy shall be the result of the identification of aspects and evaluation of impacts.

The BOI shall review this information and keep it updated.

Reference: Identification of Environmental Aspects (DCN: BOI-ESP-01)

4.3.2 Legal and Other Requirements

BOI shall establish and maintain a procedure to identify and have access to legal and other documents, that have direct implication to the identified environmental aspects of the agency's and services, products, and services.

The BOI-ISO Planning Group (who are also responsible in the EMS Programs) shall identify information on environmental legislations, ordinance, and other treaties entered into by the government from relevant departments or government agencies and shall compile a list of the same.

BOI shall establish a method of obtaining new updated copies of environmental legislation. The BOI's PCO shall be responsible for the legal and other requirements updates. The EMR shall ensure that legal requirement are updated and maintained by the Administration Department. The review of the legal requirements shall be done every six months. List of items, compliance, necessity and sources is referenced to the Legal and Other Requirements Matrix.

Related Procedures

Legal and Other Requirements (DCN: BOI-ESP-03)

4.3.3 Objectives and Targets

The EMB shall establish and maintain documented environmental objectives and targets for each relevant function and level within the EMB with significant impact. In setting objectives and targets, the EMB shall consider significant environmental aspects, legal & other requirements, technological, financial, operational and business requirements, and the views of the general public and particularly commitment to pollution prevention as consistent with the environmental policy. The EMB will also determine and establish the corresponding measurable indicators for the objectives and targets.

The Objectives and Targets shall be reviewed, revised and updated regularly by EMB to reflect the desired and relevant improvements in environmental performance resulting from its EMS implementation.



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Related Procedures

Identification of Environmental Objectives and Targets Matrix (DCN: BOI-ESD-09)

4.3.4 Environmental Management Program

The BOI shall establish and maintain a documented Environmental Management Program (EMP) to achieve the environmental objectives and targets. There are designated personnel responsible for the implementation and evaluation of the EMP for continuous improvement. Each program is reviewed and approved by the Environmental Management Representative.

Preparing and Reviewing Environmental Management Program

A separate action plan shall be prepared in order to help achieve the objectives and targets. All major activities shall identified together with the person responsible for the implementation of the action plan. Such designation of responsibility is very essential in the achievement of the set of objectives. When problems are encountered during implementation of the activities, the action plan shall be adjusted accordingly.

ISO 14001 Accomplishment Report shall be prepared on a monthly basis. Preparation of said report shall be a coordinated effort between the individual Program Coordinator or leader, who will accomplish the Status Report Form and Performance Monitoring Report and the EMR. In addition, the effectivity of the EMP shall also be verified during scheduled internal audit.

Related Procedure for the following EMP:

Electricity Conservation Control Procedure (DCN: BOI-ESP-5A)
Paper Conservation Control Procedure (DCN: BOI-ESP-5B)
Water Conservation Control Procedure (DCN: BOI-ESP-5C)
Waste Management Control Procedure (DCN: BOI-ESP-5D)
Pollution Prevention Control Procedure (DCN: BOI-ESP-5E)

4.4 IMPLEMENTATION AND OPERATION

4.4.1 Structure and Responsibility

The EMS organization and responsibility is defined in the attached table of organization. The BOI is committed to ensure that all resources necessary for the implementation of EMS is available. Competent personnel shall be assigned to continuously improve it. The Environmental Management Program Coordinator shall be responsible in ensuring that approval for all resources needed to support the program is acquired and in reporting the progress of EMS program.



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Environmental Management Representative (EMR)

BOI Managing Head appointed the Environmental Management Representative (EMR) who is tasked to maintain and operate the EMS. In addition, Environmental Management Program Coordinators (EMPC) or Leaders are also appointed to assist the EMR for effective implementation of EMS.

Duties and Responsibilities of EMR

1. Initiate the general plan for EMS Certification. Review the plan and have it approved by the Managing Head.
2. Lead the formulation of the environment objectives and targets and the Environmental Programs.
3. Lead the designation of personnel and allocation of resources to implement the environmental management system.
4. Lead the actions required to comply with the environmental policy.
5. Supervise the evaluation of the corrective and preventive actions taken in relation to the identified environmental aspect and issues.
6. Monitor the EMS activity. Make sure that the action plans are effectively followed, and the results are discussed and evaluated for continuous improvement.
7. Guide the Emergency Preparedness and Response Team for the effective implementation of the EMS program and supervise actions taken in emergency situations.

Environmental Management Representative and Core Team Appointment Letter (DCN: BOI-ESD-03)

Routine Appointment of BOI-EMS Core Team Members

EMR – The Managing Head shall designate a replacement for this position every two to three years. Appointed EMR shall be coming from the top management, i.e., Executive Directors, Department Heads, Division Chiefs or Unit Heads.

Emergency Preparedness and Response Team Chairperson - The Managing Head shall designate a replacement for this position every two to three years. Appointed EPRT Chairperson shall be coming from the top management.

Audit Team - EMR shall designate replacement to the Audit Team every two to three years. However, EMR shall appoint team trainees to reinforce this team.

Safety Officer/Pollution Control Officer – The EMR shall designate replacement every a year or two.

Program Leaders/EPRT Unit Leaders – Department Heads/ Office Head or Unit Heads shall allow any of his/her staffs to be assigned as Program Leaders/ EPRT Unit Leaders. EMR shall trim down the number of nominees to the actual required number of leaders. Replacements shall be made yearly.



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EMS Document Controller – The EMR shall designate replacement to DC every two to three years. However, EMR shall appoint a back-up Document Controller to reinforce the Document Controller's tasks.

Program Members/EPRT Members - The EMR, in coordination with each Department Heads, Office Heads or Unit Heads shall provide replacements every year to the program members/EPRT members.

Note: All re-appointments shall be done using the EMS- Memo Form.

4.4.2 Training and Awareness and Competence

BOI shall establish and maintain procedure on identifying training needs for employees awareness and participation on the importance of conformance to the EMS policy and procedures, understand the significant environmental impact (actual or potential) of their work activities and the environmental benefits. Roles and Responsibilities shall be defined and countermeasure shall be identified in case of non-conformance.

The Administration Department shall be responsible for the training of all current and newly hired employees on EMS program, policy, target and objectives. The Training and Promotion Team shall be responsible for disseminating the information regarding the environmental management system within the organization through banners, posters, pamphlets, etc.

Related Procedure

EMS Training Procedure (DCN: BOI-ESP-06)

4.4.3 Communication

The EMB shall establish and maintain procedures in disseminating internally among all Divisions/Units information on environmental aspects, policies, objectives, targets, and performance of all divisions/offices/units related to EMS implementation.

Procedures on external communication shall define the extent by which significant environmental aspects are communicated to the public.

Feedback and comments of the public on environmental issues and corresponding action of the EMB will be documented, recorded and communicated in a timely and effective manner.

Related Procedure

EMS Communication Procedure (DCN: BOI-ESP-07)



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Environmental Management System and Documentation

The BOI shall establish and maintain a system of documentation in electronic and or hard copy that shall serve as guide, reference and direction in EMS implementation. It shall be organized and maintained according to the following:

1. EMS Manual containing the EMB descriptions on all ISO 14001 elements;
2. EMS Procedures Manual containing the different procedures relevant to EMS implementation which may or may not be supported by Operational Control Procedures and Work Instructions.
3. Register of Significant Aspects and Impacts;
4. Register of Legal requirements;
5. Documentation of Objective and Targets

The BOI EMS documentation shall be consistent in format, terminology and substantive requirements of ISO14001. The documents shall serve their applicability. Where there are referencing, EMS documentation shall provide clear direction to related documents.

4.4.5 Document Control

It is the policy of the EMB to establish and maintain procedures in controlling all documents required by ISO 14001 EMS standard to ensure that:

- All EMS documents can be located,
- EMS documents can be reviewed periodically, revised as necessary and approved for adequacy by authorized personnel,
- The current versions of relevant documents are available at all locations where operations essential to the effective functioning of the EMS are performed,
- Obsolete documents are promptly removed from all points of issue and points of use, or otherwise assured against unintended use;
- Any obsolete documents retained for legal and/or knowledge preservation purpose are suitably identified.

Documentation shall be legible, dated and readily identifiable, maintained in an orderly manner and retained for a specified period. Procedures and responsibilities shall be established and maintained concerning the creation and modification of the various types of document.

Related Procedure

BOI – EMS Document Control Procedure (DCN: BOI-ESP-08)

4.4.6 Operational Control

The EMB through its EMS Implementation Committee shall identify the operations



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and activities associated with significant environmental aspects in line with its policy, objectives and targets.

EMB shall plan programs and its activities including maintenance to ensure that they are carried out under specified conditions.

Procedures shall be established and maintained in order to continually monitor and control operations with significant environmental aspects especially those activities wherein absence of a procedure could lead to deviations from environmental policy and/or objectives and targets. Each procedure shall stipulate operating criteria. Where applicable, these procedures will be communicated to all clients, suppliers and subcontractors.

Related Procedure

BOI-ESP-Operational Control Procedure (DCN: BOI-ESP-09)
BOI Standby Generator Set Operation Instruction/Procedure
BOI Air Handling Equipment and Centralized Air-Conditioner
Operations Procedure



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1.4.7 Emergency Preparedness and Response

The BOI shall establish and maintain procedure 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.

An Emergency Preparedness and Response Procedure will be established and made available and accessible to all employees of the EMB at all times. Evacuation plans, in the event of fire, earthquake, typhoons and other man-made and natural calamities, shall be posted in strategic areas within EMB. Drills shall be conducted from time to time to ensure that emergency procedures remain effective and efficient.

The BOI shall review and revise, where necessary its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.

The BOI shall also periodically test such procedures where practicable.

An Emergency Preparedness and Response Team (EPRT) shall be organized and trained to react in any accident or emergency situation that each facility of the BOI may face. The EPRT shall comprise of representatives from each Division/Unit and the EMB Security and Janitorial Services. The Administrative and Finance Division shall be the lead office of the EPRT.

The EPRT in coordination with the Office of Civil Defense and other concerned organizations shall be responsible in organizing, training and conducting drills to the different divisions/offices/units under the BOI.

Related Procedure

Emergency Preparedness and Response Procedure (DCN: BOI-ESP-10)

4.5 CHECKING AND CORRECTIVE ACTION

4.5.1 Monitoring and Measurement of Results

To assure conformance with its environmental objectives and targets and to track performance of the relevant operational controls, BOI shall establish and maintain procedures to regularly measure, monitor and record information of its key operations and activities that has significant impact on its immediate environment.

The procedures shall likewise include the periodic evaluation of compliance with relevant and applicable environmental legislation and regulation and the analysis of the result of such measurement and monitoring to determine activities requiring improvement.

In order to have reliable measurement data, all environmental test equipment and



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instruments, whether BOI's property or that of an authorized agency, shall be calibrated and all the records in relation to their use on the process shall be retained in accordance with the records retention and disposal procedure.

BOI shall establish and maintain documented procedures for periodically evaluating compliance with relevant environmental legislation and regulations.

Related Procedure

Legal and Other Requirements (DCN: BOI-ESP-03)

4.5.2 Non-Conformance, Corrective and Preventive Action

The BOI shall establish and maintain a systematic procedure and approaches in solving non-conformances. It shall define who is responsible and authorized to handle and investigate these nonconformance action, and ensure the identification and documentation of the root cause and implement considerable corrective measures to avoid the repetition of the non-conformance to EMS and possible prevention of its occurrence.

All corrective and preventive actions taken must be appropriate to the magnitude of problems and environmental impacts addressed. Any corrective and/or preventive actions shall be verified as to their applicability and effectiveness in solving the non-conformances within the period specified in the Procedures.

Any changes to the documented procedures resulting from corrective and preventive action shall be recorded, reported and implemented effectively after approval.

Related Procedure

Internal Environmental Audit Procedure (DCN: BOI-ESP-14)

4.5.3 Quality Records

In consonance with the Document Control Procedure, the BOI shall establish and maintain procedures to continuously identify, maintain and ensure the proper care and disposition of environmental records, including results of audits and reviews as well as training.

The records shall be maintained in paper or electronic form and shall be legible, identifiable and traceable to the activity or services involved and shall be stored and maintained accordingly for easy retrieval and for protection against damage or loss.

Each identified BOI departments and/or offices shall keep pertinent EMS records. These may be in the form of work instructions, forms or checklist used to verify and control the system, data and other information pertaining to EMS.



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Related Procedure

EMS Records Procedure (DCN: BOI-ESP-13)

4.5.4 Environmental Management System Audit

BOI shall establish and maintain a program and procedures for periodic audit environmental management system audits to be carried out, in order to

- Monitor the conformity of its EMS to the ISO 140001 EMS International Standard and the planned arrangements or activities and related functions of the EMB,
- Check its proper implementation and maintenance, and
- Disseminate information on the results of audits to the management.

The EMB audit program shall be based on the results of the previous audits and on the environmental importance of the activity concerned. The audit scope, frequency and methodologies as well as responsibilities and requirements for conducting audits shall be established in order to formulate comprehensive audit results.

The EMS Audit Report shall be submitted in accordance with the EMS audit procedure.

Related Procedure

Internal Environmental Audit Procedures (DCN: BOI-ESP-14)

4.6 MANAGEMENT REVIEW

Initially, management review is conducted to monitor the progress of the EMS activity and shall be done twice a year. Periodical review will be done on a yearly basis once the system has been established and certified by the 3rd party certifying body. The frequency of the review may be shortened depending on the need. The review shall be done with the management.

Related Procedure

Management Review Procedure (DCN: BOI-ESP-15)

Key Officials of BOI (Year 2003)

Vice-Chairman and Managing Head

Usec. Gregory L. Domingo

Board of Governors

Jose Antonio Leviste

Geronimo Sta. Ana



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Executive Directors

Lucita P. Reyes – *Technical Services Group*
Elmer C. Hernandez – *Industry Development Group*
Florina A. Vistal – *Investment Promotion Group*
Carl John Matriano – *Project Assessment Group*

Directors

Angelica Cayas – *Incentives Department*
Guillermo Laquindanum – *Administration Department*
OIC, Nestor P. Arcansalin – *Technology Mgt. Dept.*
OIC, Joy Lachia – *Comm. & Promo. Services Div.*
Celeste Ilagan – *International Marketing Department*
Dennis R. Mirrales – *One-Stop-Action Center*
Angela M. Fernando - *Supervision & Monitoring Dept.*
Francisco Chavez – *Proj. Eval. & Registration Dept.*
Christopher Capistrano – *Motor Vehicles Division*
Armenia Ballesteros – *Electronics & ICT Dept.*
Raul Angeles – *Mining, Marine & Natural Resources*
Ramon Rosales – *Petrochemicals & Metals Dept.*
Rafaelito Taruc - *Infra. Services & Other Ind'l Prods.*
OIC, Linda Arcella – *Office for Industrial Policy*

Members of the BOI EMS Core Committee (Year 2003)

Chairperson: Guillermo Laquindanum

Vice-Chairperson:

Members:

Reference: BOI Office Order No. ____
Series of 200__

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