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1. COMPANY PROFILE

Panasonic Manufacturing Philippines Corporation (PMPC) is the maker and distributor of Panasonic brands of electric and electronics appliance in the country. Founded in 1967, PMPC is the first Filipino-Japanese joint venture operation in the area of consumer electronics in the country. PMPC's history dates back in the early 60s when Mr. Jesus V. del Rosario established the Distributors and Manufacturers Corporation (DMC), producing radios and radio phonos at the sala of his house along San Luis Street in Pasay City with only handful workers. After a year, DMC's manufacturing department was made a separate company and was named Festival Manufacturing Corporation (FMC). Consequently, FMC changed to Precision Electronics Corporation (PEC) in 1965 to signify its no nonsense determination to produce products by ways no less than precision manufacturing.

The name PEC remained even after the joint venture between PEC and Matsushita Electric Co. Ltd. of Japan (MEI) was formalized in 1967. However, on the occasion of the company's 25th Anniversary in 1992, the name Matsushita Electric Philippines Corporation was adopted.

In October 2003, PMPC adopted the single brand strategy of MEI and stopped using "National" brand, as Panasonic became the unified global brand. Following the success of the brand unification, Matsushita Group continued to solidify its directions and vision towards a new era. One of which was by harmonizing also the corporate name and brand of Matsushita companies outside Japan. Thus, effective April 1, 2005, the company officially changed its corporate name from Matsushita Electric Philippines Corporation to Panasonic Manufacturing Philippines Corporation (PMPC).

Under the new corporate name, the company hopes to reinforce its operation and position Panasonic as an aggressive and competitive manufacturing company that is looking forward to the future with confidence. Consequently, by doing so, PMPC can focus its efforts and resources in serving both the customers and society.

As one of the leaders in the industry, the company's corporate mission centers on reconciling the profit motive with service to the nation, uplifting the status of the Filipino workers, and generating foreign exchange earnings for the country. Along this, PMPC continues to establish many "firsts" in the appliance industry. The company, for instance is the first local manufacturer to introduce non-mercury-added batteries and non-CFC refrigerators in the local market. It is likewise the first local appliance-manufacturing firm to earn ISO 9002 certification for all its factories. Being a member of the Matsushita Group of companies worldwide, PMPC's operation is guided by a common set of principles that underscores its responsibility to contribute to the progress and development of society and humanity. As a manifestation of its commitment, PMPC is the first company among appliance manufacturers to obtain ISO 14001 for its manufacturing plants located in Bo. Mapandan, Ortigas Avenue Ext., Taytay, Rizal and at Laguna Boulevard, Laguna Technopark, Sta. Rosa, Laguna. And in ensuring customer satisfaction, the company has continued to invest in the most modern production and product development facilities in its production lines. At present, the company manufactures and distributes a wide range of electric and electronic products.

Since an enterprise uses society's resources - people, capital, real estate, community services - PMPC believes that it started out and remains indebted to society. And along this premise, the company recognizes that the primary role of its business is to serve society in return for the use of its resources. Thus, devoting its business activities to the progress and development of society and the well-being of people. And this commitment serves as guidance in carrying out all its operation and corporate activities with its dynamic workforce.

2. CORPORATE MISSION, VISION AND GOAL

2.1 Corporate Mission

PMPC, as an industrial company, will endeavour to provide high quality products and services to our consumers with the continual implementation of a Unified Management System considering high productivity, high turnover of natural resources with minimum loss or damage to property and to the environment so that the next generation will enjoy what we are enjoying now.

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2.2 Corporate Vision

PMPC will be able to supply all the products, services and needs of the country through the orchestrated effort of healthy people working in a safe and healthy environment, considering protection and ecology of nature in the performance and achievement of the Corporate Goal.

2.3 Corporate Goal

To provide high quality goods and services that will satisfy the human needs, enriching the lives of every individual today and the future generation considering their living environment, at the minimum cost possible in our daily operations.

3 OBJECTIVE OF THE MANUAL

1.1.

The Integrated Management System (IMS) Manual shall be developed and used by PMPC for purposes including but not limited to the following:

- a) Communicating PMPC IS S & Information Security MManagement SSystem policies, procedures and requirements to its employees, customers, suppliers, contractors and other interested parties to ensure that all activities are carried out in such a way as to foster a positive commitment in all employees to reduce the impact to the environment, reduce the hazards and its related risk to the personnel and the factory to the lowest practicable minimum, by working together in the pursuance of a safe, healthy and environment friendly workplace.
- b) Describing, promoting and implementing an effective Management .System (IMS)
- c) Providing a documented management system, which serves as a basis in auditing the implementation and effectiveness of the EHSIS
- d) Providing continuity of the company's EHSISIMS and its requirements during changing circumstances.
- e) Training PMPC employees and members on the requirements of the ISIMS, thereby enabling them to understand their respective roles in achieving the company'sIMS objectives, and
- f) Demonstrating compliance with the requirements of ISO 14001:2015, OHSAS 18001:2007 & ISO 27001:2013 standards to which this EHSIS is based.

4 CONTEXT OF THE ORGANIZATION

4.1 Understanding the organization and its context

PMPC determines external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome of the environmental, health and safety management system. This includes issues related to PMPC Japan, customer, regulatory bodies, suppliers and subcontractors.

4.2 Understanding the needs and expectations of interested parties

PMPC determines the interested parties that are relevant to the integrated management system, the relevant needs and expectation of these interested parties, which of these needs become its compliance obligation.

4.3 Scope of the Environmental, Health and Safety, Information Security Management System

This manual applies to PMPC management system, from the products (home appliance) design / development, manufacturing, sales and after-sales service. This includes the proper management and control of all the activities involved to achieve the objectives and targets of this organization.

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This covers activities executed in PMPC both in Taytay and Sta Rosa Plant, bearing the name of Panasonic Manufacturing Philippines (PMPC) and Panasonic Industrial Asia Pte LTD (PIAP) at Sta. Rosa.

4.4 Environmental, Health and Safety & Information Security Management System

PMPC have established, implemented, maintained and continually improved the environmental, health and safety management system, including the processes needed and their interaction in accordance with the requirements of ISO 14001:2015, OHSAS 18001:2007 and ISO 27001:2013.

PMPC considers the requirements of the organization, needs and expectations of interested parties in establishing and maintaining the integrated management system.

5 LEADERSHIP

5.1 Leadership and commitment

PMPC Management demonstrates leadership and commitment with respect to the environmental, health and safety and information security management system by;

- a) Taking accountability for the effectiveness of the integrated management system;
- b) Ensuring that the policy and objectives are established and are compatible with the strategic direction and the context of the organization;
- c) Ensuring the integration of the integrated management system requirements into the organizations business processes;
- d) Ensuring that the resources needed for the integrated management system are available;
- e) Communicating the importance of effective integrated management system and of conforming to the EHSIS requirements;
- f) Ensuring that the integrated management system achieves its intended outcome;
- g) Directing and supporting persons to contribute to the effectiveness of the integrated management system;
- h) Promoting continual improvement;
- i) Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

5.2 Environmental, Health and Safety, Information Security Policy

PMPC Management has established an EHSIS Policy to demonstrate commitment with the protection of environment, health and safety and information security. The policy takes into consideration its significant environmental aspects, health and safety risks, information security risks and legal obligations. All personnel understand the SIS Policy and this is available to the public.

5.2.1. ENVIRONMENTAL / OHS POLICY

PMPC adopts and support Panasonic Corporation Global Environmental Policy, which is copied exactly as follows:

PANASONIC CORPORATION GLOBAL ENVIRONMENTAL POLICY

Fully aware that mankind has a special responsibility to respect and preserve the delicate balance of nature, we at Matsushita acknowledge our obligation to maintain and nurture the ecology of this planet. Accordingly, we pledge ourselves to a prudent and sustainable use of the earth's resources and protection of the natural environment while we strive to fulfil our corporate mission of contributing to enhance prosperity for all.+

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PMPC EHS CORPORATE POLICY

To address our identified environmental aspects and OH&S hazards with its related risk combined, PMPC has its own corporate policy:

Panasonic Manufacturing Philippines Corporation [PMPC] is committed to provide safe, healthy and environmental friendly workplace that complies with the government regulations on environment, occupational health and safety and other requirements while satisfying the international standard on this noble endeavour through the concerted effort of everyone.

We are committed to the prevention of pollution, the sustainable use of natural resources, management and control of occupational health and safety hazards and the continual improvement of our EH&S performance for the benefit of our employees, the company, and the community where we are now.

In carrying this commitment, PMPC shall provide the necessary resources and shall formulate plans and programs for its promotion and implementation in our daily operation considering sustainable use of natural resources, thereby increasing productivity on producing safe, environment friendly, high quality products(home appliance at reasonable price towards enhancement of customer satisfaction.

We will make this policy available to the public to help us evaluate our performance towards continual improvement.+

To achieve this, the Management of PMPC is committed to the following:

- With reasonable care in the selection of competent workforce (employees and contractor's personnel) who shall work in behalf of our company.
- To ensure that work environment in the company premises are reasonably safe and healthy for the workers by providing them facilities, machines, and equipment that are safe and well maintained.
- Human Relations: to eliminate hazards to personal health and safety and to provide safe and health work environment for the purpose of avoiding accidents and illnesses that frequently lead to a serious consequence.
- Public Relations: The management recognizes the importance of public relations in every business. Thus, our management aims to maintain our good public image through the following:
 - Providing our customers with a product that considers health and safety upon usage.
 - Show our care for the community through the development and implementation of EH&S Management Systems in both plants with the effort to protect the environment through pollution control and sustainable use of natural resources.
 - Show our care for our personnel and the community to establish a reputation that this corporation is a safe place to work
- Greening Our Supply Chain: The Management in cooperation with our business partners provides environment friendly, safe, high quality and reasonably priced products and services to our customers.

A.1.1. PMPC INFORMATION SECURITY POLICY

In line with our Panasonic Group Global ISM Policy, we at Panasonic Manufacturing Philippines Corporation commit to the following:

Ensure that information security is the responsibility of all personnel. We will ensure that all are personnel are aware of, and adhere to information security policies and controls. All third party and contractual personnel shall also be aware of and implement these controls. Appropriate training shall be provided to ensure that Information Security Management is implemented and maintained. These controls shall also be aligned with our Code of Ethics to ensure that personnel are aware of the consequences of their actions.

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Establish an Information Security Management Committee that will create awareness and ensure that information security policies and controls are implemented within PMPC.

Conduct regular risk assessment to identify all the relevant information security risks so that appropriate treatment and control plans be established. Classify all information accordingly to ensure that proper handling and management are enforced. PMPC handles Personal Information safely and make an effort to ensure/enhance/and improve the security.

Ensure that our physical environment is equipped with adequate controls to ensure that information security is effectively implemented. Access controls to buildings and offices shall be controlled based on defined Zones and controls shall be implemented to ensure physical protection of secured information.

Establish Information Systems Management policies and controls to ensure that data and information processed through the system are controlled and protected.

Comply with all relevant local legislation pertaining to information security protection including personnel and building codes.

Manage security incidences immediately to effectively mitigate further occurrence of such incidences.

Review and improve our controls regularly to ensure that PMPC stays up to date with the Panasonic Group Global ISM Policy

Related Documents:

- PHE-CJ-001** Management System Planning & Review Procedure
SISIMS Policies
SISIMS Business Plans, Objectives, Targets and Programs
- PHE-CJ-013** Infrastructure Control Procedure

5.3 Organizational roles, responsibilities and authorities

Top management defines and communicates responsibilities and authorities within the PMPC in order to implement an effective and efficient management system. PMPC President

PMPC President

1. Ensure continuous growth of the company to contribute further for the development of the Philippine Society.
2. Establish overall direction, formulate and review short and long term business plan, EQHS and ISM policies and objectives of the company.
3. Provide resources and ensure customer focus.
4. Decide the total company's management policy and working plan.
5. Develop IMS policies and ensure that objectives are understood, implemented and maintained at all levels of the organization.
6. Evaluates the management review reports by the QC Management, Factory. Mgt. and make advices for continuous improvements of the system if necessary.
7. Authorize the Corporate IMS Manual.
8. Appoints personnel in-charge of the control who has the responsibility and authority to execute and maintain Integrated Management System
9. Has the responsibility for the overall IMS impact /risk resulting from PMPC activities, products or services.
10. Designated as Company Chief Information Security Officer (CISO), responsible for the overall implementation of Information Security management in PMPC.
11. Authorize shipment of new products/models.
12. Ensure harmonious employer . employee relationship.

Finance and Admin Center Head

1. Overall management of Finance and Administration Center.

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2. Steer the department directions towards achieving company's financial goals.
3. Acts as PMPC ISM Manager and responsible for carrying out the policies of CISO.
4. In charge to implement risk management and control measures and regularly report to CISO on information security risks in the company.
5. Approves the Corporate ISMS procedures and ensures its implementation.
6. Implement action plans arise from internal audits or audits by ISMS committee
7. Confirm that classified information (Strictly Confidential and Confidential) of the company is managed and handled consistently as information asset.
8. Perform any other duties that PMPC President may require from time to time.

Engineering Center Head

1. Overall management of Engineering Center
2. Plan, organize, direct, control and evaluate the activities and operations related to Product Planning and Development activities
3. Ensure that internal processes are aligned to create highest product quality and competitive advantage
4. Approve business plan and policy of the departments under his jurisdiction and ensure its implementation.
5. Acts as PMPC Product Safety Officer.
6. Designated as Technical Information member of the Information Security Forum.
7. Perform any other duties that PMPC President may require from time to time.

Quality Assurance Center Head

1. Plan, organize, direct, control and evaluate the activities and operations related to Quality Assurance and Product Audit.
2. Responsible for managing the Quality program of multiple manufacturing sites and managing the Quality function in the manufacturing of a variety of products.
3. To ensure that internal processes are aligned to create highest product quality and competitive advantage
4. Approve business plan and policy of the departments under his jurisdiction and ensure its implementation.
5. Approves the Corporate IMS procedures and ensures its implementation.
6. Additional responsibilities will include providing leadership and strategic direction to the quality function and ensuring proper interface of quality function to other business processes.
7. Perform any other duties that PMPC President may require from time to time.

Business Division Head

1. Responsible for the management of total operations of the division and provides general direction to all management members of his division and related groups/teams.
2. Collaborates with the heads of other divisions (Sales, Logistics, Cost Control, Engineering, QA, Customer Service, Accounting, and General Administration) to assess organizational performance results, address key issues and map out general directions and strategic plans and improvements to achieve corporate Business plan targets.
3. Overall in-charge of his department in terms of quality, productivity, factory improvement and expansion.
4. Formulate and review short and long term business plan, policies, objectives and targets in line with the Director's direction.
5. Ensure that approved procedures are implemented and maintained by the corresponding section head and staff.
6. Assure compliance with legal requirements and other requirements to which PMPC subscribes
7. Ensure that all personnel assigned to perform a function are qualified.
8. Provide resources and training for continuous personnel skills development.
9. Monitor and review the activities and operation of the department for continuous improvement on manpower, machine, method, and material.
10. To perform any related duties that the management may require from time to time.

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Cost Control Center Head

1. Formulate and review short and long term business plan and policies on all matters in support to Factory and company's direction
2. Promote the development of new material and part that have less impact on the Global Environment with a view to achieving Green Procurement.
3. Ensure that all the new procured parts and materials requested to suppliers are fulfilling in the required quality and safety.
4. Control material cost and conducts sourcing cost negotiation and other related purchasing matters
5. Ensure that all personnel assigned to perform a function are qualified.
6. Ensure that all the approved procedures are implemented and maintained.
7. Monitor and review all the activities and operations of the group to ensure that the targets set are being met
8. Provide resources and trainings for continuous manpower skills and career development
9. To perform any related and responsibilities duties that the management may require from time to time

Supply Chain Solution Center Head

10. Directs the implementation of operational standards and ensures the consistent adherence to such based on established Key performance Index i.e. lead time, freight cost, inventory variances in the main distribution warehouse and balance sheet results in relation to the Business plan.
11. Promotes a firm Customer satisfaction commitment in all operational activities and human interaction between and among all department personnel as well as other external parties.

Sales and Marketing Division Vice President

1. Plans and provides company's annual or business plan sales target and gives concrete direction based on regional and corporate mission/objectives.
2. Works with Person in charge and other heads to cooperate and address key issues which may affect sales performance as total, and map out strategic plans to achieve corporate business plan targets.
3. Provides relevant economic and market information to PMPC President, domain and regional HQ that may impact business operations for sound management decision making.
4. Regularly monitors sales performance and execution of programs or activities of each business units to ensure that each performances are at least on the expected sales . per account and per product, growth and profit targets.
5. Represents PMPC in domain and regional HQ during merchandising, Confirmation and BP setting meetings for imported products.
6. Responsible for the achievement of total sales and product sales of each business division.

Environment, Health and Safety (EHS) Secretariat

1. Formulates EH & S plans and programs and manages its implementation.
2. Coordinate the conduct of Environmental aspects, AOH&S hazards identification and evaluation of its related impacts and risk to the environment, the facilities and personnel of the company.
3. Ensures PMPC compliance to the EHS regulatory and other requirements that the company subscribe to.
4. Serves as the Corporate Marshal of the Emergency Preparedness Team.
5. Acknowledge EH&S related problems, approves countermeasures, and confirm its execution and effectiveness;
6. Report the result of monitoring and the result of EH&S Management System activities and related matter as part of the EH&S Performance;

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7. Represents PMPC in all EH&S Management System related activities with Panasonic Corporation (PC) and PC Affiliates, the government and non-government organizations and institutions
8. Conducts Company audits with the assistance of qualified and competent group of internal auditors to ensure compliance to the standard, the government regulations and requirements that the company subscribed.
9. Serves in his capacity as an EH&S consultant of the top management and trainer of the company personnel and other personnel over which the company has an influence.

ISMS Secretariat

1. Also known as the ISM professional (refer to ISMS Organizational chart)
2. Assist the ISM manager in carrying out the ISMS policies, objectives and targets.
3. Plan and draft regulations/controls related to Information security.
4. Coordinate with all departments on establishment and implementation of ISM controls
5. Coordinates the conduct ISM meeting and conferences.
6. Creates ISMS awareness programs among employees regarding ISMS.
7. Responsible for managing the practical issues in implementing information security activities
8. Consolidates PMPC Information Security Risk assessment and Risk Treatment plan
9. Generates and reviews list of applicable ISM legal requirements
10. Initiates the periodic conduct of risk assessment.
11. Documents, investigates, and resolves security incidences.
12. Conducts periodic ISM reviews.
13. Coordinate the conduct of Information Security aspect of Business Continuity Plans.

Division Representative

The respective Group manager for the execution and maintenance of IMS in their respective Group/teams shall appoint a member of the organizations management who irrespective of other responsibilities should have responsibility and authority that includes

1. Ensure implementation of the IMS management system in accordance with the Corporate IMS Manual.
2. Report the performance of the management system to the department management for review and as basis for improvement of the management system.
3. Ensures PMPC compliance to the regulatory and other requirements that the company subscribe to;
4. Promotes awareness of customer requirements and other IMS requirements throughout their department.
5. Member of the reviewing committee for the formulation/revision of new/current IMS procedures.
6. Formulates/Draft the Business process of his respective Division/Group/Team. Act as Group/Team Environment /Health and Safety In charge.
7. Conducts Hazard Identification and Risk Assessment Determination and Control (HIRADC) of his group/team
8. Participates as PMPC . QEHS Internal auditor
9. Promotes awareness of integrated management system throughout his respective Division/ group or team.

Pollution Control Officer / Safety Officer

1. Initiate the conduct of Environmental aspects, AOH&S hazards identification and evaluation of its related impacts and risk to the environment, the facilities and personnel of the company.
2. Ensure company compliance to the environmental and occupational health and safety legislations, rules and regulations, directives, administrative orders, municipal ordinance, etc.
3. Processing, submission of environmental and occupational health and safety related permits and licenses from government institutions/agencies like EMB, LLDA, NWRB, DOLE-BWC, BFD, DTI, PDEA, BPS, PENRO, CENRO, DOH, LGU and other related government agencies.
4. Workout the processing of company ECC / CNC facilitate the preparation, approval and submission of corresponding reports to the government agencies mentioned in item 1.6.2.
5. Evaluate new chemicals and chemical substances that may have an impact to the environment and to the health and safety of personnel and safety of factory and facilities;

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6. Regular checking, monitoring and evaluation of company pollution sources and control mechanism and facilities to ensure compliance at all times;
7. Conduct regular safety inspection to ensure elimination/ abatement/ reduction of OH&S hazards and risk as well as the elimination / reduction/ abatement of environmental aspects and related impacts to sustain a healthy, safe and environmental friendly workplace.
8. Assist on the conduct of regular Internal EH&S Audit in compliance to the requirement of the standards and the government regulations;
9. Conducts investigations and submit corresponding report to the management in case of an accident and deviation from the standard and any regulatory requirements or any case of an emergency.
10. Assist government agencies on the conduct of plant inspection to facilitate compliance to the government regulations.
11. Serves as secretariat for the Health and Safety Committee

Health and Safety Committee

The Health and Safety Committee is the planning and policymaking group in all matters pertaining to safety and health. The principal duties of the Health and Safety Committee are:

1. Plans and develops accident prevention programs for the company.
2. Directs the accident prevention efforts of the company in accordance with the safety programs safety performance and government regulations in order to prevent accidents from occurring in the workplace.
3. Conducts safety meetings at least once a month.
4. Reviews reports of inspection, accident investigations and implementation of program.
5. Submits reports to the manager on its meetings and activities.
6. Provides necessary assistance to government inspecting authorities in the proper conduct of their activities.
7. Initiates and recommends to HRD safety trainings for employees.
8. Develops and maintains a disaster contingency plan and organizes such emergency service units as may be necessary to handle disaster situations.

ISMS Committee

1. Formulates ISMS plans and improvement actions
2. Review and revise the PMPC ISMS policies, standards and guidelines based on global PSG and ISO27001 requirements.
3. Implement and practice Business Continuity Plans including drills.
4. Conducts periodic ISM reviews

Employees

1. Cooperates and works in accordance with the established Integrated management system.
2. Reports aspects, unsafe conditions and practices to the supervisor.
3. Shall have a representative in the Health and Safety committee.

Related Documents:

Functional Organizational Chart (Per Group/Team Level)
Integrated Management System Organization
Information Security Implementation Organization Sheet (Form 3.1-2 ver.2007)

6 PLANNING

6.1 Actions to address risks and opportunities

6.1.1 General

PMPC have established, implemented and maintained processes for ensuring actions to address risks and opportunities are properly managed.

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6.1.2 Environmental Aspects, OHS Hazards and Related Risks

PMPC determines the environmental aspects, health and safety hazards and information security risks within the defined scope of the integrated management system. The identification, evaluation and assessment is conducted at least once a year or when the need arises as stipulated in the procedure.

Significant aspects, hazards and information security risks are communicated among the various levels and functions of the organization.

Related Documents:

PHE-CJ-007 Hazards Identification & Risk Management Control Procedure
ISMS Risk Assessment Procedure

6.1.3 Compliance Obligations

PMPC have established a procedure to ensure compliance obligations are determined, accessed and taken into consideration in the establishment, implementation and maintenance of the management system.

The Technical Regulations in charge and other responsible people to other regulations shall ensure that all applicable legislation, regulations and other requirements are accessible to and are understood by relevant personnel. Relevant legislation and other requirements are evaluated and complied with by the company and any noncompliance with the said requirement shall require a corrective action.

The List of Applicable Legislation and other requirements shall be reviewed and updated *annually* or whenever necessary by the concerned sections or departments.

Related Documents:

PHE-CJ-003 Legal and other requirements control procedure

PHE-CJ-004 Documented Information control procedure

6.1.4 Planning Action

PMPC plans to actions to address its significant environmental aspects, health and safety risks and information security risks, compliance obligations, risks and opportunities. These actions are integrated and implemented into the management system and other business processes.

6.2 Objectives, Targets and Programmes

PMPC shall establish Business Plan Policies, objectives, targets and programs at relevant functions within the organization during the beginning of business year term to implement the ISIMS policies, to meet requirements for products, processes, significant environmental aspects and related impacts, the intolerable OH&S hazards and information security risk, and to improve management system and performance. The objectives, targets and programs shall be measurable and consistent with the policies.

The progress of the EHSIS plans is monitored and reported by the ISM Professional on defined frequency to Top Management during management review meetings. Appropriate actions are taken in case targets are not achieved.

Related Documents:

PHE-CJ-001 Management System Planning & Review Procedure

PHE-CJ-006 Performance Measuring Monitoring Guidelines

PHE-CJ-002 Corrective and Preventive Action Procedure

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7 SUPPORT

7.1 Resources

PMPC determines and provides resources needed for the establishment, implementation, maintenance and continual improvement of the integrated management system.

7.2 Competence, Training and Awareness

Top management ensures that personnel have the necessary competence and capability to handle their assigned responsibilities. The required personnel competencies are assured through the following:

a) Hiring of personnel - the company requires appropriate education, sound health and job experience among others as pre-requisite to hiring. Likewise, the applicants are given written examination to assess their capability in the area of adaptability test, Purdue non-language test, FIT expression and mathematical knowledge and reasoning. Background checks shall also be conducted for already selected applicants.

b) Orientation of New employees - they are given enough training/orientation before assuming their jobs in the company. Orientation course includes Basic Business Philosophy (BBP), benefits and welfare, house rules, 7S, IMS requirements, etc. In addition, newly hired employee is required to undergo On-the-job training before assuming full responsibility. ISMS rules shall also be included in new employee orientation. New employees shall also undertake a Non-Disclosure Agreement.

c) Training of Current employees - training requirement is based on the training needs of the employee and based on open opportunity for technical career advancement. Performance of the employee is evaluated on defined frequency as a basis for granting promotion, salary increase, bonuses and other intended purpose.

d) Orientation of Contractual / OJT / Outsourced services . an orientation is conducted to any person (s) performing tasks for PMPC before the commencement of the activity, this covers, company rules and regulations (code of ethics, safety standards, environment protection and control, potential environmental impact related to their activity, occupational health and safety requirements, other operational controls related to the environment aspects brought about their services or products, etc.) The orientation shall be facilitated by HR thru the cooperation of concerned groups/teams and records shall be maintained. OJTs shall also undertake Non-Disclosure Agreement.

Effectiveness of the training conducted and other actions taken is determined through the performance evaluation of the personnel and/or application of other performance indicators specified by the procedure. Records of training and performance evaluation conducted are recorded and maintained.

Related Documents:

PHE-CJ-014
CHRC10P02

General Training Control Procedure
Human Resource Management
Hiring Procedure (Personnel Management Handbook for Managers)

7.3 Communication

Top management ensures that there is effective internal communication to enable its people to be directly involved in the accomplishment of requirements, and the implementation of the HISIMS policies and objectives. Regular meetings are held and frequent communication is facilitated at various level and functions of PMPC to get involvement of their side on the issues, complaints and suggestions. Such communication and consultation shall be documented.

Other activities also include ~ Management-led communication in work areas ~ Team briefings; recognition for achievement ~ Notice-boards; in-house journals; magazines ~ Audio-visual and electronic media, such as email, websites ~ Employee surveys and suggestion schemes.

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Communication of information relevant to the integrated management system to the external bodies is established and implemented by the IMS Committee.

Records communications related to EH & S concerns (internal and external) are properly maintained thru the use of Communication/Information Record, Form no. PHE-CJ-008(1) Att.2

Monthly and annual environmental performance of the company is reported to the Corporate Environmental Affairs Division of the mother company, MEI.

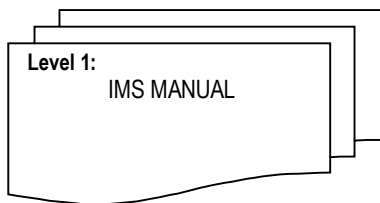
Related Documents:

PHE-CJ-008	Communication Control Procedure
CISC20P02	Information Security Management (IT)
CISB80P01	Corporate Website
PHE-CJ-008(1) Att.2	Communication/Information Record

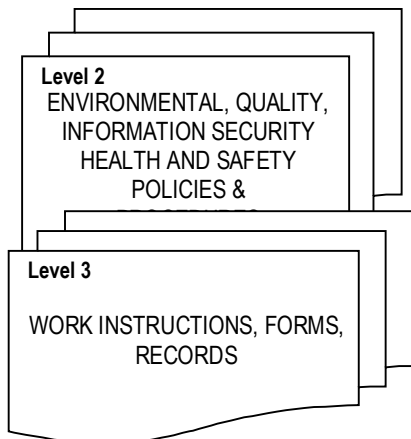
7.4 Documented Information

PMPC have established, implemented and maintained procedure to control documented information related to the implementation of the integrated management system, including those from external origin such as standards and customer drawings.

The structure of the management systems documentation is used as a guide in the implementation and maintenance of the ISIMS. This documentation is in the form of hard copy that supports the operation of processes for easier communication and consistency of action.



A document defining the implemented Integrated Management System (IMS) of PMPC in compliance with ISO 9001:2015, ISO 14001:2015 and ISO 27001:2013 standards.



These documents supplement the IMS Manual. It describes the Quality, Environment, Health and Safety and Information security policies, internal processes and procedures including criteria for ensuring compliance. Interrelationship of processes are also described in these documents.

These documents provide detailed instructions to the workers to ensure complex and critical process requirements are defined, implemented and records maintained.

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When creating and updating these documented information, the Document Controller ensures the proper identification, description, format, review and approval for suitability and adequacy.

The procedure for the control of the documented information defines the requirements for ensuring that internal and external documented information are available, suitable for use and adequately protected. Activities for the distribution, access, retrieval and use, storage and preservation of hard and soft copies of the documented information, control of changes including retention and disposition are likewise defined in the procedure.

Related Documents:

- | | |
|--|--|
| <p>PHE-CJ-004</p> <p>PHE-CJ-004 Att. 2</p> | <p>Documented Information Control Procedure
Documents Numbering Standard
Documents and Records Master list</p> |
|--|--|

8 OPERATION

8.1 Operational planning and control

PMPC sees to it that the activities associated with the identified significant environmental aspects and intolerable OH&S hazards are properly addressed and or mitigated. This is in accordance to its EHSISIMS Policy, Objectives, Targets and Programs. The following controls are performed for activities which have significant impact /risk on the environment, personnel and the workplace.

- 1) Appropriate Management and Control of Chemical and Chemical Substances shall be in accordance with the defined procedure. Likewise, these procedures adopt and comply with the requirements of Panasonic Corporation-Environment Management Group (PC-EMG) directives on Chemical Management Ranks Guidelines that considers RoHS directives.
- 2) Activities towards the prevention and control of Pollution shall be in accordance with the procedure which covers the following potential environmental pollutions;
 - Water Pollution
 - Air Pollution and Odor Control
 - Land/Soil Contamination
 - Noise and Vibration
- 3) Appropriate Management and Control of PMPC generated wastes shall be in accordance with the procedure which covers the following waste classification in accordance with RA9003 [The Ecological Solid Waste Management Act] and RA6969 [The Hazardous Substances and Nuclear Waste Act of 1990].
- 4) Appropriate Purchase, Maintenance and Control of Personal Protective Equipment [PPE] as stipulated in the procedure defines the necessary compliance to the government regulations on OH&S Standards, Rule 1080 on Personal Protective Equipment, thus corresponding sanction for the violators are likewise enumerated for the information and compliance of everyone in the company.
- 5) Management and Control of Fire Fighting Equipment [FFE] to ensure its completeness, appropriateness, quality, availability, and accessibility shall be controlled accordingly.
- 6) Appropriate Guidelines and Procedures concerning Health Management and Control of Personnel and related facilities shall be in accordance to HRD's Managers Handbook and the Employees Annual Medical and Physical Check-up Policy.
- 7) Conduct of corrective and preventive maintenance activities for the infrastructure such as building, workspace, factory facilities, transport facilities, communication equipment and information systems.

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8) ISMS Controls and Control Objectives

Controls specific to information security based on identified risks are as defined in the Statement of Applicability (SOA). The SOA outlines the specific policies and procedures for the ISMS.

Related Documents:

PHE-CJ-009	Waste Disposal Management Procedure
PHE-CJ-010	Chemical Management Control Procedure
PHE-CJ-011	Personal Protective Equipment Mgt. Control Procedure
PHE-CJ-015	Pollution Prevention Control Procedure
	The operational controls of other identified significant aspects and hazards shall be indicated in the individual Significant Aspect / hazards Registration+of each group/team.
	ISM Statement of Applicability (SoA)
PHE-CJ-013	Infrastructure Control Procedure
	Code of Ethics
	ISMS Statement of Applicability

8.2 Emergency preparedness and response

It is the responsibility of PMPC to develop emergency preparedness and response procedure(s) that suits our needs. These include:

- Fire Safety Prevention and Control
- Chemical Spill & Leaks Prevention and Control
- Earthquake Safety
- Bomb Threat Management and Control
- Explosion Prevention and Control
- Flood and Typhoon Management and Control
- Outbreak of Health Epidemics and similar conditions

The following necessary considerations shall be included in the procedures: the most appropriate method(s) for responding to an accident or emergency situation

- internal and external communication plans the action(s) required to minimize environmental damage,
- mitigation and response action(s) to be taken for different types of accident or emergency situation.
- the need for a process for post-accident evaluation to establish and implement corrective and preventive actions, periodic testing of emergency response procedure(s), training of emergency response personnel, A list of key personnel and aid agencies, including contact details (e.g. fire department, hospitals, etc.), evacuation routes and assembly points, the potential for an emergency situation(s) or accident(s) at a nearby facility (e.g. plant, road, etc), and
- the possibility of mutual assistance from neighboring organizations emergency response routes are established and displayed on strategic places to ensure full understanding and observation of employees, visitors and others.

Business continuity plans are also created and tested to ensure the resumption of operations in case any of the above emergency cases happen.

Related Documents:

PHE-CJ-012	Emergency Preparedness and Response Procedure
	Business Continuity Plan

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9 PERFORMANCE EVALUATION

9.1 Monitoring, measurement, analysis and evaluation

PMPC has determined the various parameters that when complied with will ensure consistent environmental protection and health and safety of the workforce. Monitoring and measurement of conformance to these parameters are planned and executed.

The methods of monitoring, measurement and data analysis, including statistical methods, are adequately described in the corresponding procedures and plans.

Consistent with its commitment to compliance, PMPC periodically evaluates its compliance with applicable legal requirements, including applicable permits or licenses.

For measurement beyond PMPC capability, service of duly accredited and accepted laboratories/specialist that will conduct sampling and measurement are secured. Monitoring of accidents, incidents [including near-misses], ill health and other historical evidence of deficient EH&S performance will be undertaken.

Records of the results of the periodic evaluations shall be kept accordingly

Related Documents:

PHE-CJ-001	Management System Planning & Review Procedure IMS Policies
PHE-CJ-006	IMS Business Plans, Objectives, Targets and Programs Performance Measuring and Monitoring Guidelines

9.2 Internal Audit

PMPC have established, implemented and maintained internal audit programme including the frequency, methods, responsibilities, planning requirements and reporting of its internal audit.

EHS / ISMS team maintains an internal audit schedule that takes into consideration the status and importance of the processes concerned, changes affecting PMPC and results of previous audits. An internal audit matrix is prepared to clearly define the criteria and scope of the audit. Auditors should not audit their own work to ensure the objectivity and impartiality of the audit process. Internal auditors are trained in internal auditing to be qualified as internal auditors of PMPC.

Results of audit are recorded in the audit checklists and in the Nonconformance Report (NCR). Effectiveness of corrective actions and followed up and reported as required in the procedure.

Related Documents:

PHE-CJ-005	Internal Audit Procedure
PHE-CJ-002	Corrective Action Procedure

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9.3 Management Review

Top Management reviews the organization's environmental, health and safety and information security at least once a year to ensure its continuing suitability, adequacy and effectiveness. The review includes discussions relating to;

- a) The status of actions from previous management review meeting
- b) Changes in;
 - External and internal issues relevant to the environment, health and safety and information security
 - The needs and expectations of interested parties including compliance obligations
 - Its significant environmental aspects, health and safety hazards
 - Risks and opportunities
- c) The extent to which objectives, targets and programmes have been met
- d) Information on the organizations environmental, health, safety and information security performance, including trends in
 - Nonconformities and corrective actions
 - Monitoring and measurement results
 - Fulfilment of its compliance obligations
 - Audit results
- e) Adequacy of resources
- f) Relevant communications from interested parties including complaints
- g) Results of OH & S related participation and consultation
- h) Threats and vulnerabilities not addressed
- i) Techniques, products, or procedures that could be used to improve the ISMS performance and effectiveness

Opportunities for continual improvement

Conclusions, decisions and actions related to the improvement of the effectiveness of the management system and its processes are documented in the minutes of the meeting.

Related Documents:

PHE-CJ-001 Management System Planning & Review Procedure
 ISIMS Policies
 ISIMS Business Plans, Objectives, Targets and Programs

10 IMPROVEMENT

10.1 Nonconformity and corrective action

PMPC establishes, implements and maintains documented procedure to initiate corrective for conditions adverse to environment, health and safety and information security.

The need for actions are evaluated to eliminate the causes of nonconformity by reviewing the nonconformity, determining the causes and if similar nonconformities exist. Appropriate actions are implemented and documented in the Nonconformity Report. Effectiveness are then reviewed and followed up as required by the documented procedure.

Related Documents:

PHE-CJ-002 Corrective Action Procedure
PHE-CJ-005 Internal Audit Procedure
 Customer Feedback and complaints
PHE-CJ-001 Management System Planning and Review Procedure
PHE-CJ-006 Performance Measurement and monitoring guidelines

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10.2 Continual Improvement

PMPC continually improves the suitability, adequacy and effectiveness of the integrated management system thru the ISIMS policy, OTC, audit results, analysis of data, corrective actions and management review.