IMS Standard 1.17 Monitoring and Measurement

1 Purpose

The purpose of this standard is to outline the requirements for measuring, analysing and identifying SHEC monitoring data trends in order to quantify and assess the effectiveness of the controls implemented to manage risks and for determining the progress towards achieving objectives, targets and improvement programs.

2 Scope

This standard applies to all OTML sites, projects and controlled activities, and to all OTML employees, contractors and visitors when involved in controlled activities.

3 Standard

3.1 General

OTML shall develop, implement and maintain monitoring program(s) to:

- Assess conformance with OTML's policies and compliance with legal statutory and other voluntary requirements.

- Measure the effectiveness of controls implemented to manage risks and for determining progress towards achieving objectives, targets, KPI's and improvement programs, including both lagging and leading SHEC performance measures.

- Provide data analysis, interpretation and recommendations for use during Management Reviews and for reporting to internal/external stakeholders.

- Comply with legislated Environmental Monitoring requirements.

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3.2 Monitoring Programs

Monitoring program(s) shall include and ensure:

- A documented monitoring schedule(s) indicating the monitoring type, frequency, location and responsible person(s). The frequency of monitoring shall be dependent on the level of risk and legal obligation. Monitoring schedules shall be reviewed at least annually.

- Monitoring programs implemented to meet regulatory or license conditions must be undertaken to a level of accuracy that enables compliance and non-compliances to be determined with confidence.

- Analytical sample collection and handling is undertaken in accordance with recognised international/national methodologies. Laboratory testing utilised to meet regulatory requirements must be conducted by an approved and certified quality assured laboratory.

- All monitoring and measurement equipment is regularly maintained, serviced and calibrated, according to the manufacturer's instructions and/or recognised international/national standards, a documented schedule developed and calibration records retained.

- Interview and statistical data is collected using tested interview protocols and/or surveys in accordance with international and nationally recognised techniques.

- Data entry is undertaken in a consistent, accurate and timely manner, is easily, located and retrieved and is subject to an effective data integrity/verification and routine backup process. All monitoring program data and associated records shall be maintained in accordance with the IMS 1.12 Document Control and Records Standard.

- All personnel conducting monitoring, evaluation and analysis activities are appropriately trained and competent. Specialist consultants undertaking monitoring activities must be pre-qualified in accordance with the IMS 1.14 Contractor Selection and Management standard.

- The monitoring program shall identify the reporting frequency and distribution for both internal and external stakeholders.

- Monitoring results that indicate actual or potential legal non-compliance shall be managed in accordance with the IMS 1.19 Incident Reporting and Investigation standard.

3.3   Performance Measures

The application and effectiveness of this standard will be assessed by:

- Monitoring program results shall be reviewed and analysed periodically for trends, patterns or indicators of potential non-conformance, deficiencies and opportunities for improvement in accordance with IMS 1.22 Management Review standard.

- SHEC system and performance compliance audits and assessments carried out in accordance with the requirements of the IMS 1.21 Audit and Assessment standard.