

HSE Managed documents procedure (for internal use)

If it is a HSE GROUP REQUIREMENT, it is in a PROCEDURE .

- Guidelines and any other HSE document cannot contain mandatory requirements, they are only to propose tools, methods, clarifications.
- 1 Responsible Care policy
- 4 types of documents : PRO (Procedures with mandatory requirements with potentially APP appendix) - GUI (Guidelines to explain the methods, base on Solvay best practices)- TMP (Template that are used for some procedures or guidelines)- LIST (Listes)
- A formal approval process for the procedures that involves the first Industrial HSEn then the GBUs and the legal representative for Industrial, a simplified process for the guidelines
- All the HSE Managed documents are in AODOCS and the access is via INDOCS.
- The procedure application plan (also called procedure application schedule) of the HSE procedure is given in an appendix of the IND-HSE-16-PRO (Solvay Safety excellence plan and HSE objectives) and can be revised on a yearly basis and will be customized for any new acquisition.

Workflow for PROCEDURES

