

NATIONAL SEEDS CORPORATION LTD.

System Manual for

Integrated Management System



ISO 9001:2015 & 14001:2015

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Head Office : Beej Bhavan, Pusa Complex, New Delhi – 110012

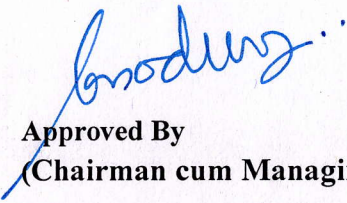
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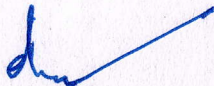
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Web site : www.indiaseeds.com

Scope- Manufacturing, Processing & Marketing of Quality Seeds.

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Approved By
(Chairman cum Managing Director)



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Introduction, Scope & Exclusion

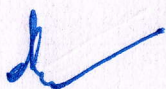
Company Profile

National Seeds Corporation Ltd. (NSC) is a Schedule 'B'-Miniratna Category-I company wholly owned by Government of India under the administrative control of Ministry of Agriculture and Farmers Welfare. NSC was established in March-1963 to undertake production of foundation and certified seeds. At present, it is undertaking production of certified seeds of nearly 600 varieties of 60 crops in its Farms and through its registered seed growers. There are about 8 Farms and 12500 registered seed growers all over the country who are undertaking the seed production programmes in different agro-climatic conditions. The turnover of the Corporation for the F.Y. 2016-17 was 882.82 crores.

There are 10 Regional Offices, 8 Farms and 66 Area Offices/Sub-Units of the Corporation spread all over the country. In the seed production, emphasis is given for production of oil seeds, pulses and hybrids including vegetables. NSC has established strict Quality Control procedure to ensure supply of quality seed to farmers. NSC has established 5 Quality Control Laboratories, one each at New Delhi, Secunderabad, Bhopal, Kolkata and Pune to undertake seed testing to check the quality of seeds. Besides, production and distribution of quality seeds, NSC is also involved in the production of Tissue Culture Plants like Banana. It also undertakes supply of seedlings/saplings of fruits crops through procurement from the MOU Partners. Seed marketing is carried out through three channels namely sale through dealers/distributors, Govt. (State/Central) and through NSC owned Sale counter. There are about 2500 dealers of the Corporation who account for more than 69% of the sale turn over.

With the launching of the National Seed Project (NSP) in 1974, NSC was assigned the lead role to develop the seed industry in the country on sound lines. NSC has also contributed in the establishment of various State Seed Corporation under the NSP during seventies.

National Seeds Corporation plays a key role in the implementation of various schemes of the Govt. of India like integrated scheme for "Oil seeds, Pulses, Oil and Palm & Maize" (ISOPOM), "National Food Security Mission (NFSM)" and "National Horticulture Mission" (NHM). It also provides technical support to the seed producing agencies including State Seed Corporations by imparting training of personnel engaged in the production of seeds in that organization. NSC is the nodal agency for the implementation of the Central Sector Scheme to create infrastructure facilities for establishment of processing plants and storage godowns in different states in the private sectors. NSC also involves in exports of seeds across the world especially in SAARC and



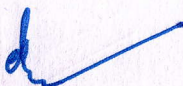
African countries. The SAARC seed bank maintained by the Corporation with the grant in aid of the Govt. of India holds larger qty. of seeds of different crops/varieties that are meant to meet the demand that arises during natural calamities like flood, drought etc. NSC also takes care to meet the demand for quality seed of the farmers in the interior parts of the country like North Eastern States & other hilly regions

Mission of the NSC

Our mission is to enhance mobility through innovation, leadership and public service. Innovation by providing unparalleled value combined with flexibility and risk taking ability, leadership by delivering exceptional performance in every domain and corporate responsibility through service to society.

Vision of the Firm :

To strive relentlessly with an aim to achieve excellence in all businesses that NSC ventures into, with the objective of becoming an organization that all its employees and associates are proud of.

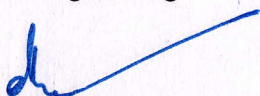


Distribution & Amendment Sheet

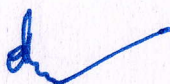
IMS Manual & Procedure Distribution

Following is the list of positions to whom a Control Copy holders of Environment Manual. These are marked as "CONTROLLED" and have an appropriate copy number :

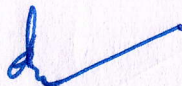
S.No.	Copy No.	Sub Copy No.	Copy Holder
1.	1		Chairman cum Managing Director
2.	2		Head (Finance)
3.	3		Head (Production & Material Mangement)
4.	4		Head (Marketing)
5.	5		Head (Engineering & IT)
6.	6		Head (Administration)
7.	7		Company Secretary
8.	8		Quality Control Section
9	09		RM, Bangalore
10		10A	AM - Bellary
11.		10B	AM - Chikkaballapura
12.		10C	AM - Davangere
13.		10D	AM - Dharward
14.		10E	AM - Hassan
15		10F	AM-Haveri
16		10G	AM-Mysore
17		10H	AM-raichur
18.	10		RM, Bhopal
19.		11A	AM-Indore
20.		11B	AM - Niwari
21.		11C	AM - Raipur
22.		11D	AM - Idar
23.		11E	AM-Gandhinagar
24.	12		RM, Chandigarh
25.		12A	AM - Karnal
26.		12B	AM - Hisar
27.		12C	AM-Jalandhar
28.		12D	AM-Bhatinda
29.	13		RM, Chennai
30.		13A	AM - Coimbatore
31.		13B	AM - Ootacamund
32.		13C	AM - Trichy
33.		13D	AM - Madurai
34.		13E	AM - Palakkad
35.	14		RM, Jaipur
36.		14A	AM - Ajmer



37.		14B	AM - Bharatpur
38.		14C	AM - Chittorgarh
39.		14D	AM-Jodhpur
40.		14E	AM-Kota
41.		14F	AM-Udaipur
42.		14G	AM-Suratgarh
43.	15		RM, Koklata
44.		15A	AM - Bhubaneshwar
45.		15B	AM - Guwahati
46.		15C	AM - Midnapur
47.		15D	AM - Siliguri
48.		15E	AM-Malda
49.	16		RM, Lucknow
50.		16A	AM - Agra
51.		16B	Am - Bareilly
52.		16C	AM - Shahjahanpur
53.		16D	AM - Gorakhpur
54.		16E	AM - Kanpur
55.		16F	AM - Meerut
56.		16G	AM-Rudrapur
57.		16H	AM-Hempur
58.		16I	AM-Varanasi
59.		16J	AM-Safedabad
60.	17		RM, Patna
61.		17A	AM - Madhubhani
62.		17B	AM - Muzaffarpur
63.		17 C	AM-Purnea
64.		17 D	AM- Ranchi
65.		17 E	AM- Samsatipur
66.		17 F	AM- Siwan
67.	18		RM, Pune
68.		18A	AM - Akola
69.		18B	AM - Amravati
70.		18C	AM - Aurangabad
71.		18D	AM - Jalgaon
72.		18E	AM- Nagpur
73.		18 F	AM-Nasik
74.		18 G	AM- Ahmednagar
75.	19		RM, Secunderabad
76.		19A	AM - Guntur
77.		19B	AM - Kurnool
78.		19C	AM - Warrangal
79.		19D	AM - Nandyal
80.	20		CSF Suratgarh
81.	21		CSF Sardargarh
82.	22		CSF Jetsar

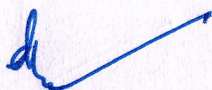


83.	23		CSF Hisar
84.	24.		CSF Raichur
85	25		Corporate MR
86.	26		Certifying Body
87.	27		Auditor's copy



Glossary & Abbreviations

Sr. No.	Abbreviation	Description	Sr. No.	Abbreviation	Description
1	MoA	Ministry of Agriculture	29	MoEF	Ministry of Environment and Forests
2	NSC	National Seeds Corporation Ltd.	30	ISO	International Organization for Standardization
3	IMS	Integrated Management System	31	BIS	Bureau of Indian Standards
4	QMS	Quality Management System	32	EMS	Environmental Management System
5	RTI Act	Right to Information Act	33	NGO	Non Government Organizations
6	SPCB	State Pollution Control Board	34	MSDS	Material Safety Data Sheet
7	HO	Head Office	35	AO	Area Office
8	RO	Regional Office	36	GM	General Manager
9	CMD	Chairman cum Managing Director	37	Dir	Director
10	DI	Documented Information	38	RDI	Retained Documented Information
11	MK	Marketing	39	MT	Maintenance
12	MMR	Measuring & Monitoring Resources	40	PU	Purchase
13	DH	Department Head / INCHARGE	41	ST	Store
14	DH	Department Head / INCHARGE	42	PN	Production
15	R&A	Responsibility & Authority	43	QC	Quality Control
16	DMF	Document Modification Form	44	ERP	External Resource Provider
17	F	Format	45	DD	Design & Development
18	R	Register	46	LOI	Letter of Indent
19	IA	Internal Audit	47	MT	Measurement Traceability
20	OP	Operational Procedure	48	HR	Human Resource
21	NC	Non Conformance	49	MRM	Management Review Meeting
22	CA	Corrective action	50	IP	Interested Parties
23	OK	Organizational Knowledge	51	DP	Delivery Plan
24	NCP	Non Conforming Product	52	Mgr	Manager
25	NCR	Non Conformance Report	53	AGM	Astt. General Manager
26	EP	External provider	54	Exe	Executive
27	ASL	Approved supplier list	55	I/C	In-charge
28	TRG	Training			



4.0 Context of the Organization

{ISO 9001:2015(4.0), 14001:2015(4.0)}

4.1 Understanding the organization and its context: (9&14k)

National Seeds Corporation Ltd. determine external and internal issues that are relevant to its purpose and its strategic direction and that affect its ability to achieve the intended result(s) of its QMS & EMS as given in **Annex A**.

All External and Internal issues will be monitored regularly and discussions about information will be done in the Coming Management Review Meeting once in a year or can be reviewed and discussed before than that depends upon the severity of issue.

Other Issues are discussed in the Environmental Aspects in Cl. 6.1.2

4.2- Understanding the needs and expectations of interested parties- (9&14k)

NSC has determined the interested parties who are relevant to QMS & EMS and the requirement of the interested parties in order to prevent the potential effect on the organization's ability to consistently provide products and services which meet the customer, neighbors and applicable statutory and regulatory requirements, are given in **Annex A**.

4.3- Determining the scope of the QMS & EMS (9&14k)

The organization had determined the scope of the QMS & EMS by considering external and internal issues, requirement of relevant interested parties and Product, Processes & Service of the organization.

Scope of Integrated Management System-

"Manufacturing, Processing & Marketing of Quality Seeds"

4.3- Exclusions:

1. Clause (8.3) Design & Development.
2. Clause (8.5.1.f) Validation to Special Process
3. Clause (8.5.3) Customer Property.
4. Clause (8.5.5) Post Delivery Activity

4.4 Quality, Environmental Management System and its Processes

NSC has determined the processes such as Material Management, Marketing, Inspection, Production, Preservation, Maintenance, HR etc. needed for the QMS, EMS and their application throughout the organization are given in **Interactions of processes (Annex D)**. Detailed Operational Procedures are made which are defining all the Process in sequence with Process Input, Output, Resource Needed, Risk, their Mitigation Actions, Responsibility & Authority of key persons with methods for evaluating the performance of the process and implementing any changes needed to ensure that these processes achieve their intended results and improve the processes. Documented information and results of these processes will be retained in the form of Documented Information.

5.0 Leadership

{ISO 9001:2015(5.0), 14001:2015(5.0)}

5.1 Leadership and commitment (9 & 14k)

NSC, Management has demonstrated leadership and commitment with respect to the QMS & EMS through-

- a) Taking accountability for the effectiveness of the QMS, EMS by periodical review of Systems through Management Review meeting (MRM), Objectives review and providing necessary resources.
- b) Management has established Management Policy and IMS Objectives for the QMS, EMS and is compatible with the context and strategic direction of the Organization.
- c) Management has determined the Organizational Processes and integrated with the QMS, EMS requirement through Process Interaction (**Annex D**)
- d) Established Procedure for promoting the use of the process approach and Risk-based thinking.
- e) Ensuring that the Resources needed for the QMS, EMS are available, this is being periodically reviewed through MRM.
- f) Communicating the importance of effective IMS Management and of conforming to the QMS, EMS requirements.
- g) Ensuring that the QMS, EMS achieves its intended results.
- h) Engaging, Directing and Supporting persons to contribute to the effectiveness of the QMS, EMS by providing Trainings, conducting Awareness Programs and-
- i) Promoting improvement by introducing suggestion schemes and conducting meetings.
- j) Supporting other relevant Management Roles to demonstrate their Leadership as it applies to their areas of Responsibility.

Customer focus

Management has demonstrated leadership and commitment with respect to customer focus by ensuring that:

- a) Customer and applicable statutory and regulatory requirements are determined, understood and consistently met.
- b) The Risks and Opportunities that can affect conformity of products and services and the ability to enhance customer satisfaction are determined and addressed
- c) The focus on enhancing Customer Satisfaction is maintained and procedure for customer satisfaction is addressed.

5.2 Policy (9&14k)

5.2.1 Establishing the Management Policy

Management Policy

Quality & Environmental Management Policy

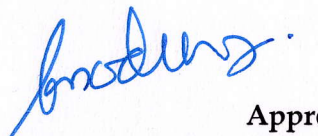
National seeds corporation (NSC) is committed to preserve clean and green environment and contribute to the prosperity of farmers by supplying seeds, agro-inputs and other related services ensuring commitment to QMS & EMS and continual improvement in systems and processes.

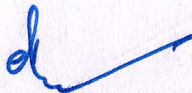
This will be achieved through -

1. Proactive, customer sensitive & responsive approach.
2. Technological up-gradation, knowledge sharing, competency enhancement and maintaining a conducive work culture.
3. Safe and environmentally sound practices in operation and maintenance of seed processing plant.
4. Efficient utilization and conservation of natural resources like electricity, water and fuels.
5. Comply with relevant Legal & environmental rules and regulations.
6. Prevention of pollution and environmental degradation in accordance with prevailing international / national standards.
7. Continual improvement in environmental performance.

Place: New Dechi

Date: 16.08.2018


Approved By:
(Chairman cum Managing Director)

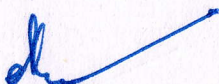


Communicating the Management Policy

This Management Policy is available in our IMS Manual (NSC/IMS/01) in Clause 5.2 as a documented information and is communicated to all through Display, Training and during different meetings.

5.3 Organizational Roles, Responsibilities and Authorities (9&14k)

NSC has ensured that the Responsibilities and Authorities for relevant roles as per Organization Chart (Annex B), are assigned communicated and understood within the organization. Detailed Role, Responsibility & Authority are given in (Annex. C)



6.0 Planning

{ISO 9001:2015(6.0), 14001:2015(6.0)}

6.1 Actions to address Risks and Opportunities (9&14k)

Different Risks and Opportunities as identified from Internal/External Issues and Interested parties and action Plan is given for prevention/Reduction of their undesired effects in (Annex A) as per the requirement of Sub Clause 6.1.2 (QMS). 6.1.4 (EMS) .

6.1.2 Environmental Aspect & Impact (14001:2015)

Procedure for Environmental Aspect & Impacts associated with the working of NSC are given in (Annex F).

6.1.3 Compliance Obligation (14001:2015)

4.3.2 Legal Requirement

Compliance Obligations are identified, updated and Maintained as Legal/and other requirement related to the Environment and are applicable to various Activity at NSC. It covers all Acts Rules and Regulations and other requirements related to the Environmental requirements applicable to NSC activities and Services.

For production of seeds, Seed standards specified under Indian Minimum Seed Certification Standard (MSCS) are followed which are governed by the Seeds Act, 1966 and the Seeds Rules - 1968.

Activities of Marketing covering packing, storage and distribution are governed by the Weights and Measure Act, 1976, the Essential Commodities Act, 1955 and Seed Control Order, 1983.

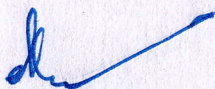
Seed testing governed by ISTA Rule and Hand Book of Seed Testing, 1990.

Along with Air & Water Pollution Act (Air Consent under Section 21 of the Air (Prevention & Control of Pollution) Act 1981 for three years, Water Consent under Section 25&26 of the Water (Prevention & Control of Pollution) Act 1974 for three years, Hazardous Waste Management Handling Rules (Authorization under Hazardous Wastes (Management, Handling & Trans boundary Movement) Rules for 5 years, Indian Explosive Rules 1983, Indian Electricity Rules 1956, Batteries Rules, Noise Pollution (Regulation & Control) Rules, 2000, Central Motor Vehicles Rules 1986. E-Waste Management Rule 2000 etc. All the required statutory /regulatory instructions etc are available. Compliance with legal requirement also adequately maintained in Compliance Register and communicated to Interested Parties.

6.1.4 (14001:2015) Planning actions against Significant Aspects, Compliance Obligation are identified in Aspect Impact Register and in Compliance Register.

6.2 Quality & Environmental Objectives and planning to achieve them

Documented information on IMS Objective are maintained in the IMS Manual (NSC/IMS/01) in Cl. 6.2 as below.



Quality Objectives -

1. To achieve and maintain 100% Deliveries on time with good Quality & Service.
2. To achieve Customer satisfaction level Min. 90%, with putting Customer Complaints at zero level.
3. To achieve MoU Targets.

Environmental Objective-

1. To Reduce Energy Consumption by 5% every Year.
2. Improving the green cover in and around the processing plant.
3. To adhere to the system of segregation, collection and disposal of waste to prevent pollution and environmental degradation.

The IMS Objectives are communicated through Meeting, Training & Display.

6.2.2 Planning

What will be done?	What resources will be required?	Who will be responsible?	When it will be completed ?	How the results will be evaluated?
100% delivery on time with Good Quality & Service	Availability of Raw Material, working of all M/c, Power & Person.	All Concerned HODs	Continuous	Through Customer Complaint, Feed Back, Repeat order analysis
CSL Above 90% & Complaint at 0	Feed Back from Customer.	All Concerned HODs	1 Year	Through Customer Complaint, Feed Back, Repeat order analysis
Reduce Energy Consumption by 5% every Year	Awareness and Maintenance of Utility	All Concern	Every Year	Reduced Electricity Bill and Diesel Bills
To achieve MoU Targets	Internet, Computers, Upgrading skill, Communication	All Concern	Every Year	MoU Targets are Meeting

6.3 Planning of changes

Company determines the need for changes to the QMS is carried out in a planned manner-

- a) the purpose of the changes and their potential consequences.
- b) the integrity of the QMS.
- c) the availability of resources.
- d) the allocation or reallocation of responsibilities and authorities.

Documented Information Modification is maintained.

7.0 Support

{(ISO 9001:2015 (7.0), ISO 14001:2015 (7.0)}

7.1 Resources

7.1.1 General

Management of NSC determine and provide the resources needed to implement and maintain the IMS and continually improve its effectiveness and to enhance customer satisfaction by meeting customer requirement.

The resources will be in the form of-

- Human resources including qualified personnel for all activities.
- Process, Delivery & Test Equipment's & infrastructure.
- Provide products & other inputs for realization of Service.
- Providing funds.

The Required resources are identified in the event of new Process Development / Business plan review, Process Flow, also based on the Organization performance review in 6 monthly MRM.

7.1.2 People

NSC determines and provide the persons necessary for the effective implementation of its IMS and for the operation and control of its processes.

Directors along with respective process HOD ensures that personnel performing work affecting Product/Service Quality are Competent and Training to given on the basis of skill required.

7.1.3 Infrastructure

The Management determine, Provide and Maintain the Infrastructure, Machineries/Equipments etc. needed to achieve conformity to product/Service requirements and identifying the further requirements of resources the CMD/Director/GM and Managers plays a key role based on their day to day interactions with respective areas employees.

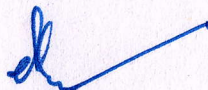
7.1.4 Environment for the operation of processes

NSC Provides and Maintain the Environment necessary for the Operation of its Processes and to achieve conformity of Products and Services which is Physically comfortable (Adequate Lightening, Air Conditioners, Neat & Clean Toilets, RO Cool Water, Soundless working), Non discriminatory, emotionally protective environment.

7.1.5 Monitoring and measuring resources

(Ref. ISO 9001:2015 & ISO 14001:2015)

NSC has determined the Monitoring and Measurement to be undertaken and accordingly identified and procured monitoring and Measuring resources to fulfill these requirements.



Procedure is followed to ensure effective and proper control on MMRs (Monitoring & Measuring Resources).

7.1.6 Organizational knowledge (9001:2015)

Basic Organizational Knowledge is identified in the working processes of NSC like Marketing, Purchase, Production, Inspection, Maintenance preservation and supply of Products as per Customer need. Knowledge is gained by experience, Learned from Failures, or from successful products, Knowledge from Customers etc. Company retains and updates such knowledge. Whenever company will decide for any change like in Product Range, Process, Management, Working Site etc. shall consider its current knowledge and determine how to acquire or access any necessary additional knowledge and required updates.

7.2 Competence (9001:2015 & 14001:2015)

Competency Criteria is fixed by the Selection Board and available on the NSC official website is followed. NSC determine the necessary competence of person(s) doing work under its control that affects the Performance and effectiveness of the IMS as maintained.

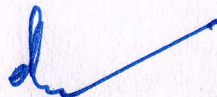
7.3 Awareness (9001:2015 & 14001:2015)

NSC is ensure that persons doing work under the organization's control are aware of the Awareness of IMS, IMS Policy, IMS Objectives, Improvement etc. Procedure for Training Plan & Awareness is maintained in. And RDI is maintained.

7.4 Communication (9001:2015 & 14001:2015)

NSC determined the internal and external communications relevant to the IMS as below-

What	When	with whom	How	Who
INTERNAL COMMUNICATION				
IMS Policy	Permanent	All Employees / Interested parties	Display / Letter / Training	Management
Importance of effective IMS	As per Training plan / during Orientation training	All Employees	Training / Display	Management
Responsibilities and Authority	During recruitment / Promotion / Department change	Employee	Procedure / Oral / Training	Management



IMS Objectives	While defining / Once in 6 months	All employees	Procedure / Oral /Training	Management
Customer complaint / Feedback	At the time of receipt	Head of the department / Respective process owner	Meeting	DIR
Information to external providers	Placing purchase order / Quotation collection	Supplier (External provider)	Purchase order / Letter / Email / Oral	DIR
Product information	Enquiry stage	Customer	Email / Website /Catalogue / Letter	DIR
Enquiry, order, amendments	Enquiry review /Order review	Customer	Electronic media /Letter/ oral	DIR
Customer feedback	Once in a year / After service	Customer	Forwarding customer feedback form	DIR
Action taken for customer complaints	Once action taken	Customer	Electronic media /Letter/ oral	DIR
Information to external providers	As agreed with customer	Customer	Delivery challan / Letter / Email	Dispatch Section

7.5 Documented information (9001:2015 & 14001:2015)**7.5.1 General****7.5.2 Creating and updating**

Procedure describes the controlling of all the Documented Information and retained documented information, used for different processes within the Quality & Environmental Management System of the Organization, applicable to all the activities, processes & Service of the Organization. This procedure describes the controlling process of all the documents used for different processes within the Quality & Environmental Management System of the company. For any Change in Documented Information DMF will be used. Top Management is overall Responsible for implementation of this Procedure. Master List of Documented Information & List of Retained Documented Information are maintained and reviewed once in a Year after evaluating any change in any DI or RDI.

8.0 Operation

{(ISO 9001:2015 (8.0), ISO 14001:2015 (8.0))}

8.1 Operational planning and control (9&14k)

All the Processes as defined in the Cl. 4.4 are identified, there inputs, required output, resource requirements, methods and associated risk and their mitigation plan are identified. Specific Process Controls are identified in the QIP, WIPs, OPs, OCPs, Control Charts. Incoming & Process Inspection Points and WIs are identified for the Product/Service conformity.

For EMS Company is maintaining Operational Control Procedures (OCP) and action Plan identified in Risk Assessment. Monitoring of these controls are done. The same is communicated to the external resource providers for adequate implementation.

8.2 Requirements for products and services (9k)

8.2.1 Customer communication

All customer communication shall be handled with utmost care to ensure timely and effective response with necessary action.

- All communications with respect to seed producers, dealers, growers etc. about their profile, capabilities and strengths shall be handled mainly by Regions and Area Offices. For this, effective use shall be made of product catalogues, scheme brochures related guidelines etc.
- All communications with respect to enquiries, status of availability of seed stock, details of schemes, shall be handled at the level of concerned Region and responded in a timely manner through personal discussions, letters, fax, mails etc. as suitable.
- All communications relating to NSC's feedback/ complaints shall be effectively handled at the senior level as per its gravity. These shall be analysed and examined for prompt action.
- Proactive efforts for determination of client perception of the services shall be made through activities such as meetings with seed producers, dealers, feedbacks and questionnaires etc. or by hiring the services of external agency for conducting the customer satisfaction survey.

8.2.2 Determining the requirements for products and services (9k)

NSC supplies Breeder Seeds to growers for production of foundation seed. Similarly, foundation seeds are sold to seed growers to produce certified/ quality seeds which are sold to farmers, dealers and govt. organisations for production of commercial crops.

The requirements related to supply of seeds to growers are:

- i) Availability and validity of Breeder/ Foundation Seed/ parental material till sowing season, before issue to growers.
- ii) Sowing instructions

- iii) Quality instructions including the schedule of inspections at various stages of production
- iv) Cultural practices
- v) General guidance
- vi) Standard packing to meet out the production requirements

The requirements related to supply/ sale of Certified/ Quality seed to farmers/ dealers/ Govt. etc. are:

- i) Validity of certification of seeds till sowing season, before issue.
- ii) Showing instructions
- iii) General guidance
- iv) Cultural practices
- v) Standard packing

Note: The customer's requirements are not stated generally but to ensure the supply of quality seeds the above requirements are verbally communicated to farmers before they take delivery of seeds from the store located at Area Office/ Regional Office.

The requirements related to custom processing of seeds at processing plants of NSC are:

- i) The quantity of seeds to be processed
- ii) Time schedule of seed processing
- iii) Rate of processing, packing & storage, as applicable
- iv) Availability of processing/ storage facilities.

The product yield requirements are defined at the time of release of varieties by the Central Sub-Committee on Notification and Release of Varieties by Deptt. of Agriculture and Co-operation, Ministry of recommended for cultivation in specific agro-climatic zones. Requirements of the farmers are generally un-stated. During discussion guidance is provided to them and they decide to take a particular variety for production.

Requirements related to custom processing of seeds are stated by the client to the extent of schedule of delivery and packing (which is provided by the client). The client's requirements are reviewed to decide the cost of services. Preparedness to meet his requirements are assessed by AO/ RO and commitments are communicated.

8.2.3 Review of the requirements for products and services (9k)

Requirements related to the production, processing and marketing of seeds and reviewed by the NSC on regular basis. The compliance to the stated/ un-stated requirements of customers is checked by:

- Reviewing the status of works during periodical meetings at Head Office with Heads of Divisions.
- Reviewing the status of works in meetings at Regional Offices.
- Reviewing the status of production, sale, pending works in half yearly meeting with Regional Heads at Head Office.

- Field inspections as per defined stages of seed production
- Checking by Divisional/ Regional/ Area Heads
- Audit check by Internal Audit.
- Monitoring the suggestions and complaints received from farmers/ dealers/ govt. clients
- Store verification twice a year.

During the Inspection/ Audit all major activities of the corporation are reviewed. It includes field inspection, storage inspection, store inspection etc. The deficiencies observed are sorted out & necessary instructions are passed for rectification of deficiencies on regular basis and the compliance is verified. Necessary resources are provided by Head Office/ Regional Office.

8.2.4 Changes to requirements for products and services (9k)

Company ensure that relevant documented information is amended, and that relevant persons are made aware of the changed requirements, when the requirements for products and services are changed. In such cases only Change note with Original Reviewed Order adequately authorized by Dir will be Circulated.

8.2 Emergency Preparedness and Response (ISO 14001:2015)

Procedure (Annex G) is maintained to identify potential Emergency situations which can lead incidents that can cause impact on environment and affect on health of Employees and how to respond to these Emergency Situations and for preventing and mitigating the environmental impacts/ occupational Hazards associated with them. This Procedure is applicable to all identified Potential Emergencies. (HOD) HR is responsible for the implementation of this Procedure. Individual responsibilities are also given.

8.3 Design and development of products and services (ISO 9001:2015)

NSC is not involve in any Design & Develop the Products. All the Processes are as per BIS Standards and as per Customer Requirements.

8.4 Control of externally provided processes, products and services (ISO 9001:2015)

All Planting Material is procured by the Ministry from Institutes, The performance of these planting material is taken from regional offices. All Packing Material is procured through Tender, So NSC is not maintaining any List of External Providers or their evaluation of Performance Monitoring. Failing in Tendering agreed terms supplier can be debar.

8.4.2 Type and extent of control

NSC is availing externally provided processes like Technical Consultancy, AMC for RO/Water Cooler, AMC for Machine Maintenance/Fitness, Calibration, Testing, Pest Control etc. Adequate pre-defined controls are applied and monitored on these processes and maintained.

8.4.3 Information for external providers

NSC is not directly involved in procurements of planting material, all planting material is provided by the Ministry. Adequate information are published in Tender Floated by the NSC for Packing Material.

Incoming Product Quality

Quality Inspection Plan is maintained and procedure for Quality Control is maintained and followed during Incoming Inspection for Sample Size, Specifications, Required Specification, Observation are taken and recorded based on results decision for passing or failing is done by the competent authority. In case where testing facility is not available then Test Report provided by the Supplier will be accepted as Test Result, in case of any ambiguity product can be offered to the other authentic laboratory.

External Providers Monitoring

NSC providers performance of the Planting Material to the Ministry and Ministry maintains that, For Packing Material which are procured through Tender.

The same is monitored and informed to the Ministry.

8.5 Production and service provision (9k)**8.5.1 Control of production and service provision**

NSC implement the Service provision under controlled conditions. Controlled conditions are identified as defined Quality Plan/Work Instruction in the form of documented information that defines, characteristics of the products to be produced, the services to be provided, Results, availability and use of suitable monitoring and measuring resources, monitoring and measurement activities at appropriate stages to verify that criteria for control of processes or outputs, and acceptance criteria for services, have been met, suitable infrastructure and environment for the operation of processes and use of competent Persons, including any Required Qualification. Results are evident in the Log Book, Containing Product Traceability, Process Setup, Rejections etc in

All the requirements are given to the Area & Regional offices and achievement results are monitored and evaluated at HO.

8.5.1 (f) Validation (9k)

The validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement- National Seeds Corporation Ltd. is not doing any activity which can not be measured internally. So this Clause is excluded.

Production Plan

Seed growing Plan are received through MOE from the Ministry as per growing season. The same is evaluated and communicated to Area & Regional offices.

Work Instructions

Respective In-charge prepares Procedures for operations / activities and for all employees having responsibilities under them. These instructions are made accessible for use at the work station and are prepared, based on sequence of the operation, Cautions, Monitoring and responsibilities. This will be reviewed for applicable changes in event of Plan change(s) or otherwise once in a year.

Preventive Maintenance

Preventive Maintenance plan of each Plant & Machinery is identified and Maintained at HO as well as at Area/ Regional Offices. These Maintenance are done internally or by external approved sources.

8.5.2 Identification and traceability (9k)

a) Identification of Certified/ Foundation/ Breeder Seed

All the stocks of above seeds stored are identified by identification tag/ label the details provided on each type of packets/ bags/ container is as follows:

i) Certified seed

Colour of Tag:	Blue
Tag No.	Class of seed
Kind	Certificate No.
Variety	Date of Issue of Certificate
Lot No.	Date of test
(method of allotting lot no., month, year of production -	Certificate valid up to (provided seed are stored
-Production Location code	under cool and dry
-Processing Plant Code	environment)
-Seed produce Code)	Validity of certificate further
Name and address of certified Seed Producer	extended upto _____
CA's Emblem	
Name and address of CA	

ii) Foundation seed

Colour of Tag:	White
Tag No.	Class of seed
Kind	Certificate No.
Variety	Date of Issue of Certificate
Lot No.	Date of test
(method of allotting lot no., month, year of production -	Certificate valid up to (provided seed are stored
-Production Location code	under cool and dry
-Processing Plant Code	environment)
-Seed produce Code)	Validity of certificate further
Name and address of certified	extended upto _____
Seed Producer	
CA's Emblem	
Name and address of CA	

iii) Breeder seed

Colour of Tag:	Golden Yellow
Crop	
Variety	
Class of Seed	Breeder Seed
Lot No.	
Date of Test	
Pure Seed*	%
Inert Matter*	%
Germination*	%
Oil Content**	%
Producing Institution	
(Name and address)	

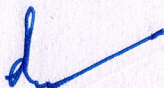
*Based on actual

**Applicable for sunflower crop

b) Identification of Stock seed/ Pedigree/ Labeled seed

All the stocks of above seeds stored are identified by identification label the details provided on each type of packets/ bags/ containers is as follows:

i) Stock Seed



Colour of label : Offline Green
Lot no.

Method of allotting lot no.: Season (sowing) and year code (harvesting)-
Production Location Code - Processing Plant Code - Seed Stock Code

ii) Pedigreed Seed/ Labelled Seed

Colour of label : Offline Green
Lot no.

Method of allotting lot no.: Season (sowing) and year code (harvesting)-
Production Location Code - Processing Plant Code - Seed Stock Code

Ref: (Q.C. circular no. 193,256,265,270)

8.5.3 Property belonging to customers or external providers (9k)

NSC is not taking any Material from their Customers for any processing/ Job work etc for which they need it to preserve/ retain and return back to the customers. SO this Clause is under Exclusion.

8.5.4 Preservation (9k)

NSC has established a documented system in Procedure **Material Management** to ensure that the products are identified, handled and stored and protected in such a way that they are not damaged or deteriorated and confirmed to all specified requirements.

Store Head at HO and Plant Head of the sites are overall responsible for the implementation of this procedure for preserving the conformity of the product during receipt of the Material. Material receiving Register in, Stock Register in and MRN.

8.5.5 Post-delivery activities (9k)

NSC is not doing any Post Delivery Activity in the Process of Manufacturing/ Processing and marketing of Seeds. So this clause is under exclusion.

8.5.6 Control of changes (9k)

NSC review and control changes for production or service provision, to the extent necessary to ensure continuing conformity with requirements is maintained for monitoring, controlling and verification of compliance.

NSC retain documented information describing the results of the review of changes, the person(s) authorizing the change, and any necessary actions arising from the review.

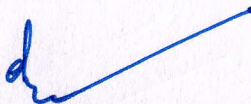
8.6 Release of products and services (9K)

NSC implement planned arrangements, at appropriate stages, to verify that the product requirements have been met as per led down Quality Plan for Final Inspection along with specific requirement led down by the customer.

NSC retains documented information on the release of products and services. The documented information is maintained as the Final Inspection Record.

8.7 Control of nonconforming outputs (9K)

Procedure is established, implemented and maintained to ensure that products/services, which are not conforming to the specified requirements are corrected and corrective actions taken to prevent their recurrence and are prevented from unintended use in production and is not dispatch to the customer. Apart from the corrective action taken, NSC shall also identify any potential non-conformity and take necessary action to prevent occurrence in Product Related Non Conformity. RDI is maintained for evaluating the Rejection Reason and Corrective action taken on that. Data of Rejection is also analyzed annually.



9.0 Performance evaluations

{(ISO 9001:2015 (9.0), ISO 14001:2015 (9.0))}

9.1 Monitoring, measurement, analysis and evaluation (9&14k)

9.1.1 General

NSC is evaluating its different processes like timely delivery, Product and Service Conformance by Customer perception, Product Quality, Product Non Conformance, Timely Procurement of Material, Monitoring of Environmental Parameters and the effectiveness of the QMS, EMS. These all performance evaluation are done on Annual Basis as per methods, Responsibility defined in Operational Procedures and RDI is maintained.

9.1.2 Customer satisfaction (9k)

Company is monitor customers' perceptions of the degree to which their needs and expectations have been fulfilled. NSC, is determine the methods for obtaining, monitoring and reviewing this information.

DIR & Managers have primary responsibility for Customer Satisfaction as one of the measurement of the QMS and as to whether the organization has met customer requirements. Customer satisfaction shall include collection of authentic data, frequency and validity of analysis. The trend and major elements affecting customer satisfaction and key indicators of customer dissatisfaction will be monitored supported by objective evidence. Wherever data available, level of customer satisfaction will be compared with those of our competitors & relevant action plan will be evolved. A customer satisfaction analysis survey will be conducted annually by taking Customer Feed Back and Repeat order Analysis. Review of customer satisfaction will be taken by top management during Management Review Meeting as described in Procedure.

9.1.2 Evaluation of Compliance (14k)

Compliance Obligation as identified in Clause 6.1.3 are monitored as per defined frequency and its fulfillment are Maintained in Compliance Monitoring Record.

9.1.3 Analysis and evaluation (9K)

Company is analyzing and evaluate appropriate data and information arising from Monitoring of its Objectives. Detailed Procedure is in place in and RDI is maintained.

- a) Timely Delivery
- b) Customer Satisfaction
- c) Customer Complaints
- d) Supplier Performance
- e) Energy Consumption.
- f) No. of Accidents

9.2 Internal audit (9k & 14k)

NSC has established and implemented a documented procedure for conducting Internal Audits at 12 Monthly Intervals to verify that the planned arrangements, defined in procedure, work Instructions, Specifications or Operational Control Procedures are effective to meet the requirements of the QMS & EMS Standards as the actual resources available are sufficient to meet the requirements of the QMS & EMS as defined in the documented Information. Audit Plan, Schedule, NCR & Summary are maintained.

9.19.3 Management review (9&14k)

9.3.1 General

Top management of NSC is review the organization's IMS, at planned interval of 12 Months, to ensure its continuing suitability, adequacy, effectiveness and alignment with the strategic direction of the organization. Management review will be conducted and chaired by CMD/DIR along with the team members of committee consisting of Managers, HOD/ Incharge of different Departments, Office Exec. or any Guest if desired by the chair. RDI is maintained.

9.3.2 Management review inputs (9&14k)

The Management review is planned and carried out taking into consideration

- a) The status of actions from previous management reviews
- b) Changes in external and internal issues that are relevant to the QMS, Significant Env. Aspects;
- c) Information on the performance and effectiveness of the QMS, EMS including trends in:
 - 1) customer satisfaction and feedback from relevant interested parties;
 - 2) the extent to which IMS Objectives have been met;
 - 3) process performance and conformity of products and services, fulfillment of compliance obligation
 - 4) nonconformities and corrective actions;
 - 5) monitoring and measurement results;
 - 6) audit results;
 - 7) the performance of external providers
- d) The adequacy of resources;
- e) The effectiveness of actions taken to address risks and opportunities (see 6.1);
- f) Opportunities for improvement

9.3.3 Management review outputs (9&14k)

The outputs of the management review shall include decisions and actions related to:

- a) Opportunities for improvement;
- b) Any need for changes to the quality management system;
- c) Resource needs.

The NSC is retain documented information as evidence of the results of management reviews.

10 Improvement

{(ISO 9001:2015 (10.0), ISO 14001:2015 (10.0))}

10.1 General

Company is determine and select opportunities for improvement and implement any necessary actions to meet customer requirements and enhance customer satisfaction This includes

- a) Improving products and services to meet requirements as well as to address future needs and expectations
- b) Correction, Corrective or Mitigating undesired effects;
- c) Improving the performance and effectiveness of the QMS & EMS.

Improvement is include correction, corrective action, continual improvement, breakthrough change, innovation and re-organization

10.2 Nonconformity and corrective action (9 & 14k)

10.2.1 In the working of NSC Non Conformity can arise during Internal Audit, Customer Complaint or adverse Feed Back, Product Failure during Process. Any Failure regarding EMS (Compliance or Control on Significant Aspects).

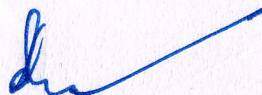
For NCs in Audits - Root cause, Correction and Corrective actions are taken as defined in the Procedure and results are maintained.

For Customer Complaint & Adverse Feed Back, procedure shall be followed and documented information will be retained.

For Non Conformity observed during Process will be handled as per Procedure and documented information shall be retained.

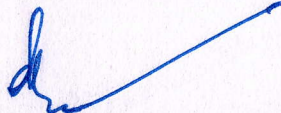
EMS Related Non Conformities are defined Below.

For EMS	
In case of any non-compliance of any legal or other requirements, to which NSC has subscribed, OR in case of any non-compliance in achieving key characteristics of activities related to significant aspects/risks, record the details of non-conformity in non-conforming Sheet.	GM Engg/ Site I/c
Take the necessary action required to mitigate any impact/risks caused in non-conforming sheet.	GM Engg/ Site I/c
Identify the root cause to initiate correction action.	HODs
Record the details of root cause in non-conformity.	GM Engg/ Site I/c
Evaluate the effectiveness of correction action by ensuring that the non-conforming is not reoccurring over a period of time.	GM Engg/ Site I/c
Prepare a summary of NCPs for discussion in the management review meeting.	GM Engg/ Site I/c
This summary shall also be submitted to DIR for their appraisal.	GM Engg/ Site I/c



10.3 Continual improvement (9 & 14K)

Continual Improvement sheet is maintained, Basically IMS Objectives are taken for the Improvement and Data is analyzed as it is defined in Operational Procedure. And RDI is maintained.



National Seeds Corporation

Annexure A

Reviewed on 10/06/18

Internal & External Issues – Risk & Opportunity -

Issue	+ve or - ve	Arising from	Risk	Opportunity/Action plan	Effectiveness
Compliance with Legal Requirements delayed due to no cooperation/ undue delays.	Positive	Legal	Penalty, Litigation or Closer	Timely compliance & monitoring	No Legal issue at a time
Changing Technology affecting Market.	Positive		Business Loss		
Old/Complicated Machines, Availability of Spare Parts and repair Person in local area	Negative	Technological	Production Loss, Increase in Maintenance Cost.	Min. stock level of critical parts, developing Org. Skill	Decrease in M/c Break down hours
Power Failure in sites Area	Negative		Increase cost in alternative arrangement	Max. work in power availability.	Reduction in Diesel cost
Other Big Manufacturer are in race and selling their product in bulk/at low cost/ giving extra credit limit with good marketing strategy.	Negative	Competitive	Loss of Market or Money loss in selling product in low cost.	Watch on Market, customers, complete satisfaction to them	No business loss due to customer dropping
Delayed Payment/Non Payment or Increased Credit time.	Negative		Money Loss	Adequate contract review, follow up for payments.	Recovery from Market
Non/delayed availability of Raw material	Positive	Market	Loss or order, Customer annoyed	frequent review on blocked money.	

Countries environmental requirements affecting products and service Workforce culture within the sector and country Unskilled Labor on sites	Negative Negative Negative	Cultural & Social	Services affects during Foggy weather in winter. Unhygienic behave of the staff affects the cleanliness in Plant. Accidents, delayed processes, non conforming products, or m/c breakdown Weighing Mistake or Packing Quality can cause Penalty	Max. production and business prior or after the season Motivation to staff for cleanliness Initial training before offering them job and monitoring Training & monitoring	Less affect of the odd weather on company business. Neat & clean in house & outside surrounding No Accident, M/c breakdown or product loss. No any complaint from market
Unskilled Labor in packing	Negative				
Slump in Market due to demonetarization/ GST or due to international Market.	Negative	Economic environment	Blockage of Money Flow, less sale, Growing of new Market working without GST.	To be handled as per Govt. regulation	Less affect on business .
Rodents control on sites	Negative	Others	Product damage	Pest control on sites and monitoring, closing of all possible entry of rodents Repairing, use of tarpuline, shifting to new constructions	No losses due to rodents No product damage
Water logging/ seepage in old godown Delayed availability of Breeder/foundation seeds	Negative		Product Damage Less Germination and lesser yield, delayed supply in market- business loss	Timely arrangement by planning in advance	Adequate yield and no business loss due to this

National Seed Corporation

Annexure A contd.....

Reviewed on 10/06/18

Issues arising from internal or external parties, Risk & Opportunity-

Interested Party	Int./Ext.	Interest	Risk	Action Plan	Effectiveness
Legal Bodies/ Pollution control board	Ext	Timely Compliance of all legal requirements	Litigation, Penalty, Closer	Timely Compliance & Monitoring	No any Legal Issue at any time
Bankers	Ext	Timely Remittance of the Loan/Borrow	Legal Action, Bank Limit	Timely remittance to bankers	No any Issue from Bankers
Finance Ministry/Government & Share holders	Int.	Good Growth and healthy returns	Lack of Interest, Closer	Regular Growth in Income by organizational growth	No any Issue in Board of Directors
Customers	Ext.	Timely compliance of all contractual requirements	Loss of Order/Customer, Legal Action by Customer	Monitoring & Complying all requirements in time.	No Customer complaints on contractual issues
External Providers	Ext.	Big orders, proper specification, timely payments	Loosing interest, Stoppage in Supplies, delayed Production	Proper specifications and timely payments	Performance of Ext. Providers
External Resource Providers	Ext.	Frequent Jobs and timely payments	Loosing interest, Stoppage in Services, affect on processes.	Proper agreement and timely payments	Performance of Ext. Resource Providers
Marketing	Int.	Frequent & big orders from Market and Timely supplies to the customer with good quality	In Both cases loose of business, company fame and commitment	Timely completion of orders with required quality and communication	Always big orders are in hand

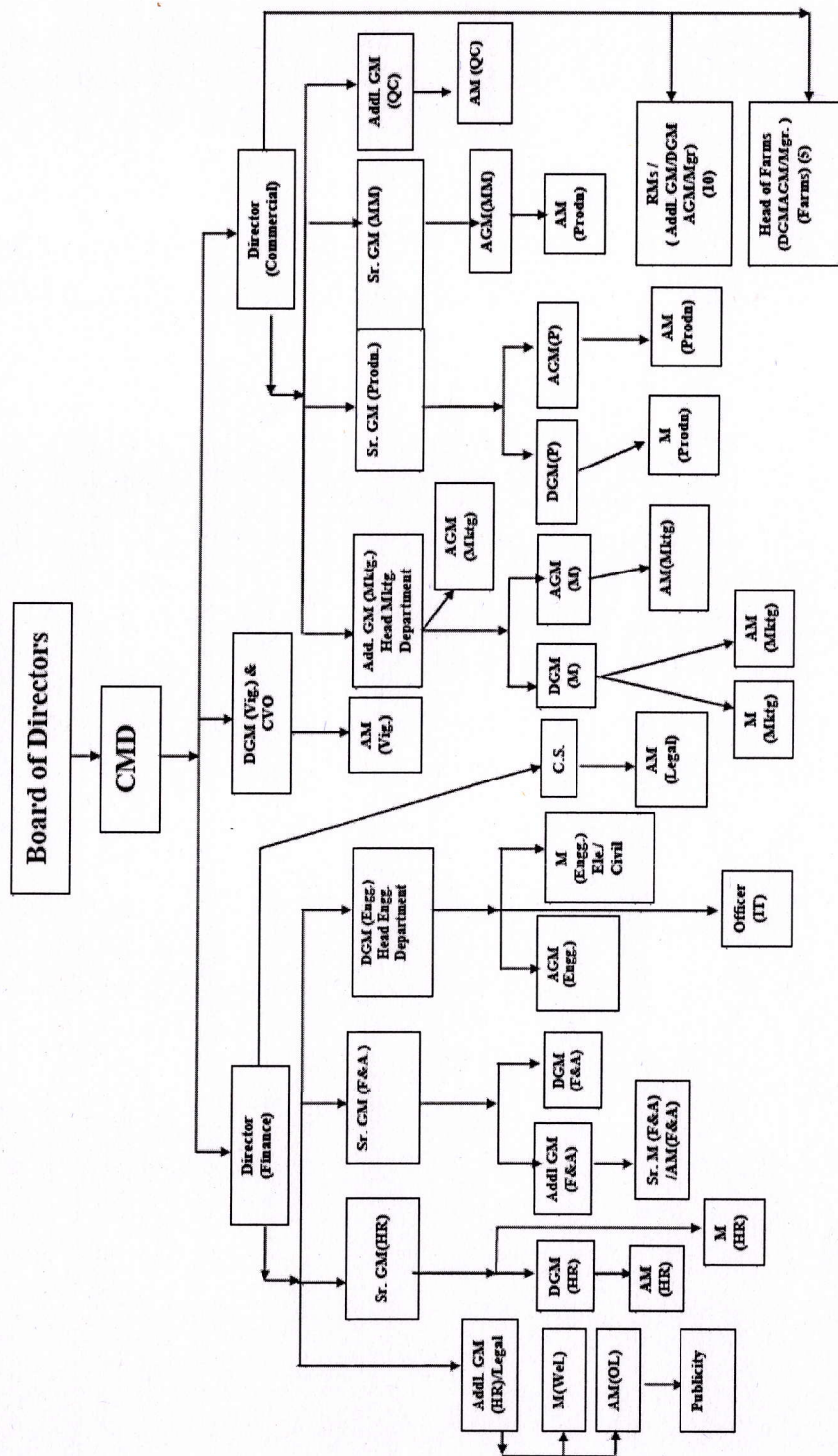
Purchase	Int.	Timely Purchase indent with proper specification & timely Procurement	Delayed Procurement affect Production and supply plan	Timely information for indent to purchase	Timely Material flow to production
Production	Int.	Adequate Man, Machine, Material and Method	Accident, Delayed Production, Increase in Rejection.	Timely PM/BM in M/c, Material procurement & Trainings	No Production Loss due to Manpower, M/c or Material.
Quality Control	Int.	Good Quality Material from Purchase, from Production, Adequate inspection plan and calibrated measuring resources.	Can affect the Production & Delivery Plan. Passing of Faulty Product to the Customer.	Timely Calibration, Use of qc tested and passed raw material, follow QC observation in Prod and before dispatch	No Product Failure after inspection at any stage
Store	Int.	Adequate Space and means for preservation, issues, accountability & transportation. Timely procurement of material.	Damage of Material, Increase in inventory or Production loss due to sudden shortage.	Arrangement of Iron Almirah, Box etc, Use of FIFO, Updation of Stock Register	No excess stock in store, No Expiry items in Stock and accurate accountability.

Maintenance & Utility	Int.	Technical know how of plant & Machinery, Stock of spare parts and proper tools, timely break down intimation, Machine during preventive maintenance	Accident, Major Damage in Plant & M/c. Delayed Maintenance or Sudden Break down in the plant.	Proper Training, Manuals, Maintaining Min stock of critical components and required tools	No Accidents, No Major Break Down in the Plant
HR	Int.	Skilled staff, in time leave applications, wages information, timely settlement of grievances	Extra Burden on Training Uncomforted Work Force	Looking Trained Staff or providing Training, Timely settlement of all wages	Happy Workforce, No any case of discrimination
Staff & Workers	Int.	Skill Growth, Timely Wages, Good increments, Good Working culture	Un Happy Work force can leave the Company or work loss.	Training, Skill update and Good Perks, in time to staff	Leaving from Company
Neighbors	Ext	Neat, Clean and Calm Neighbor site	Complaints in legal body.	Keeping surrounding Neat & Clean, Making friendly relation with neighbors.	No any complaint.

Approved by Director

Annexure- B

NATIONAL SEEDS CORPORATION LIMITED
Organizational Chart



Responsibility & Authority

Annexure- C

Chairman cum Managing Director

- Interaction with Ministry and finalization of MOU and other annual targets.
- Management of funds and allocation of adequate resources for efficient working of the organization.
- Planning the activities of the organization and monitoring and execution of planning on regular basis.
- Regular reviews of performance and monitoring of various offices and identification of improvement areas based on the feed back received from various external organization and customers.
- Taking management review meeting as per stipulated frequency and monitoring actions to be taken on the decisions.
- Laying down EMS policy and providing guidelines for achieving the targets and objectives.
- Management of funds and allocation of adequate resources for efficient working of the organization.
- Planning the activities related to EMS and monitoring the execution on regular basis.
- Periodic review of the performance of EMS through Management Review Meetings and identification of improvement areas based on the back received from various stakeholders.

Head of Departments (HQ)

- Facilitate the working within the Department and provide requisite resources and guidance to the personnel working under them.
- Ensuring compliance of directions of Senior Management and various targets including MOU targets.
- Reviewing performance of the Department regularly and ensuring corrective action for compliance to specified norms including efficiency norms given in the Quality Plans.
- Ensuring progress on the deployment plan of quality objectives.

- Ensuring actions on the observations/non-conformities observed during the internal/external audit of Quality Management System.
- Ensuring effective implementation of Documents Control System and timely up-gradation of Master list of documents and records.
- Taking review meeting to assess the over all performance of the region/departments and identifying the necessary correction/corrective action for meeting the target efficiently.
- Authorities are executed as per the delegations of powers documents and in the absence of key functionary, the authority flow downwards.
- To ensure that Environment Management System is understood and implemented.
- To identify training needs of personnel.
- To ensure control & execution of EMS documentation.
- To ensure effective operational controls and monitoring/measuring activities in line with relevant ESPs in their respective areas relevant to EMS.
- To ensure internal communication on EMS matters within the department.
- To identify and evaluate environmental aspects in their area & develop Environmental Management Programmes (EMPs).
- Timely conduct of Internal EMS Audits.
- Reviewing Environmental performances of the Department regularly and ensuring corrective action for compliance to specified norms.
- Ensuring actions on the observations/non-conformities observed during the Internal/external audit of EMS.
- To ensure timely and effective corrective and preventive action.
- To maintain EMS records.

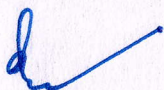
Regional Manager

- Oversee the business development activities.
- Finalization of targets for production and marketing, as relevant.
- Regular monitoring of production, marketing etc. on regular basis.
- Receipt of regular reports from various sub-offices and its review.

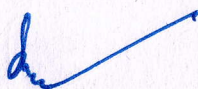
- Providing adequate resources for office infrastructure and facilities required for testing and transportation of seeds and ensuring availability of certification/packing material.
- Ensuring timely availability of planting material and contract with the growers through Area Offices.
- Carrying out supervisory inspection at various Area Offices, godowns and fields to ensure effective working as per the laid down systems.
- Interaction with the customers and organizing business development meeting for improving of business.
- Development of dealers network, monitoring of their performance.
- Consolidation of report of sub offices and sending the same to HO at set period.
- Participation in review meeting at HO and implementation of policy guidelines.
- To ensure that Environment Management System is understood and implemented.
- To identify training needs of personnel & provide training or send to HO for providing required trainings.
- To ensure control & execution of EMS documentation.
- To ensure effective operational controls and monitoring/measuring activities in line with relevant ESPs in their respective areas relevant to EMS.
- To ensure internal communication on EMS matters within the department.
- To identify and evaluate environmental aspects in their areas & implement Environmental Management (EMPs)
- Timely conduct of Internal EMS Audits.
- Conduct of Environment Management Review & participate in review of Environmental performances at HO and ensuring corrective action for compliance to specified norms.
- Ensuring actions on the observations/non-conformities observed during the Internal/external EMS Audit.
- To ensure timely and effective corrective and preventive action.
- To maintain EMS records.

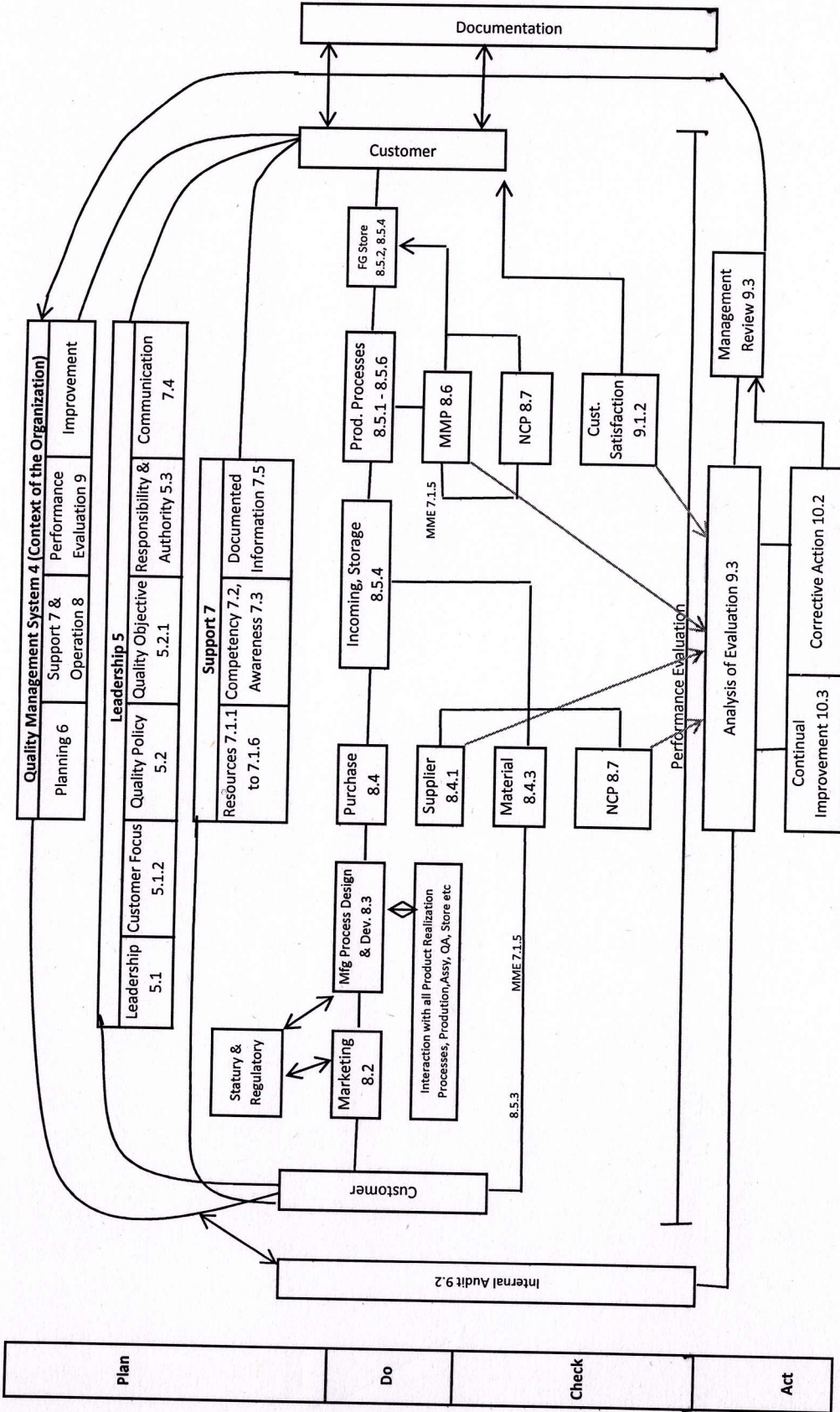
Area Manager

- Oversee the business development activities.
- Regular monitoring of production, marketing etc. on regular basis.



-
- Interaction with the customers and organizing business development meeting for improving of business.
- Development of dealers network, monitoring of their performance.
- Consolidation of report sending the same to RO at set period.
- To ensure that Environment Management System is understood and implemented.
- To identify training needs of personnel & send to RO/ HO for providing required training.
- To ensure control & execution of EMS documentation.
- To ensure effective operational controls and monitoring/measuring activities in line with relevant ESPs in their respective areas relevant to EMS.
- To ensure internal communication on EMS matters with the department.
- To identify and evaluate environmental aspects in their areas & implement Environmental Management Programmes (EMPs)
- Timely conduct of Internal EMS Audits.
- Participation in reviewing Environmental performances at RO/HO and ensuring corrective action for compliance to specified norms.
- Ensuring actions on the observations/non-conformities observed during the Internal/external EMS Audit.
- To ensure timely and effective corrective and preventive action.
- To maintain EMS records.

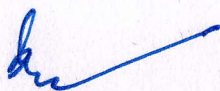




Abbreviations Used:	
MME	-Monitoring & Measuring Equipments
NCP	-Non conformance Product
MMP	- Monitoring & Measurement of Process / Product.
FG	- Finished Goods

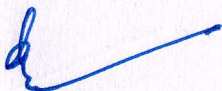
Operational Procedures

Sl. No.	Division	Description of Procedure
1.	Production	Procedure for finalization & monitoring of Production and Marketing targets. (P/Prod/01)
2.		Procedure for planning for breeder seed and prodn. Of foundation and certified seed (P/Prod/02)
3.		Procedure for procurement of seed (P/Prod/03)
4.	Marketing	Procedure for procurement of orders for seeds & monitoring of execution (P/Mktg/01)
5.		Procedure for assessment of seed demand/ target fixation/ market survey/ price fixation (P/Mktg/02)
6.		Procedure for field demonstration of new/ existing varieties (P/Mktg/03)
7.		Procedure for Policy formulation/ amendment for dealer/ distributor development (P/Mktg/04)
8..		Procedure for business development with Govt. and private agencies (P/Mktg/05)
9.		Procedure for assessment of customer satisfaction (P/Mktg/06)
10.		Procedure for sale, billing & stock maintenance (P/Mktg/07)
11.		Procedure for dealer appointment (P/Mktg/08)
12.	Quality Control	Procedure for inspection of seed crops (P/QC/01)
13.		Procedure for testing of seed samples (P/QC/02)
14.		Procedure for condemnation disposal of substandard seed and write off of seed losses (P/QC/03)
15.		Procedure for handling QC complaints (P/QC/04)
16.	Material Management	Procedure for purchase of equipment, certification, packing material (P/Pur/01)
17.		Procedure for inspection of procured material (P/Pur/02)
18.		Procedure for evaluation of suppliers (P/Pur/03)
19.	Engineering	Procedure for repair and maintenance of seed processing plants (P/Engg/01)
20.		Procedure for custom processing of seeds (P/Engg/02)
21.		Procedure for hiring of office building & godown (P/Engg/03)
22.		Procedure for monitoring of operation of seed processing plant (P/Engg/04)
23.	Human Resource	Procedure for conducting training (P/Admn./01)



24.		Procedure for maintenance of service book (P/Admn./02)
25.		Procedure for receipt and distribution of Dak (P/Admn./03)
26.		Procedure for management of office premises (P/Admn./04)
27.	F&A	Procedure for passing of outside bills and deduction (P/F&A/01)
28.		Procedure for passing of staff bills and deduction (P/F&A/02)
29.		Procedure for recovery of debt/ outstanding dues (P/F&A/03)
30.		Procedure for conducting Internal Audit (P/F&A/04)
31.		Procedure for preparation of monthly pay bill and deductions (P/F&A/05)
32.	MR	Procedure for control of Documents (P/MR/01)
33.		Procedure for control of Records (P/MR/02)
34.		Procedure for Management Review (P/MR/03)
35.		Procedure for conducting Internal Audit (P/MR/04)
36.		Procedure for corrective and Preventive actions (P/MR/05)
37.		Procedure for control of Non conformities (P/MR/06)

1. IMS POLICY MR
2. IMS POLICY MANUAL ENGG
3. IMS POLICY MANUAL QC
4. IMS POLICY MANUAL ACCTS
5. IMS POLICY MANUAL ADMIN
6. IMS POLICY MANUAL MKTG
7. IMS POLICY MANUAL MM
8. IMS POLICY MANUAL PROD



NATIONAL SEEDS CORPORATION LTD.
GOVERNMENT OF INDIA UNDERTAKING
BEEJ BHAWAN, PUSA COMPLEX
NEW DELHI-110012

Annex- F



**ENVIRONMENTAL ASPECT & IMPACT IDENTIFICATION
AND EVALUATION**

[In fulfilment of the requirements of ISO 14001:2015]

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Procedure for Environmental Aspect & Impact.

1. Purpose :

To identify the aspects which cause beneficial or adverse impact on the environment and to evaluate the aspects for the scale of impact, probability of its occurrence and detection.

2. Scope :

The procedure covers the identification of Environmental Aspects relating to all activities, products and services at NSC and evaluation of their impact.

3. Responsibility : MR, Head of Divisions, RM's

Concerned Head of the Divisions/RM's

- Identifying the environmental aspects/impacts.
- Developing and implementing the Environmental Management Programmes (EMP's) to achieve their objectives as per the target.

4. Procedure :

S No.	Activity	Description	Responsibility	Reference Record
5.1	Identification of aspects and their impacts.	Head of Division/RM/AM to identify those activities, services, products (including bi-products and wastage) which may affect environment and list them as environmental aspects.	Head of Divisions, RM's	Aspect Register (ESP/F/01/01)
5.2	Evaluation of the Aspects identified.	Significance of the identified aspect shall be evaluated for the normal/abnormal/emergency situations as per procedure Establishment of criteria for scoring and evaluation of Environmental Aspect (ESP/MR/07)	Head of Divisions, RMs	Aspect Impact Evaluation Sheet. (ESP/F/01/02)
5.3	Aspect Register	The list of environmental aspects shall be maintained of each Division/RO/AO Processing Plant by concerned in-charges. The consolidated list of all aspects & copy of scoring sheets shall be available with MR, whereas the relevant aspects & evaluation sheets pertaining to their division will be available with respective in-charge.	Head of Divisions, RMs	Aspect Register (ESP/F/01/01)

6. Reference:

- I. ESP/02
- II. Minutes of Environment Management Review Meeting
- III. Environmental Objectives & targets

7. Record:

S.No	Name	Location	Retention Period
1	Aspect Impact Registrar	Concerned in charge	3 years
2	Aspect Impact Evaluation Sheet	Concerned in charge	3 years
3	Environment Programme	Management concerned in charge	3 years.

Establishment of Criteria for Scoring & Evaluation of Environmental Aspects

1. Purpose

To establish criteria for various parameters used for scoring the Aspects, Viz. Scoring Guidelines.

2. Scope

Various parameters bearing an impact on environment of NSC.

3. Responsibilities

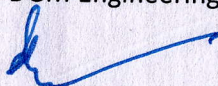
Respective Divisional Head/RMs.

4. Procedure-Criteria

Type of Severity	Legend	Score	Criteria
I Probability of Occurrence			
Very Low	VL	1	Occurrence very rare (not likely to happen)
Low	L	2	Occurrence rare (once in 10 years)
		3	Occurrence only once in a year
Medium	M	4	Occurrence once in 6 months or more.
		5	Occurrence more than twice in 6 months.
		6	Occurrence more than thrice in 6 months.
High	H	7	Occurrence more than 4-5 times in a week.
		8	Occurrence once in a day.
Very High	VH	9	Occurrence at-least daily.
II Probability of Detection			
Very Low	VL	9	Practically not possible to detect even by an instrument.
Low	L	8	Very difficult to detect even by an instrument/gadget.
		7	Detection certainly requires a) special instrument b) special skills
Medium	M	6	Detection possible by a special measurement/gadget. Requires special training & skills.
		5	Detection possible with ordinary instrument and an experienced person.
		4	Detection possible by and ordinary person using a tool/instrument.

High	H	3	Detection possible with little training (no instruments). Knowledge about effect/ Impact.
		2	Detection requires no training (no instrument). Any worker can detect.
Very High	VH	1	Detection possible without any special efforts/visual/odour by any layman.
III Quantum & Extent of Damage			
Very High	VH	9	Almost 100% quantity is wasted/leaked/damaged/rendered unutilized.
		8	Quantity lost/wasted/leaked/damaged/rendered unutilized beyond the threshold limit specified by rules/regulations or more than 50% of items are wasted/leaked spilled etc.
High	H	7	Quantity is just at the level of maximum limit fixed by rules/regulations.
Medium	M	6	Quantum is on higher side of range of normal limit (+ 10% of this value)
		5	Quantum is roughly same as base level value.
		4	Quantum is just below base level value.
Low	L	3	Less than 50% of base level value.
		2	Less than 25% of base level value.
Very Low	VL	1	Less than 10% of base level value.
IV Extent of Damage			
Very High	VH	9	- Local population affected with consequences of health and safety. - Assistance of District Administrator sought (things beyond the control of NSC) - Extensive damage to property resulting in loss of work & human life inside the factory
High	H	8	- Local Population affected. - Damage to Workers causing permanent disability.

High	H	7	- Local Population affected but impact mitigated by NSC authorities. - Assistance of District Administrator not required but intimation of damage/impact required. - Impact causing accidents requiring prolonged (72 months) medical assistance.
Medium	M	6	- Threat of pollution. - Effect of impact details need not be informed to local authorities.
			Damage of property due to the impact causes interruption and stoppage of production. Damage to equipment, but no effect on humans.
		5	- Impact causes threat to pollution (violation of pollution standards) - Threat to human and plant/building (Evacuation of shed). - Damage or loss of material causing stoppage of production for a shift.
		4	- Impact cause for potential violation of pollution, also affecting the neighbouring areas. - Impact does not create any serious effect on surroundings but affects the neighbouring areas. Minor injuries to employees. - Minimal damage causing interruption of activities.



Low	L	3	- Impact-No threat to humans, but occupational air is affected. - Impact-No threat to human life, but prolonged occurrence likely to affect the surroundings. - Damage to property is minimum and warranting interruption in production.
		2	- Impact-No threat to pollution, but impact causes inconvenience to the operators nearby. - No threat to humans/vegetation, but prolonged occurrence could cause damage to vegetation/soil. - Damage to plant/building minimum.
Very Low	VL	1	- No threat to pollution of occupational air. - No threat to human and plant (Environment). - No damage or loss of material.
V Legal Concern			
No	N	1	Compliance to regulation.
Yes	Y	9	Non Compliance of regulations.
VI Concern of External Interested Parties.			
Very High	VH	9	Very serious complaint from NGOs, PCB, Village Committees, RAW etc.
High	H	8 to 7	Compliant from NGOs, PCB, Village Committees, RAW etc. having low impact.
Medium	M	6 to 4	Complaint from NGOs, local community, residents in writing but not affecting health.
Low	L	3 to 2	Verbal Complaints (not serious).
Very Low	VL	1	No compliant.

1. Emergency Preparedness & Response

The list of key organizations (External) to be contacted in case of emergency is given as under:-

A. For fire assistance and mutual help from neighboring Hospital:

S.No	Description	Telephone Nos
1	Fire Fighting Services Fire Control Room & Ambulance	In charge of concerned unit to maintain.
2	Police	
3	Near by office	

B. For medical Assistance

S.NO	Name of Hospital	Telephone Nos
1	Hospital	In charge of concerned unit to maintain.

C. Handling the Emergency Situation

- a. The employee noticing emergency situation shall press the fire alarm, in case of fire at the nearest location and call the nearby staff for helping in handling the emergency and inform his Head of the Deptt., Head of Effected site, GM(Engg)/RM/AM/Plant In Charge and Head (Personnel) as the case may be.
- b. Head of Effected Site, GM(Engg)/RM/AM/Plant In Charge & Head (Personnel) immediately visits the affected spot for taking necessary action.
 - i. To arrange the Ambulance from nearby Hospital- Head (Personnel)
 - ii. To start rescue work with the help of AE(Civil) & AE(Elect)- Head (Engg)/RM/AM/Plant Incharge.
 - iii. Declare the emergency- CMD in HO/Head (Engg)
 - RM in RO
 - AM in AO
 - Plant in charge in Plant.
- c. The declaration of emergency is indicated through siren by using special code indicated below:-
 - i. Alarm for emergency- Siren blown intermittently five times in succession.
 - ii. Alarm for evacuation- raising and lowering hoots for one minute
 - iii. All clear Alarm- continuous hoot for one minute.

In case the hooter is not there bell alarm shall be raised as per above code.
- d. The following monitoring is required

- i. Medical Aid to the effected employee and inform the status to the parents and relatives over phone or through messenger- Head Personnel.
 - ii. The status of progress of relief work and feedback to CMD/RM/AM as applicable- Head (Engg). If situation warrants.
- e. The CMD/Head(Engg)/RM/AM/Plant Incharge shall check for the assistance required from neighboring Hospital/Office/Other agency/fire brigade etc. and call the same.
- f. The CMD shall inform the PRO in the Ministry about any major emergency situation and report progress of work for the same.
- g. On controlling emergency situation, on the advise of Declarer of Emergency, all clear signals is given through a coded siren as per above instructions- Head (Engg)/RM/AM/Plant In Charge.
- h. The Head of the concerned effected Division, Head of Engineering/RM/AM/Plant In charge shall:-
 - i. Provide personnel protective equipments to the personnel working in the area.
 - ii. Removes all obstructions for Fire Fighting personnel to have free access to reach the accident spot.
 - iii. Assist the injured personnel by either giving first aid or shifting them to hospital.
 - iv. Put off the equipment on fire and isolate it from electric power supply or any other source of fire.
 - v. Alert the persons working nearby and advise them to move to a safer area.
 - vi. Remove any seeds/oil/chemicals or other inflammable material kept near the affected area to safer place.
 - vii. Try to put off fire by using fire extinguisher.
 - viii. Arrange for sufficient lighting, if required.
- i. All the employees present on the day of Emergency, after hearing the alarm for evacuation shall rust through the Emergency Exit marked, to Assemble at Assembly area marked outside the Office Building/RO/Ao/Plant, for each Department. Department Heads shall also rush to the Assemble area to verify the head count per the attendance of the day. Since the Divisional Head of effected Division & Head of the Engineering be involved in coordination of relief and rescue operations, the next officer shall carry the attendance sheet

- j. of these division and verify the head counts. In case of any discrepancy the same shall be informed to GM(Engg), Head (Personnel) and control room in charge for search operation.

The site plan indicating the fire exit, fire hydrants, assembly point etc. is enclosed.

- k. The burnt/partly burnt seed, plastic bags, jute bags, wooden pallets, empty drums/cans chemicals, furniture etc. shall be disposed off to authorized recycler.

l. Conduct of Mock Drills:

MR/RM will create an environmental emergency situation in one of the areas of the office/Plant/Store and keep on observing the reactions of various personnel for controlling the same from a distance.

Action taken by the concerned personnel with regard to communication to all concerned and for controlling the emergency situations are observed and recorded by MR.

Lacunae noticed in communicating emergency situation as well as action taken for controlling the emergency situation is brought to the notice of all concerned for taking corrective action.

m. Emergency situation leading to serious injuries:

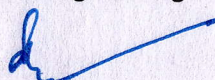
MR will select one employee among the employees and make him to act as if he is seriously injured.

MR will observe from a distance the action taken by head of deptt. with regard to communication, rendering First Aid to the injured person, transporting the injured to Hospital and the attention given in the Hospital.

Lacunae noticed in communication as well as action taken for attending the injured is brought to the notice of all concerned for taking corrective action.

n. Evacuation of inmates:

- o. MR will create and observe emergency situation. Lacunae noticed are recorded and corrective/preventive action taken is recorded



Environment System Procedure for Updating of Legal and other requirements (ISO 14001:2015)

1. Purpose

To identify the applicable environment legal & other statutory requirements, update them & ensure their compliance.

2. Scope

The procedure is applicable to all the activities products and services of NSC & the interested parties.

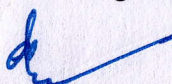
3. Responsibility:

S.No	Act/Rules	Responsibility
1	Environmental Protection Act, 1986	GM(Prod)& RM
2	Hazardous Waste (Management & Handling) Rules	GM(Prod) & RM
3	Noise Pollution (Regulation & Control) Rules 2000 & MO EF notification at 17.02.2002 for Noise and emission limits for DG sets.	GM(Prod), RM & GM(Engg)
4	Water Cess (Prevention and control of Pollution) Rules, 1978	GM(F) & RM
5	Battery (Management & Handling) Rule, 2001	GM(Engg) & RM
6	Indian Electricity Act, 2003	GM(Engg) & RM
7	Motor Vehicle Act, 1988	GM(Engg) & RM

1. Procedure

Sl.No	Activity	Description	Responsibility
3.1	Identification of applicable Acts/regulatory requirements.	- All the applicable environmental legislations/ regulations & legal requirements shall be identified by Divisional in-charges and provided to MR - Above identified requirements shall be compiled in the Master Legal Register by MR. Controlled copy of Master Legal Register shall be issued by MR to the concerned Divisional in-charges. Master Legal Register shall be updated as & when required.	All Divisional-in-charges & RMs/MR All Divisional-in-charges & RMs

3.2	Constant & authorization	The core activity of NSC is production, processing, testing, storage, transportation and distribution of seeds. None of the processes at any stage in the Seed Industry causes pollution to air or water. However as precautionary measure the following is taken care: 1. Monitoring of Noise level: Noise level is periodically monitored while the processing plant is running. The existing level of noise is well within limit of norms (for both day & night time) given for different category of Area/Zone wherein the Seed Processing Plants are located. 2. Monitoring of Ambient Air Quality: The Ambient air Quality is regularly while operating the Seed processing plant. While cleaning & processing of seeds small quantity of natural bio dust is generated which is collected through the dust collection system in built in the plant. The level of SPM/RSPM is monitored & records are maintained. 3. Monitoring of Drinking Water Quality: In offices & Processing plants the drinking water is supplied by the Municipal authorities. The monitoring & testing is done by the concerned municipal authorities being the part of their responsibility. 4. DG sets being used at various locations are meeting the requirements of Noise & Emission limits. The Noise & Emission parameters are routinely monitored & reports maintained. For production, processing, storage Divisional Incharge shall ensure and arrange that required permission/license/consents authorization and renew in time.	Plant Incharges Plant Incharges Plant Incharges
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3.3	Compliance of other requirements	1. Where external contractors are involved in work the concerned Divisional-in-Charges/RM will ensure that the need for compliance is incorporated as part of contract. 2. Work Instructions shall be developed covering all relevant legal issues, where external contractors are involved.	Divisional-in-Charges/RM
3.4	Review of compliance	As & when required the nominated Divisional incharges/RMs shall review the compliance of Legal requirements, PCB notices etc.	Divisional-in-Charges/RM
3.5	Evaluation of legal and other compliance	Legal and other compliance will be monitored and evaluated on half yearly basis by nominated Divisional incharges, RM & a copy should be sent to MR. Divisional-in-Charges/RM will ensure corrective & preventive action for any non-compliance. MR will communicate to concerned authorities or interested parties in case of non-compliance, if any.	Divisional-in-Charges/RM

4. Reference:

- i. Statutory Acts/Rules
- ii. Master Legal Register
- iii. Comprehensive Test Reports
- iv. Relevant Work Instructions.

5. Records

S.No	Name	Location	Retention Period
1	Legal Register	Concerned Divisional Incharge/RM	Permanent.
2	Format of Monitoring of Noise Level	Concerned Divisional Incharge/RM	3 years
3	Format of Monitoring of Ambient Air Quality	Concerned Divisional Incharge/RM	3 years.

Procedure for Communications (ISO 14001:2015)

1. Objective:

To establish and maintain a documented procedure for internal communication among the various levels and functions of organization so as to ensure effective communication of performance of EMS in achieving set objective & targets.

2. Scope:

Communication relating to performance of EMS on all matters especially the following:

- Environmental Policy, objectives and targets.
- Standard of pollution/ noise & legal aspects.
- On Site Emergency Plans (OSEPs).
- Significant Aspects, EMPs and Environmental objectives.
- Environmental non-conformances, corrective and preventive action.
- Results of Environmental Internal Audits.

3. Responsibility: MR

S.No	Activity	Description	Responsibility
4.1	Communication of Environmental Policy, objectives and targets	a) Environmental policy shall be communicated to all employees through posters displayed at prominent places. b) The objectives will be communicated to all concerned	MR, concerned Divisional Heads
4.2	Communication of Environmental related issues and updates	EMS related issues discussed during EMRM will be communicated through the minutes of EMRM	MR
4.3	Communication from External Interested parties	All communications received from external interested parties (Pollution Control Board, NGO's, Factory Inspectorate, Residential Welfare Associations etc. shall be communicated to all concerned.	MR & RM

4.4	Communication regarding non-conformities including those raised through non-audit mode	- Non-conformities raised during Internal Audit shall be communicated in terms of MR/P/04 Para D. Reports of external audits shall be communicated to all concerned. - Any Environmental non-conformance raised through non-audit mode shall be communicated to MR	MR, concerned Divisional Heads & RM
4.5	Communication of significant aspects & EMPs	List of aspect of EMPs shall be communicated to MR	Concerned Divisional Head & RM
4.6	Communication of OSEPs	On Site Emergency Plans(OSEPs) shall be communicated to all concerned	GM(Engg)
4.7	Communication of results of Audits, Environmental Concern	Audit results major/minor non-conformities other issues arising from audits shall be communicated through EMRM meetings	MR

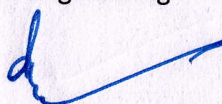
Reference:

Minutes of MRM

On Site Emergency Plan & Environment System Procedure for Emergency Preparedness and Response

Records

S.No	Name	Location	Retention Period
1.	Aspect Impact Register	Concerned Divisional Head & RM	05 Years



Environment System Procedure for Dealing with External Interested Parties in EMS and Related Matter

1. Objectives

To maintain documented procedure for dealing with communication from external interested parties for speedy redressal of Environmental issues of their concern.

2. Scope

This procedure includes communication with PCB, Statutory Bodies etc.

3. Responsibilities

Concerned Divisional Heads & RM are responsible for

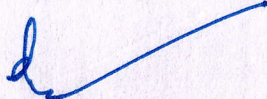
- For dealing with observations raised by external interested parties.
- Communication with PCB, Statutory Bodies & NGOs.

4. Procedure

Sl.No	Activity	Description	Responsibility
4.1	Receipt of External communication	All external communication relating to EMS shall be received by MR or Divisional Head or RM. Concerned Divisional Heads or RM shall forward the communication to MR along with their comments	Divisional Heads/RM/MR
4.2	Response to external communication	MR shall suitably review & respond and reply. Communication of Environmental Policy shall be done by MR on request.	MR
4.3	Recording the reply	All outward external EMS communication shall be recorded in the relevant file	Divisional Heads/RM/MR
4.4	External communication	The external communication shall be reviewed as & when required to follow up the pending actions. All information regarding the complaints received and the action taken will be provided to MR for discussing the same in EMRM	Divisional Heads/RM/MR

5. Record

S.No	Name	Location	Retention Period
1.	Relevant file of External Communication	The external communications shall be reviewed as & when required to follow up the pending actions. All information regarding the complaints received and the action taken will be provided to MR.	Permanent.



Procedure for Emergency Plan (ISO 14001:2015)

1. Objective:

To lay down emergency plans and procedure in order to eliminate/minimize the impact of potential Emergency and Potential accidents on the environment.

2. Scope

- i. Emergency arising out of fire.
- ii. Emergency arising out of any accidents/incidents resulting in an adverse impact on environment.
- iii. Emergency arising out of any chemical storage & chemical processing.

Responsibility

Concerned Divisional Head, RM

S.No	Activity	Description	Responsibility
1.	Identification of emergencies	a) Divisional Heads/RM shall identify & assess the likely emergencies for potential damage to environment. b) Any emergency resulting in violation of environmental parameters shall be considered significant.	Divisional Heads/RM

3. Procedure

S/no	Activity	Description	Responsibility
2.	Measures for preparedness	Divisional Heads/RM shall be responsible to prepare On Site Emergency Plan (OSEP), which describes response mechanism for identified emergencies. The measures for preparedness to face the emergency include: - Making available the required infrastructure available, facilities & equipment to deal with emergency situation. - Training the personnel to be competent for handling the possible situation. - Developing suitable guidelines for actions under emergency situations. In order to handle possible situations, following has been taken up/ provided: - Fire Extinguishers- located at various points with glow markings. - Fire Hydrants. - Sand Buckets - Exit Sign at Fire escape/Stairs. - Fire Alarm/Hooter Assembly area has been identified outside the building for head count of personnel after occurrence of emergency. Guideline/work instructions have been prepared indicating different actions to be taken and 5 responsibilities for executing them. Important contact numbers have been displayed at prominent locations.	Divisional Heads/RM
3	Testing of Emergency preparedness	Responsibility to conduct Mock drill in HO & Engg Incharge shall conduct mock drills at RO/AO/Plant to test the efficiency of emergency preparedness once in a year. Concerned Officer shall prepare the Mock drill report and circulate to all concerned & MR	GM(Engg), Incharge Engg.
4	Review & Monitoring	After any emergency/accidents/ mock drills, a review of relevant procedures, practices, instructions, safety operations, controls, reports, training plan, OSEP, response time etc. shall be carried out for their suitability & effectiveness. The documents shall be modified/updated as needed.	GM(Engg) Concerned Incharges, MR

1. Record

S.No	Name	Location	Retention Period
1.	Onsite Emergency Plans (OSEPs_	As per Annexure G	Permanent.
2	Mock drills reports	Concerned in-charges, GM(Engg)	5 years

Format Environment Aspect Impact Register

S.No.	Activity	Aspect	Impact	Score			Referred EWI/EMP etc.	Remarks
				N	AN	E		
A	Operation & Maintenance of Processing Plant							
1	Receipt of Raw Seed	Generation of smoke by the vehicle bringing seed to plant	Air pollution	108	-	-	-	Instructions issued to all the Area Mangers.
2	Processing of the seed	Generation of noise in running of plant	Air pollution	252	-	-	EWI/03	-
3	-do-	Generation of dust in running of plant	Air Pollution	360	-	-	EWI/03	-
4	Use of resource	Spillage of chemical used for processing	Land Pollution	16	-	-	EWI/04	-
5	-do-	Wastage/spillage of water for seed treatment	Depletion of natural resources	4	-	-	EWI/01	-
6	-do-	Consumption of Electricity	Depletion of natural resources	168	-	-	-	Instructions issued to all the Area Mangers.
7	Running of DG sets	Generation of noise in running plant on DG Set	Air Pollution	252	-	-	EWI/02	Applicable where DG sets is in use.

8	-do-	Consumption of grease, oil etc.	Depletion of natural resource	8	-	-	-	Instructions issued to all the Area Manger to check the consumption of oil & grease etc
9	Packing of seed	Disposal of cotton waste, oil, grease, etc.	Soil pollution	20	-	-	EWI/01	-
10	-do-	Consumption of Electricity in stitching & heating of Element for packing	Depletion of natural resources	18	-	-	-	-
11	Maintenance of processing plants & DG sets	Disposal of cotton waste, oil, grease, etc	Soil Pollution	32	-	-	-	Work instruction for segregation, collection & disposal
12	-do-	Disposal of waste machinery parts/materials/condemned items	Depletion of resources	16	-	-	EWI/01	Work instruction for segregation, collection and disposal of waste has been developed

B	Seed Storage & transportation								
1	Transportation of Seed from one plant/store to other	Generation of smoke by the vehicles transporting seed	Air pollution	432	-	-	-	-	-
2	Storage of seeds	Disposal of non usable materials Fumigation covers polythene sheets, HDPE bags, chemical container, wooden pallets etc.	Land Pollution	16	-	-	-	EWI/01	-
3	Seed Storage & treatment (fumigation)	Generation of fumes while carrying out the seed treatment by fumigation process	Air pollution due to fumigation	16	-	-	-	-	-
C	Lab								
1	Storage of guard samples in testing lab pollution	Foul smell	Air pollution	5	-	-	-	EWI/01	-
2	Testing in Lab	Disposal of wax paper used in testing	Land Contamination	72	-	-	-	EWI/01	-

C	Lab								
1	Storage of guard samples in testing lab pollution	Foul smell				5	-	-	EWI/01
2	Testing in Lab	Disposal of wax paper used in testing				72	-	-	EWI/01
3	Maintenance of Lab Equipment	Leakage of refrigerant gases from ACs, Fridge etc				6	-	-	-
D	Office								
1	Use of paper in office	Wastage of paper				24	-	-	EWI/01
2	Use of inflammable/wooden furniture, paper in office & storage of data in hard files	Fire attributable to inflammable material/furniture, paper leading				-	-	81	ESP/02

3	Use of Electricity in office	Wastage of Electricity	Depletion of Natural Resources	144	-	-	-	Strict Instruction has been given in all departments to switch off fans, lights and ACs when not in use during lunch hours and after closing of office hours
4	Use of Water in Office	Wastage of water	Depletion of Natural Resources	4	-	-	-	Reverse Osmosis plant installed in the organization.

Approved _____

Designation _____

Notes:

N-Normal, AN- Abnormal, E-Emergency

For aspect to be significant the value should be 500 or more. However, all legal aspects are significant.

Format Environment Aspect Impact Evaluation Sheet.

A1

1. Activity : Receipt of Raw Seed
2. Aspect : Generation of Smoke by the vehicles bringing Seed of Plant
3. Impact: Air Pollution.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
							Exte nt of dama ge							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Sc ore VI	VH, H, M,L, VL	#Score VII
N	L	3	H	2	VL	1	L	2	L	9	VL	1	VL	1
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	3x2x1x2x9x1x1	108
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Nil	
Proposed Improvement	:	Pollution Control Certificate to be checked before permitting the trucks in the processing complex	
Remarks (If Any)	:	Instructions issued to all Area Managers.	
Reference Document	:		

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Head of Deptt

A2

1. Activity: Processing of Seed
2. Aspect : Generation of Noise
3. Impact: Air Pollution

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N	VL	1	VH	1	L	1	L	1	Yes	9	M	4	H	7
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	1x1x1x1x9x4x7	252
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Repair, maintenance, oiling & greasing is done regularly	
Proposed Improvement	:	Environment Test Report is done annually.	
Remarks (If Any)	:		
Reference Document	:	EWI/03	

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A3

1. Activity: Processing of Seed
2. Aspect : Generation of dust in running plant
3. Impact: Air Pollution

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Exte nt of dama ge							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Sc ore VI	VH, H, M,L, VL	#Score VII
N	L	2	VH	1	VL	1	VL	1	Yes	9	M	4	M	5
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	2x1x1x1x9x4x5	360
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Nil	
Proposed Improvement	:	Environment Test Report is done annually.	
Remarks (If Any)	:		
Reference Document	:	EWI/03	

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A4

1. Activity: Processing of Seed
2. Aspect : Spillage of Chemical used in seed treatment whenever used
3. Impact: Soil Pollution

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L, VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N	VL	1	VH	1	VL	1	L	2	No	1	VL	1	H	8
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	1x1x1x2x1x1x8	16
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Staff /Workers have been provided with hand gloves & masks	
Proposed Improvement	:	Work Instruction for Seed treatment & processing has been developed	
Remarks (If Any)	:		
Reference Document	:	EWI/04	

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A5

1. Activity: Processing of Seed
2. Aspect : Wastage/spillage of water in seed treatment
3. Impact: Depletion of Natural Resources

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
							Exte nt of dama ge							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Sc ore VI	VH, H, M,L, VL	#Score VII
N	VL	1	VH	1	VL	1	L	2	No	1	VL	1	H	2
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	1x1x2x1x1x1x2	4
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:		
Proposed Improvement	:	Periodic checking & advising staff/workers to avoid the wastage of water. Instructions issued to Area Manager to create awareness among staff & workers to avoid wastage of water.	
Remarks (If Any)	:		
Reference Document	:	EWI/01	

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A6

1. Activity: Use of Electricity in Processing Plant
2. Aspect : Consumption of Electricity
3. Impact: Depletion of Natural Resources

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L, VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N	M	4	VH	1	L	3	L	2	No	1	VL	1	H	7
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	4x1x3x2x1x1x7	168
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Periodic Maintenance of Plant Equipment.	
Proposed Improvement	:	Use of LED Bulbs (Wherever possible).	
Remarks (If Any)	:	Circular issued to all the Area Managers to ensure the above.	
Reference Document	:		

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A7

1. Activity: Running of DG Set in processing plant.
2. Aspect : Generation of Noise
3. Impact: Air Pollution

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Exte nt of dama ge							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Sc ore VI	VH, H, M,L, VL	#Score VII
N	VL	1	VH	1	L	1	L	1	Yes	9	M	4	H	7
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	1x1x1x1x9x4x7	252
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Repair, maintenance, oiling & greasing is done regularly	
Proposed Improvement	:	Environment Test is conducted annually.	
Remarks (If Any)	:		
Reference Document	:	EWI/03	

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A8

1. Activity: Running of DG Set in processing plant.
2. Aspect : Consumption of grease, oil, etc
3. Impact: Depletion of natural resources.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L, VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N	L	2	VH	1	VL	1	VL	1	No	1	L	1	M	4
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	2x1x1x1x1x1x4	8
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Maintenance of DG set is being done as per schedule.	
Proposed Improvement	:	Log of oil consumption and running hours along with the load is being maintained at plant.	
Remarks (If Any)	:	Instructions has been issued to all Area Managers to check the consumption of oil and grease etc.	
Reference Document	:		

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A9

1. Activity: Packing of seed.
2. Aspect : Disposal of waste packing material HDPE bag, Poly pouches etc.
3. Impact: Land pollution.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Exte nt of dama ge							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Sc ore VI	VH, H, M,L, VL	#Score VII
N	L	2	VH	1	L	2	VL	1	No	1	L	1	M	5
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	2x1x2x1x1x1x5	20
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:		
Proposed Improvement	:	Work Instruction for segregation, collection & disposal of waste has been developed.	
Remarks (If Any)	:		
Reference Document	:	(EWI/01)	

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Approved Deptt

Head of Deptt

A10

1. Activity: Packing of seed.
2. Aspect : Consumption of Electricity in stitching & heating of Element for packing
3. Impact: Depletion of natural resources.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N	L	3	VH	1	L	2	VL	1	No	1	VL	1	L	3
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	3x1x2x1x1x1x3	18
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:		
Proposed Improvement	:	The machine has inbuilt control to ensure that the electricity is consumed only when the packing & stitching operations is undertaken.	
Remarks (If Any)	:		
Reference Document	:		

Prepared

Approved Deptt

Head of Deptt

A11

1. Activity: Maintenance of processing plant & DG Set
2. Aspect : Generation of cotton waste, oil, grease etc
3. Impact: Soil pollution.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L, VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N	L	2	VH	1	VL	1	VL	1	No	1	M	4	M	4
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	2x1x1x1x1x4x4	32
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:		
Proposed Improvement	:	Maintenance of processing plant is being done as per schedule.	
Remarks (If Any)	:	Work Instruction for segregation, collection & disposal	
Reference Document	:		

Prepared

Approved Deptt

Head of Deptt

A12

1. Activity: Running of DG Set in processing plant & DG Set
2. Aspect : Disposal of waste machinery parts/material/condemned items
3. Impact: Depletion of Natural Resource.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
							Exte nt of dama ge							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Sc ore VI	VH, H, M,L, VL	#Score VII
N	L	2	VH	1	VL	1	L	2	No	1	VL	1	M	4
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

5. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	2x1x1x2x1x1x4	16
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:		
Proposed Improvement	:	Maintenance of DG Set is being done as per schedule.	
Remarks (If Any)	:	Work Instruction for segregation, collection & disposal of waste has been developed.	
Reference Document	:	(EWI/01)	

Prepared

Approved Deptt

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B1

1. Activity: Transportation of seed from one plant to another.
2. Aspect: Generation of smoke by Vehicle transportation seed.
3. Impact: Air Pollution.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N	L	3	VH	1	VL	1	L	2	Yes	9	L	2	M	4
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	3x1x1x2x9x2x4	432
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:		
Proposed Improvement	:	Transportation being hired shall use vehicles having pollution under control. The Area Managers & RM have been advised to incorporate this condition in the Transportation contract.	
Remarks (If Any)	:		
Reference Document	:		

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Approved Deptt

Head of Deptt

B2

1. Activity: Storage of Seeds
2. Aspect :Disposal of non usable materials fumigation covers polythene sheets, HDPE bags, chemical container, wooden pallet etc leading to land pollution.
3. Impact: Land Pollution.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Exte nt of dama ge							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Sc ore VI	VH, H, M,L, VL	#Score VII
N	L	2	VH	1	L	2	VL	1	N	1	VL	1	M	4
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	2x1x2x1x1x1x4	16
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:		
Proposed Improvement	:	Work Instruction for segregation, collection & disposal of waste has been developed.	
Remarks (If Any)	:		
Reference Document	:	(EWI/01)	

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B3

1. Activity: Seed Storage & treatment
2. Aspect :Generation of fumes while carrying out the seed treatment by fumigation process.
3. Impact: Air Pollution.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Exte nt of dama ge							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Sc ore VI	VH, H, M,L, VL	#Score VII
N	VL	1	VH	1	VL	1	L	2	N	1	L	2	M	4
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	1x1x1x2x1x2x4	16
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Before Carrying out the fumigation the proper covering of stock/lot is ensured through leak proof fumigation covers.	
Proposed Improvement	:		
Remarks (If Any)	:		
Reference Document	:		

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C1

1. Activity: Storage of guard samples in testing lab pollution
2. Aspect : Foul smell due to guard samples in Lab
3. Impact: Air Pollution.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Exte nt of dama ge							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Sc ore VI	VH, H, M,L, VL	#Score VII
N	VL	1	VH	1	L	1	L	1	N	1	L	1	M	5
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	1x1x1x1x1x5	5
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Storage in done in the air conditioned room.	
Proposed Improvement	:	Work Instruction for segregation, collection & disposal of waste has been developed.	
Remarks (If Any)	:		
Reference Document	:	(EWI/01)	

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C2

1. Activity: Testing in Lab
2. Aspect :Disposal of Wax packing paper used in testing in samples.
3. Impact: Land Contamination.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L ,VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N	M	4	VH	1	L	3	L	2	N	1	VL	1	L	3
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	4x1x3x2x1x1x3	72
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Proper collection of used packing material & disposal to authorized agency or resale mother organization. Work Instruction for segregation, collection & disposal of waste has been developed.	
Proposed Improvement	:		
Remarks (If Any)	:		
Reference Document	:	(EWI/01)	

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C3

1. Activity: Maintenance of Lab Equipment
2. Aspect :Leakage of refrigerant gases from ACs, Fridge etc.
3. Impact: Air Pollution.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L, VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N	L	2	VH	1	VL	1	VL	1	N	1	VL	1	L	3
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	2x1x1x1x1x1x3	6
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Maintenance of lab equipment is done on regular basis.	
Proposed Improvement	:		
Remarks (If Any)	:		
Reference Document	:	(EWI/01)	

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D1

1. Activity: Use of Paper in Office
2. Aspect : Wastage of Paper
3. Impact: Depletion of Natural Resources.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L, VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N	M	4	VH	1	L	2	VL	1	N	1	VL	1	L	3
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	4x1x2x1x1x1x3	24
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Centrally controlled stationery issue system through Central Store. Issue of additional paper after approval by Head.	
Proposed Improvement	:	Enhanced computerization and data maintenance on soft files, progressively. Proposal of E-office in pipeline.	
Remarks (If Any)	:		
Reference Document	:	(EWI/01)	

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Head of Deptt

D2

1. Activity: Use of inflammable/ wooden furniture, paper in office & storage of data in hard files.
2. Aspect : Fire attributable to inflammable material/furniture, paper storage
3. Impact: Air Pollution and Depletion of Resources & Assets.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L, VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N														
A *														
E	L	2	H	7			VH	9						

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:	(2+7)x9	81
Existing Operational Control	:	Fire Extinguishers available	
Proposed Improvement	:	Emergency Preparedness and response plan has been prepared and implemented. Sufficient number of Exists in Organization.	
Remarks (If Any)	:		
Reference Document	:	ESP/02	

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D3

1. Activity: Use of Electricity in Office
2. Aspect : Wastage of Electricity
3. Impact: Depletion of Natural Resource.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L, VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N	L	3	H	2	L	3	L	2	N	1	VL	1	M	4
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	3x2x3x2x1x1x4	144
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Strict Instruction has been given in all departments to switch off fans, lights and ACs when not in use during lunch hours and after closing of office hours.	
Proposed Improvement	:	Use of CFL/LED, replacement of old inefficient ACs.	
Remarks (If Any)	:		
Reference Document	:		

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D4

1. Activity: Use of Water in Office
2. Aspect : Wastage of Water
3. Impact: Depletion of Natural Resource.

Condition	Probability of occurrence		Possibility of detection (Score will be 1 for VH & 9 VL)		Severity of impact				Legal concern (For 'Yes'the score will be 9 for 'No'it will be 1)		Concern of external interested parties		Management concern	
					Quantum		Extent of damage							
	VH, H, M,L, VL	# score I	VH, H, M,L, VL	## Score II	VH, H, M,L, VL	# Score III	VH, H, M,L, VL	# Score IV	Yes/ No	Score V	VH, H, M,L, VL	#Score VI	VH, H, M,L, VL	#Score VII
N	VL	1	H	2	L	2	VL	1	N	1	L	1	VL	1
A *														
E														

N= Normal A= Abnormal E=Emergency, VH=Very High, M=Medium, L=Low, VL=Very Low

*If applicable

Give Score I, III, IV, VI & VII on a scale of 1 to 9 (VL=1, L=2-3, M=4-6, H=7-8, VH=9)

Give Score II on a scale of 1 to 9 (VH=1, H=2-3, M=4-6, L=7-8, VL=9)

4. Score Evaluation

Normal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:	1x2x2x1x1x1x1	4
Abnormal Condition (I)x(II)x(III)x(IV)x(V)x(VI)x(VII)	:		
Emergency Condition	:		
Existing Operational Control	:	Reverse Osmosis plant installed in the organization.	
Proposed Improvement	:	Preventive maintenance of water supply system, water harvesting (where ever possible).	
Remarks (If Any)	:		
Reference Document	:		

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NATIONAL SEEDS CORPORATION
GOVERNMENT OF INDIA UNDERTAKING
BEEJ BHAWAN, PUSA COMPLEX
NEW DELHI-110012



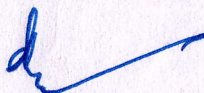
ENVIRONMENTAL WORK INSTRUCTIONS
[Infulfilment of the requirements of ISO 14001:2015]

A handwritten signature in blue ink, consisting of a stylized 'h' followed by a horizontal line.

1. Segregation, Collection & Disposal of Waste.

Applicable to all type of waste being generated in NSC

A) Hazardous waste generated during maintenance (oil, grease, soiled cotton, used oil, used batteries; empty containers etc.		
a)	Collection i. Empty drums/containers of oils/chemical/Paint should be decanted completely to ensure that no residual is left inside the drums. ii. The waste & drums/containers shall be stored at suitable place. iii. Used batteries of DG sets will be kept separately from other type of containers	Plant Incharge/AE
b)	Storage & transfer to stores i. This waste, drums/containers/Batteries will be transferred to stores. ii. This waste, drums/containers and used batteries should be stored in store of designated place.	Plant Incharge/AE Store In Charge.
c)	Final disposal This waste, drums/containers and used batteries should be auctioned to authorized Scrap dealer	Store In Charge
d)	Checking & Monitoring While carrying out the maintenance of Seed Processing plant/DG Set following shall be ensured. i. While changing/replacing the oil, the funnel shall be used for pouring the oil. ii. Use tray below the area where the leakage/spillage is expected. iii. Use proper gear to oil/grease iv. Use proper gasket if prescribed to avoid leakage. v. Tighten the nuts and bolts at required torque to avoid leakage.	Plant Incharge/AE
B	Processing waste (Husk/bio dust, undersized seeds)	



a)	Collection - The husk shall be periodically collected in a pit for composting. - Periodical checking of dust so as to timely replace the collected husk. - The undersized seed bags should be replaced with new one as soon as it is full.	Plant incharge Plant Incharge Plant Incharge
b)	Storage & transfer - The husk collected shall be dumped in decomposition pit - Decomposed fertilizer shall be used for gardening in the campus - Reject seeds should be carefully stored for returning to the grower.	Plant Incharge Labour Gardener
C)	Checking and Monitoring - The level of dust/husk shall be checked - The checking of dust leakage prone area and condition of dust collection is checked and necessary action is taken as per the situation	Plant Operator Plant Incharge
C	Lab Waste	
a)	Identification of sample & waste - Samples to be disposed are identified as per the disposal frequency. - Other waster paper, Bags etc. Used in testing is also identified	Lab attendant
b)	Storage - The samples to be disposed are stored in identified bin. - The waste paper generated in lab is stored in separate bin	Lab attendant.
c)	Disposal - The chemically treated samples passed/rejected are disposed as per the existing guidelines. - The waste paper is given to authorized scrap seller	Lab attendant.

D		
Other wastes (Polythene Sheets, HDPE Bags, Broken Wooden Palates, paper)		
a)	Identification i. The torn up polythene sheets, damaged HDPE bags, tarpaulin cover broken wooden pallets are identified during regular checking of store & plant	Plant In charge & Store in charge.
b)	Collection The items to be disposed off are kept in separately bins as bio degradable/non bio degradable category of waste.	Labour
c)	Transfer/disposal The items to be disposed are transferred at central storage area from where it is given to authorized recycler for disposal	Plant In charge & store in charge..
d)	Checking and monitoring The bins are periodically checked to ensure that the waste material is being dumped in the correct bin provided for the purpose.	Plant in charge & store in charge.

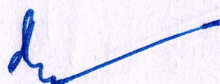
Noise Measurement

Applicable to measurement pertaining to noise being generated by operation of DG Set & Processing Plant of NSC.

A) Noise Measurement of DG sets		
a)	Identification of DG sets	Responsibility
	i) DG sets installed in the premises shall be listed indicating the rating, S.No, Manufacturer name, Date of Manufacturer, Date of Installation. ii) Check the conformance labeling as per EP rule, 1986 iii) Batteries used in DG sets, if found defective, shall be replaced by the supplier in lieu of old batteries.	AE/Plant Incharge
b)	Noise Level i) Noise Level shall be monitored at least once in a year. ii) The record of such readings shall be kept. iii) The readings shall be reviewed to check the compliance of maximum permissible sound pressure level of 75 Db (A) at one meter distance.	AE/Plant Incharge
c)	Taking suitable Correction/Corrective Action i) In case the noise level exceeds the limits prescribed, the reasons for the same shall be analysed and suitable correction/corrective action shall be taken to resolve the issue. ii) In case same is not resolved, call the manufacturer/supplier for resolving the issue	AE/Plant Incharge Manufacturer/Supplier
B)	Noise Measurement in Processing Plant.	
a)	The frequency of taking noise measurement shall be atleast once in a year. The noise measurements shall be taken in day & night time.	Plant Incharge
b)	The result shall be recorded.	Plant Incharge
C)	Taking suitable correction/corrective action i) In case the noise level exceeds the limits prescribed, the reasons shall be analysed and suitable correction/corrective action shall be taken to resolve the issue. ii) In case the same is not resolved, call the manufacturer/supplier for resolving the issue.	AE/Plant Incharge Manufacturer/Supplier

1. Monitoring the Air Quality in Processing Plant

A) Checking of air quality in processing plant		Responsibility
	i) The air quality shall be checked on continuous basis when the plant is running for more than 24 hours at one time. ii) The air sample should be within the area in the plant near the dust collection system. iii) The method of test of SPM & RSPM & shall be high volume sampling & through RSPM sampler respectively. iv) The test result shall be recorded .	The responsibility of getting the test conducted is with RM/Plant Incharge.
B) Checking the air quality of DG Set		
	i) The air quality shall be checked on continuous when the DG set is running for more than 24 hours. ii) The air sample shall be collected near the generator room and outside the generator room/premises near the exhaust. iii) The test result shall be recorded	The responsibility of getting the test conducted is with RM/Plant Incharge.



1. Seed Treatment and Preservation.

A) Processing of seed		Responsibility
1.	Ensure that right dose of chemical and water is used.	Plant Incharge
2.	Ensure that the chemical used is within validity period	Plant Incharge
3.	While carrying the chemical, mask should be used so as to avoid the inhaling of powder	Plant Incharge.
4.	Empty bags/drums kept at identified place & sent to store for disposal	Plant Incharge/Store Incharge
5.	Gloves shall be used while preparing the slurry so that the chemical does not come in contact with body parts.	Plant Incharge.
6.	Slurry tank shall be cleaned thoroughly at the end of treatment by water. The waste water so collected in tank shall be tested & neutralized before discharging	Plant Incharge.
B)	Disposal of rejected/waster treated seed	Plant Incharge.

