



RAVIRAJ FOILS LIMITED. EHS PROCEDURE

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	REV. NO.	00
	EFFECTIVE DATE	20/08/2024
	REVIEW DATE	19/08/2025
	SUPERSEDES	NIL

1. Purpose

This procedure outlines the steps to be taken when operations at Raviraj Foils Ltd. are temporarily suspended due to unforeseen circumstances such as economic downturns, supply chain disruptions, regulatory changes, or other significant events.

2. Scope

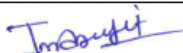
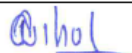
This procedure applies to all operations across Raviraj Foils Ltd., including manufacturing processes, administrative services, and any ancillary activities.

3. Definitions

- **Suspended Operations:** Temporary cessation of business activities or operations across the whole or significant parts of the company.
- **Restart Plan:** A strategy outlining the steps for resuming normal operations after a suspension.

4. Responsibilities

- **Operations Manager:** Oversees the implementation of the suspension and restart plans.
- **HR Manager:** Manages communication with employees and handles workforce-related adjustments.
- **EHS Manager:** Ensures environmental and safety compliance during suspension and restart phases.
- **Finance Manager:** Manages financial aspects related to suspended operations, including cost control and financial planning.
- **Compliance Officer:** Ensures all regulatory requirements are met during the suspension and restart process.

PREPARED BY:	CHECKED BY:	APPROVED BY:
		
Safety Officer	Sr. EHS Officer	HR - Head
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5. Procedure

5.1 Planning for Suspension

- **Assessment and Decision:** Conduct a thorough assessment to determine the necessity and scope of the suspension. Decision to be approved by senior management.
- **Notification:** Communicate the suspension plan to all employees, suppliers, clients, and stakeholders.
- **Employee Management:** Implement workforce strategies such as remote work setups, temporary layoffs, or continued education and training.

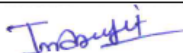
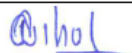
5.2 Implementing Suspension

- **Securing Facilities:** Secure all operational facilities to prevent damage and unauthorized access during the suspension.
- **Maintaining Critical Functions:** Identify and maintain critical business functions necessary to ensure business viability.
- **Compliance and Monitoring:** Regularly monitor compliance with environmental and safety regulations during the suspension.

5.3 Maintenance During Suspension

- **Facility Maintenance:** Regular checks and maintenance of facilities and machinery to ensure they remain in good condition.
- **Financial Oversight:** Ongoing management of financial aspects to ensure stability and readiness for operation resumption.
- **Regular Updates:** Keep all stakeholders informed of any developments and changes during the suspension period.

5.4 Planning for Resumption

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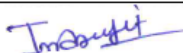
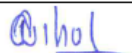
- **Resumption Criteria:** Define specific criteria for resuming operations, including market conditions, regulatory compliance, and readiness of facilities.
- **Restart Plan Development:** Develop a detailed plan for a phased resumption of operations, including staffing, machinery startup, supply chain reactivation, and marketing.
- **Training and Preparation:** Train staff on new procedures or changes implemented during the suspension period to ensure a smooth transition back to full operation.

6. Documentation and Record Keeping

Maintain comprehensive records of all actions taken during the suspension, including communications, compliance activities, maintenance records, and financial transactions.

7. Revision History:

Sr. No.	Issue Date	Reason for revision	Revision No.	Obsolete Doc No.
1	20/08/2024	First Issue	00	-

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Safety Officer

Sr. EHS Officer

HR - Head

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