



*Security Papers*  
LIMITED

## THE ENVIRONMENTAL REPORT 2014

*Abdul Qadir Jilani*

*Deputy General Manager/MR-IMS*

*Prepared By: Shahid Athar (Manager-IMS)*

# CONTENTS

<b>Topics</b>	<b>Page No.</b>
<i>Title Cover</i>	1
<i>Contents</i>	2
<i>Introduction</i>	4
<i>Global Environment Perspective</i>	4
<i>Oceans</i>	5
<i>Disaster</i>	6
<i>Water</i>	6
<i>Food</i>	7
<i>Cities</i>	8
<i>Energy</i>	8
<i>Jobs</i>	9
<i>Sustainability Performance Management Framework</i>	9
<i>Risk Management &amp; Life Cycle Impact</i>	10
<i>Executive Summary &amp; Scope of the Report</i>	11
<i>Company Profile</i>	12
<i>Chief Executive's Message</i>	13
<i>Board of Directors</i>	14
<i>Achievement &amp; Awards</i>	15
<i>Corporate Excellence Award</i>	15
<i>Best Corporate Report Award</i>	16
<i>Environmental Reporting Award</i>	17
<i>Credit Rating</i>	17
<i>Corporate Governance Rating</i>	17
<i>Top Companies Award</i>	18
<i>Fire &amp; Safety Award</i>	18
<i>Best Sustainability Report Award</i>	18
<i>Vision Statement</i>	19
<i>Mission Statement</i>	20
<i>Core Values</i>	20
<i>Strategic Goals</i>	21
<i>Code of Ethics and Business Practices</i>	22
<i>Quality Policy</i>	22
<i>Environmental Policy</i>	23
<i>Occupational Health and Safety Policy</i>	23
<i>Company Wide Quality Objectives</i>	24
<i>Human Resource Policy</i>	24
<i>Corporate Social Responsibility</i>	25
<i>Philanthropy Policy</i>	24
<i>Corporate Governance</i>	26
<i>Description about the Board of Directors</i>	29
<i>Structure of Company wide Committees</i>	30
<i>Criteria to Evaluate Board's Performance</i>	34

<i>Business Ethics and Anti-corruption Measures</i>	34
<i>Organizational Chart</i>	38
<i>Operational Activities – Production Departmental</i>	38
<i>Engineering Department</i>	38
<i>Quality Assurance / Research &amp; Development Department</i>	39
<i>Information Technology Department</i>	39
<i>Supply Chain Department</i>	40
<i>Security Department</i>	41
<i>Health and Safety Environment</i>	44
<i>Safety week</i>	45
<i>Environment Management System</i>	45
<i>Quality Management System</i>	46
<i>Finance &amp; Accounts Department</i>	47
<i>Internal Audit Department</i>	47
<i>Human Resource &amp; Administration</i>	48
<i>Corporate Department</i>	51
<i>Aspect /Impact Analysis Report</i>	51
<i>Water</i>	69
<i>Wastewater</i>	70
<i>Wastewater Pollution load</i>	72
<i>Waste water treatment Plant</i>	73
<i>Environmental Impacts Study</i>	74
<i>Biological Oxygen Demand (BOD)</i>	74
<i>Chemical Oxygen Demand (COD)</i>	75
<i>Total Suspended Solids (TSS)</i>	75
<i>Total Dissolved Solids (TDS)</i>	75
<i>Air Pollution</i>	75
<i>Boilers, Generators, Rag Digesters, Absorption Chiller, Fork Lifters, and Hi-Roofs Stack Emissions</i>	75
<i>Particulate Matter</i>	80
<i>Noise Monitoring</i>	81
<i>Solid Waste</i>	86
<i>Site Emergency Response Plan</i>	87
<i>Crisis Management Cell - Organogram</i>	87
<i>Structure of Crisis Management Cell</i>	88
<i>Water Reservoir Capacity</i>	89
<i>Emergency Rehearsal Year 2014</i>	90
<i>Fire Fighting Training</i>	91
<i>First aid Training</i>	91
<i>Emergency Contact Numbers</i>	89
<i>Factory Environment</i>	92
<i>Addresses</i>	94

## **INTRODUCTION**

*Environmental Report 2014 of Security Papers Limited has been prepared in such a way so that it could reflect the entire spectrum of Economic, Environmental and Social activities of the Organization in a true sense targeting **Integrated Reporting** in future for sustainable growth in global scenario.*

### **Global Environmental Prospective**

*“Think Globally, Act Locally” philosophy is an important part of SPL vision*

*Focusing:*

*As pointed out by UN Secretary General Ban Ki Moon at the internal day of Forest That:*



- *And*

*UN Climate Summit 2014 held in September 2014 New York.*

*Climate Summit 2014 provides a unique opportunity for leaders to champion an ambitious vision, anchored in action that will enable a meaningful global agreement in 2015.*

**Continuous Following:**

**1. The theme of Environmental day 2014**



*“Raise Voices Not the Sea level” initiated in most vulnerable Caribbean nation of Barbados.*

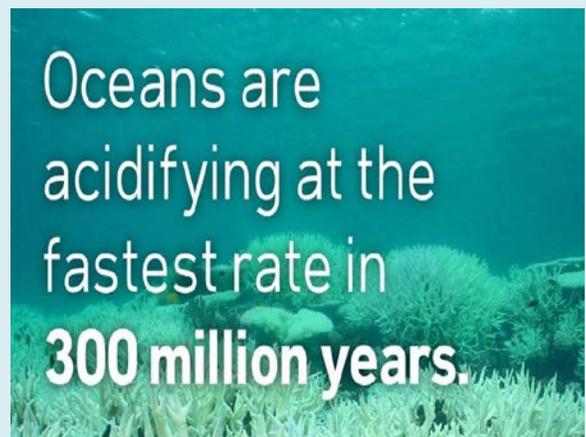
**2. 7 most critical global issues, which were outcome of Environmental Conference (Rio+20), held in June 2012, (Brazil) under the umbrella of United Nations.**

*SPL has been looking to contribute even a tiny roll in National Strategic challenges for sustainable development and planning of the country.*

**1. OCEANS**

*We keenly realize that the world's oceans - their temperature, chemistry, currents and life - drive global systems that make the Earth habitable for humankind. Our rainwater, drinking water, weather, climate, coastlines, much of our food, and even the oxygen in the air we breathe, are all ultimately provided and regulated by the sea.*

*Throughout history, oceans and seas have been vital conduits for trade and transportation. Careful management of this essential global resource is a key feature of a sustainable future. SPL is looking forward to participate in National efforts for development of land and sea.*



## **2. DISASTER**

*Disasters caused by earthquakes, floods, droughts, hurricanes, tsunamis and more can have devastating impacts on people, environments and economies. Smart choices help us recover from disasters, while poor choices make us more vulnerable. As responsible organization, SPL has been supporting actively for flood and earthquakes victims, and has been certified OHSAS 18001:2007*



*Occupational Health and Safety Management System by SGS an independent International certification body, to cope with any natural disaster emergencies with better response.*

## **3. WATER**

*Clean, accessible water for all is an essential part of the world we want to live in. But due to bad economics or poor infrastructure, every year millions of people, most of them children, die from diseases world over, associated with inadequate water supply, sanitation and hygiene. SPL have been ensured clean water supply and launching various projects to reuse and conserve water to prevent ill health at all levels.*

# So Many WAYS TO SAVE OUR WATER

**IN THE Bathroom**

- 1 Install low-flow shower heads, faucets, faucet restrictors or aerators. Save up to 5 gallons per minute.
- 2 Fix any leaky faucets. Save up to 2,700 gallons per year.
- 3 Limit showers to five minutes or take shorter showers. Save 2-8 gallons for every minute you cut back.
- 4 Fill bathtub half full if you take a bath. Save up to 12 gallons on a 24-gallon bath.
- 5 Get running or leaking toilets fixed. Or install a low-flow toilet. Save up to 30-500 gallons per day.
- 6 Turn off water while you brush your tooth or shave. Save 1-5 gallons per minute.

**IN THE Kitchen**

- 7 When washing dishes by hand, fill one sink or basin with soapy water and one with clean water. Dip in clean water to rinse.
- 8 Chill water in the refrigerator for drinking instead of letting the faucet run to cool it.
- 9 Use one glass per day per person to cut down on dirty dishes.
- 10 Run only full loads of dishes in the dishwasher. Save up to 15 gallons per load.
- 11 Partially fill sink with water to wash produce, rather than running water to wash them.

**IN THE Laundry Room**

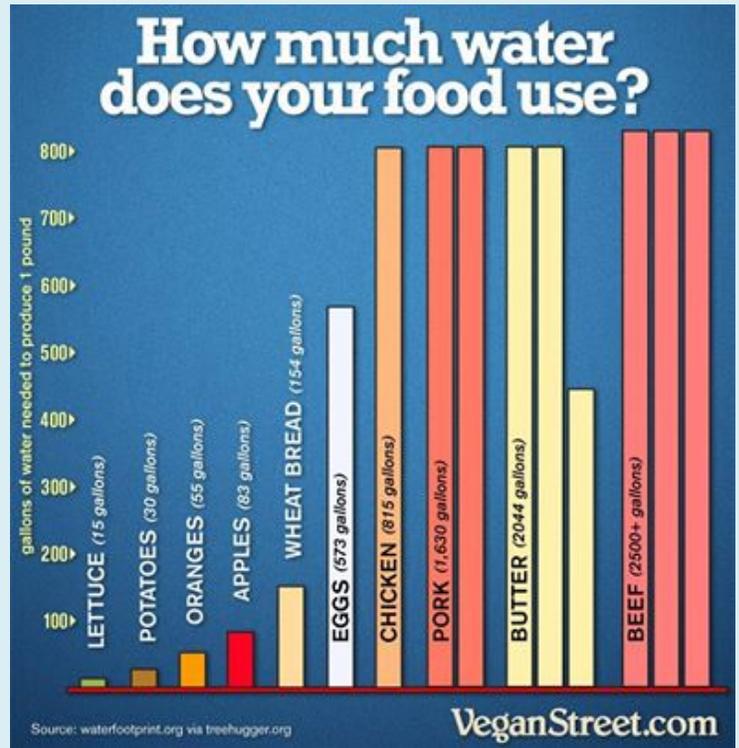
- 12 Run only full loads of laundry. If you do not have adjustable water levels. Save up to 40 gallons for every load you don't run.

**IN THE Lawn**

- 13 Be sure your irrigation system is working properly - no leaks, broken heads, etc.
- 14 Water your lawn between 6:00 p.m. and 10:00 a.m.
- 15 Water the landscape, not the sidewalk and use soaker type irrigation.
- 16 Xeriscape your lawn!
- 17 Sweep, don't hose your driveway.

What will you do to save water today?

LEARN MORE AT [BOULDERSAVESWATER.NET](http://BOULDERSAVESWATER.NET) OR CALL 303.441.4H2O



## 4. FOOD

*It is time to rethink how we grow, share and consume our food. SPL has been planning to support, agriculture, forestry and fisheries which can provide nutritious food for all and generate decent incomes, while supporting people-centered rural development and protecting the environment, offering key solution for development and is central for hunger and poverty eradication at local level.*



for EVERY  
**1 HUNGRY**  
PERSON in  
THE WORLD, **1.4 TONS**  
of FOOD is  
**WASTED**  
EACH YEAR

## 5. CITIES

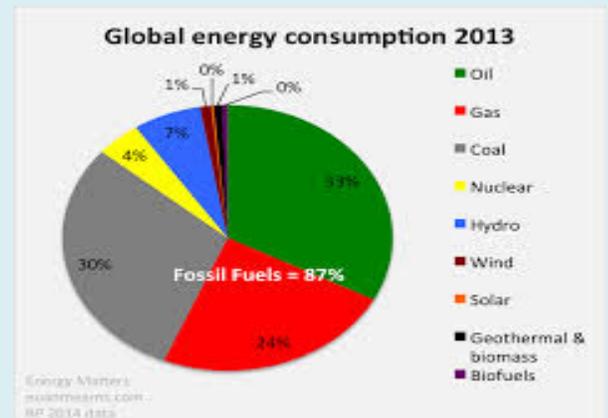
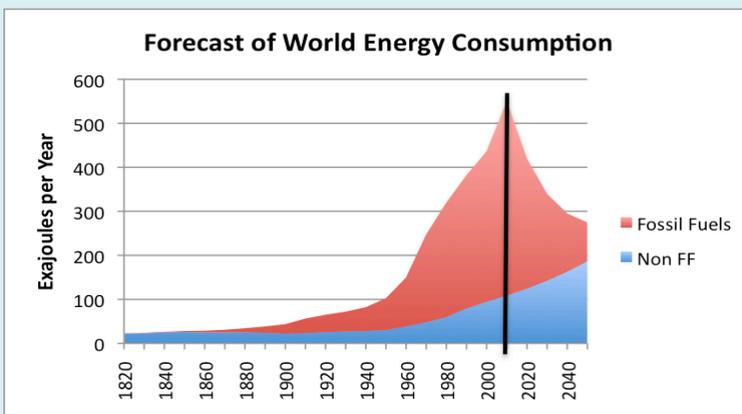
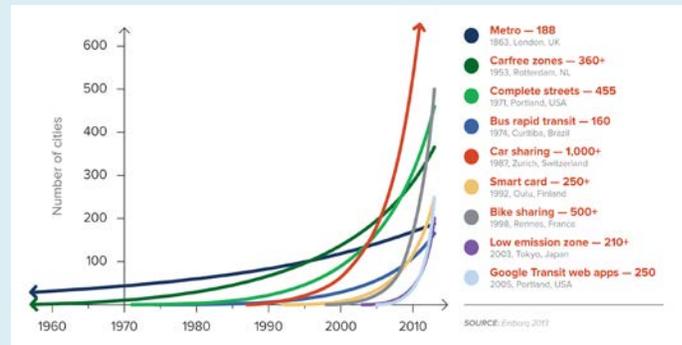
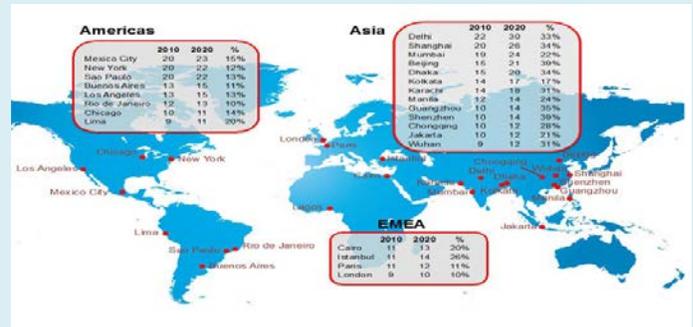
Cities are hubs for ideas, commerce, culture, science, productivity, social development and much more. SPL has been looking to contribute through its Social Corporate

Responsibilities includes congestion, lack of funds to provide basic services, a shortage of adequate housing and declining infrastructure, so that society grow, while improving resource use and reducing pollution and poverty.

## 6. ENERGY

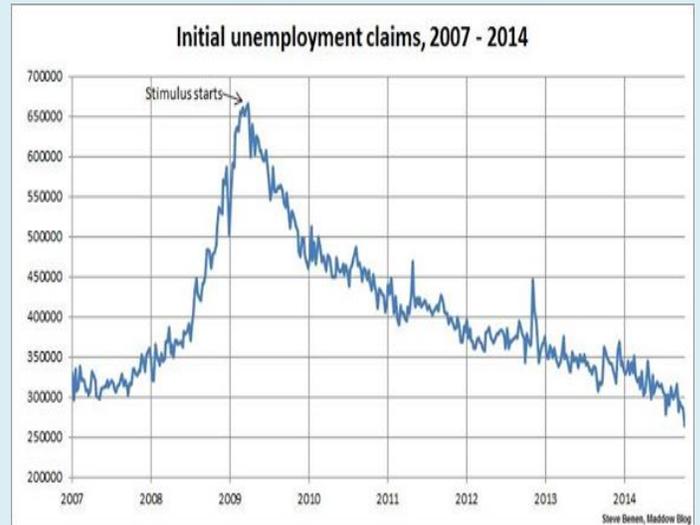
Energy is central to nearly every major challenge and opportunity the world faces today.

Sustainable energy is needed for strengthening economies, protecting ecosystems and achieving equity. SPL is generating a sustainable energy for all initiative to ensure access to modern energy services, improve efficiency and increase use of renewable sources.

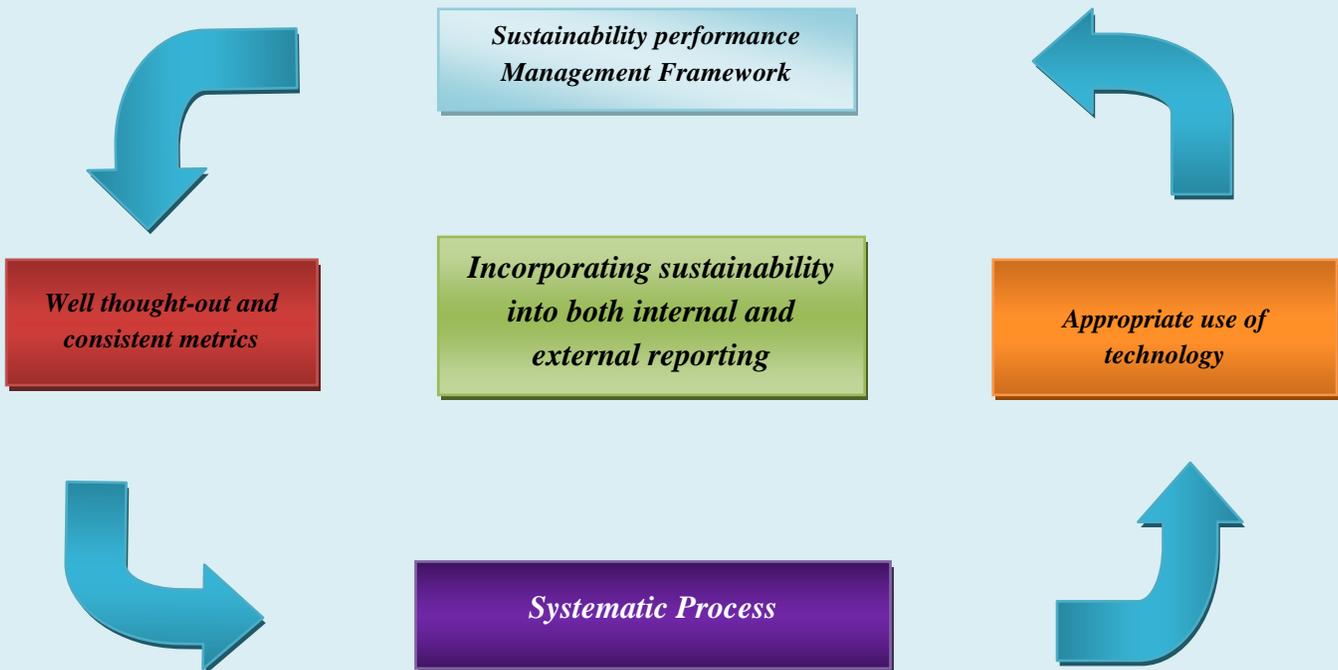


## 7. JOBS

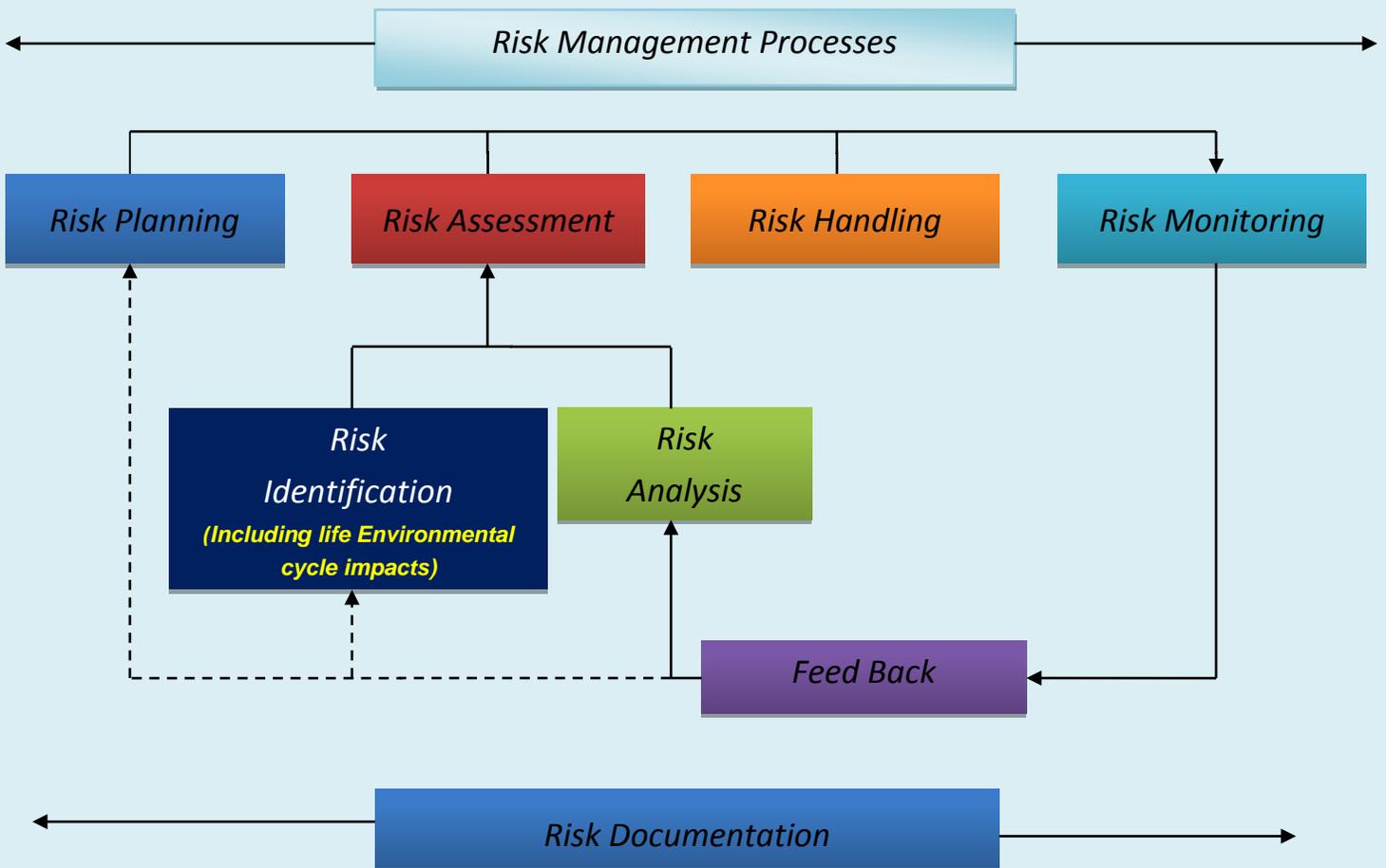
Labor markets are vital not only for the production and generation of wealth, but equally for its distribution. Economic action and social policies to create gainful employment are critical for social cohesion and stability. SPL is looking for "Green jobs" to be positioned and administration that will contribute to preserving or restoring the quality of the local social environment in future.



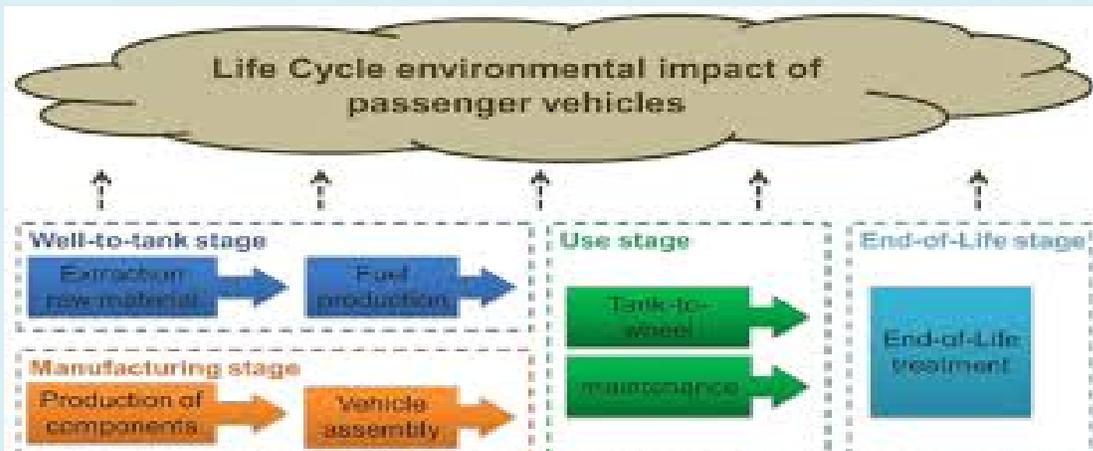
## Sustainability Performance Management Framework



# THE RISK MANAGEMENT



## Example of Life Cycle Environmental Impact:



## **EXECUTIVE SUMMARY & SCOPE OF THE REPORT**

*This report encompasses the activities of Security Papers Limited regarding economic, social, environmental and operational performance of the Organization during the year 2014. This Environmental Report has been prepared keeping in view the guidelines of Association of Chartered Certified Accountants-World Wildlife Fund (ACCA-WWF). This report provides an overview of Company Profile, business ethics and practices, continual improvement, major areas of operations, significant environmental aspects/ impacts, environmental monitoring and measurement, objectives achievement trend, environmental management programs and corporate social responsibility. Policies and core values are incorporated in the report to show the commitment of the Company regarding CSR, environment and safety activities.*

*Under sustainable development program, the Company sets targets and objectives such as conservation of resources by following proactive strategy, energy conservation, effluent & emissions control, solid waste management and prepare their achievements plans in order to keeping improving in the areas of economics, social and environmental performance.*

*Emergency preparedness & response procedures and plan have been established and drills are conducted periodically in order to check the effectiveness of these plans. Assembly zones are identified and marked in the mills. Responsibilities and authorities in emergency situation are clearly identified in the procedures. Incident reporting & analysis mechanism is also defined.*

## **The Company profile**

*Security Papers Limited (SPL) is in the business of manufacturing banknote paper and other security papers such as Prize Bonds, Defense Savings Certificate, Non-Judicial Stamp Paper, Child Registration Certificate, certificate paper for educational boards and degree paper for universities. SPL was established in 1965 as a private limited company and became a public limited company in 1967 with listing on the Karachi Stock Exchange Limited. It started commercial production in 1969 as the first joint venture of Iran, Turkey and Pakistan under Regional Cooperation for Development (RCD) now Economic Cooperation Organization (ECO). The commercial production of the old paper machine PM-1 was started in 1969.*

*The production process involves input of locally procured cotton comber, textile waste and water as raw material. The Pakistan Security Printing Corporation (Pvt.) Limited (PSPC) is the main customer of SPL. Being self-reliant, the Company is also saving substantial amount of foreign exchange, which would have been otherwise required for import of such paper. The new state of the art paper machine PM-2 of German origin started commercial production in 2003 and old PM-1 was scraped. The PM-2 is producing high quality specialized paper of international standard for a variety of security documents with custom made security features including 3 dimensional tonal variation watermarks and counterfeit deterrence capabilities.*

*To meet current and future technological challenges, SPL has been investing heavily in upgrading its manufacturing facilities to ensure continuous supplying of high quality banknote and other security papers to its main customer PSPC and other customers.*

*SPL has been gradually enhancing the paper production capacity which has increased from 2,000 tons to 2,500 tons extendable up to maximum of 3,000 tons per annum.*

*Geographical Presence.*

*The geographical presence of the Company is in Karachi, Pakistan only, while the geographical presence of its customers is in Karachi, Lahore, Gujranwala, Faisalabad Islamabad and Peshawar.*

## **CHIEF EXECUTIVE OFFICER'S MESSAGE**

*It is a great a pleasure for me that the Environmental Report 2014 is being issued by Security Papers Limited according to the guidelines of Association of Chartered Certified Accountants-World Wildlife Fund (ACCA-WWF).*

*The mission of Security Papers Limited is "Strive continuously to achieve higher level of Excellence. In this regard, we believe in the protection and conservation of environment while ensuring that all operational activities remain environment-friendly. We are committed to ensure safer and environment-friendly atmosphere not only to our employees but also to the social community by ensuring compliance to National Environmental Quality Standards (NEQS) and effective Environmental Risk Management.*

*We endeavor to constantly upgrade our business and process by bringing in latest innovations of relevant and appropriate technological advancements in its business strategies and processes. To achieve these goals, the Company is directing full efforts towards modernizing its various production processes through up-gradation of the plant without disturbing the environmental negative impacts on the social community. The aim of these efforts is to improve quality products as per customer requirements.*

*In order to keep the improvement in the area of operational, efficiencies and environmental performance, Security Papers Limited is continuously issuing the Sustainability Reports from the last four years. In this regard, under sustainable development program, the Company has set objectives such as conservation of resources by following proactive strategy, energy conservation, effluent & stack emissions control and solid waste management and Integrated Reporting.*

*The Company is committed to ensure safer and environmental friendly operations, product and services. We mitigate the environmental negative impacts through effective implementation of ISO 14001:2004 to comply applicable laws and regulations. Certification of the Company in accordance with the ISO 14001:2004 EMS, ISO 9001:2008 QMS and OHSAS 18001:2007, demonstrate management's commitment towards excellence throughout all the processes including Integrated Management System (IMS) Environment, Quality , Occupational Health & safety.*

**MRS. NAIYER MUZAFAR HUSAIN**

*Chief Executive Officer*

## BOARD OF DIRECTORS



*Mr. Mustapha A. Chinoy*



*Shiekh Mohammad*



*Mr. Jamal Nasim*



*Mr. Mazhar-ul- Hassan*



*Mrs. Ayla Akin*



*Mr. Muhammad Misbah  
Tunio*



*Mr. Kazi Abdul Muktedir*



*Mr. Rizwan Ahmed*



*DR. Abolghassem  
Jamshidi*



*Mr. Aijaz Ali Khan*



*Mrs. Naiyer Muzafar Husain  
Chief Executive Officer*

## **ACHIEVEMENT AWARD DETAILS TILL YEAR 2013**

### **Corporate Excellence Award**

*The company holds 24th to 29th Award (six times running) of the Management Associated of Pakistan (MAP) for the Forestry & Paper Sector. The Corporate Excellence Awards are conferred by the MAP with an objective to recognize the listed companies which excel in corporate and management practices.*

*The Corporate Excellence Awards are conferred by the MAP, a premier body of professional managers and entrepreneurs, with an objective to recognize the listed companies which excel in corporate and management practices.*



**29th Corporate Excellence Award Of MAP**

**Best Corporate Report Award**



**Best Corporate Award 2012 ICAP & ICMAP**

**CORPORATE AWARD**



**Fire and Safety Award 2013 Of NFEH FPAP**



### ***Environment Reporting Award 2013***

#### ***Credit Rating***

*JCR-VIS Credit Rating Company Limited (JCR-VIS) has reaffirmed the entity ratings of Security Papers Limited (SPL) at 'AAA/A-1+' (Triple A/A-One Plus). Outlook on the medium to long term rating is 'Stable'.*

#### ***Corporate Governance Rating***

*During the year, JCR-VIS Credit Rating Company Limited has reaffirmed the Corporate Governance Rating*

of the Company at CGR-9 denoting 'high level of corporate governance'. The rating is measured on a scale ranging from CGR-1 (lowest) to CGR-10 (highest).

Corporate governance ratings are based on evaluation of key governance areas of the rated organization, which include Regulatory Compliance; Board Oversight; Management Profile; Self-regulation; Financial Transparency and Relationship with Stakeholders. The rating takes into consideration the continued commitment of the Board and management of the Company to maintain sound governance framework.

### **Top Companies Award 2010**

Company has distinction to receiving Top Company Award from Karachi Stock Exchange (KSE) for the year 2000 to 2007 and 2009 to 2011.

The award is conferred by KSE on the basis of criteria, which includes Distribute to Shareholder, Return on Equity, Turnover of Shares, Number of Shareholders, Corporate Social Responsibilities (CSR) and Good Corporate Governance/Compliance with Code of Corporate Governance.

### **Fire Safety Award 2011**

The Company has won the Fire and Safety Award 2011, 2012 and 2013 for the third consecutive year. The Award is jointly organized by Fire Protection Association of Pakistan (FPAP) and National Forum for Environment & Health (NFEH).

### **Best Sustainability Report 2010**

The joint committee of the Institute of Chartered Accountants of Pakistan and Institute of Cost & Management Accountants of Pakistan (ICAP - ICMAP) have awarded Best Sustainability Report Certificate) of year 2010 to the Company.



### ***Best sustainability Report Award***

#### ***Integrated Quality & Environmental Management System***

*During the year 2014, M/s. SGS Pakistan has carried out third party surveillance audit regarding Integrated Quality, Environmental & Occupational Health and Safety Management System(IMS) and reconfirmed the effectiveness of the system and declared that the system is working properly as per the rules and regulations of recognized standards.*

#### ***VISION STATEMENT***

*“To be a nationally and internationally recognized and accepted security paper producing organization, providing highest quality paper to our customers, both in Pakistan and abroad.”*

## **MISSION STATEMENT**

*“We are the only national organization producing strategically important security paper products for the nation. We have developed a unique set of strength and competencies. We wish to build on these assets and will strive continuously to achieve higher levels of excellence.*

*Our mission is to exceed the expectations of our customers in producing, with security and efficiency, highest quality paper products, employing international best practices and applying an integrated approach to product research and development, manufacturing technology, operations management, Counterfeit deterrence, materials procurement, human resource management, financial management and information systems.”*

## **CORE VALUES**

- *Striving for continuous improvement and innovation with commitment and responsibility;*
- *Treating stakeholders with respect, courtesy and competence;*
- *Practicing highest personal and professional integrity;*
- *Maintaining teamwork, trust and support, with open and candid communication;*
- *Ensuring cost consciousness in all decisions and operations.*

## STRATEGIC GOALS

- *Providing Customers Satisfaction by serving with quality products, security paper needs of national and international customers.*
- *Ensuring Quality manufacturing by production of state-of-the-art security paper products with highest quality at lowest cost.*
- *Deterring Counterfeiting by producing security paper products that have built-in deterrence against counterfeiting so as to contribute to public confidence and facilitation of commercial transactions.*
- *Ensuring Security and Accountability by creating an environment of Security and accountability for employees, production facilities and products.*
- *Expanding Customer Base by exploring new national and international markets and undertaking product research and development in security paper.*
- *Ensuring Efficient Resource Management by managing human, financial, technical and infra-structural resources so as to support the above strategic goals and to ensure highest possible value addition to stakeholders.*

## **Code of Ethics and Business Practices**

The Company has a comprehensive Code of Ethics and Business Practices. All Directors and Employees are required to certify its compliance annually. Also, the Company has a policy on detection and prevention of corruption. Authorities and responsibilities are defined and appropriately delegated for transparent operation.

1. Maintaining integrity and scrupulous dealings
2. Reporting violations
3. Maintaining correct books and records of the Company
4. Strictly observing the laws of the country
5. Strictly avoiding questionable and improper payments or use of the company's assets
6. Strictly avoiding conflicts of interest
7. Strictly avoiding political contributions
8. Expediting payment of amounts due customers, agents or distributors
9. Strictly avoiding giving and receiving of gifts
10. Treating mean to be as important as ends

## **QUALITY POLICY**

*To be the best in class paper manufacturer that produces paper which fully meet customer's requirements in terms of desired specifications and maintains paper parameters with respect to storage, when stored suitably.*

*Management is committed to ensure continual improvement in the processes and quality objectives.*

*Management also ensures optimal use and adequate maintenance of plant with its up gradation*

## ***Environmental Policy***

*As a responsible corporate organization, management is committed to keep “Security Papers Limited” a “green company”*

*We ensure:*

- to establish and review environmental objectives.*
- all raw materials are stored meeting manufacturer’s requirements.*
- liquid effluent is treated, gas emission is hazards free, noise pollution is controlled and solid waste is properly disposed off.*
- all NEQS standards and legal requirements are complied.*
- environmental reports are available for employees and public.*
- all emergencies preparedness is in place.*

## ***OCCUPATIONAL HEALTH & SAFETY POLICY***

- To work in an environment which is accident free and there is no work related ill health.*
- Maintain plant, equipment and machinery, storage and use of chemicals, following international safety standards.*
- Eliminate all potential hazards which may cause any diversity.*
- Define and monitor key performance indicators related to health and safety for continual improvements.*
- Our plant to conform to Factory Act and other legal requirements for occupational health and safety.*

## **COMPANY WIDE QUALITY OBJECTIVES**

- *Reduce customers complaints up to 50%*
- *Reduces over all Spoil loses up to 03% by enhancing process capabilities and efficient use of resources*
- *Effectively implementation of QMS (ISO 9001:2008), EMS (ISO 14001:2004)*
- *To achieve OHSAS18001:2007 (Occupational Health and Safety Management System) Certification*
- *Reduce minor incidents up to 50% by effective Hazards and Risk Management and implementation*
- *Provide Internal & External Occupational Health and Safety Management and Environmental awareness trainings to develop Technical and soft skills for betterment of over all operational performance*

## **HUMAN RESOURCE POLICY**

*“To attain the highest standards of professionalism throughout the organization by recognizing and revealing individual capabilities, productivity, commitment and contribution.”*

### Philanthropy Policy

The company under takes Social Action Programs under its policy of corporate Social Responsibility (CSR) which includes the provision of basic health facilities, promotion/education of under privileged children & students, spending for under privilege classes and welfare schemes, population groups and areas have been identified for CSR/Corporate Philanthropy activities. Priorities were given to certified non-government organization (NPOs/NGOs).

Donations were made to the following

Description	Rs in '000
Friends of Burns Centre	2,550
SOS Children Village	166
Pakistan Blind Association	300
Darul Tasnif (Pvt.) Limited	300
Children Health & Education Foundation	70
AL- Mehrab Tibbi Imdad Hopital	700
Others	1,209
<b>Total</b>	<b>5,295</b>

## CORPORATE GOVERNANCE

### STATEMENT OF COMPLIANCE WITH THE CODE OF CORPORATE GOVERNANCE

Name of Company: Security Papers Limited

Year Ended: June 30, 2014

This statement is being presented to comply with the Code of Corporate Governance (CCG) contained in Regulation No. 35 of listing regulations of Karachi Stock Exchange Limited for the purpose of establishing a framework of good governance, whereby a listed company is managed in compliance with the best practices of corporate governance.

The Company has applied the principles contained in the CCG in the following manner:

1. The Company encourages representation of independent non-executive directors and directors representing minority interests on its Board of Directors. At present the Board includes:

Name of Director	Category of Director		
	Independent (01)	Non-Executive (10)	Executive (01)
Mr. Mustapha A. Chinoy		√	
Sheikh Mohammad Aijaz Akhtar	√	√	
Mrs. Ayla Akin – (Turkey)		√	
Mr. Jamal Nasim		√	
Mr. Mazhar-ul-Hassan Shah		√	
Mr. Rizwan Ahmed		√	
Mr. Kazi Abdul Muktadir		√	
Mr. Muhammad Misbah Tunio		√	
Mr. Ajaz Ali Khan		√	
Mr. Abolghassem Jamshidi		√	
Mrs. Naiyer Muzafar Husain			√

2. The directors have confirmed that none of them is serving as a director on more than seven listed companies, including this Company.
3. All the resident directors of the Company are registered as taxpayers and none of them has defaulted in payment of any loan to a banking company, a Development Financial Institution (DFI) or an Non-Banking Financial Institution (NBFI) or, being a member of a stock exchange, has been declared as a defaulter by that stock exchange.
4. A casual vacancy had occurred during the period under review. The said vacancy was filled up within 65 days.
5. The Company has prepared a 'Statement of Ethics and Business Practices' and has ensured that appropriate steps have been taken to disseminate it throughout the Company along with its supporting policy and procedures.
6. The Board has developed a vision/mission statement, overall corporate strategy and significant policies of the Company. A complete record of particulars of significant policies along with the dates on which they were approved or amended has been maintained.
7. All the powers of the Board have been duly exercised and decisions on material transactions, including appointment and determination of remuneration and terms and conditions of employment of the CEO, other executive and non-executive directors, have been taken by the Board/Shareholders.
8. The meetings of the Board were presided over by the Chairman and, in his absence, by a director elected by the Board for this purpose and the Board met at least once in every quarter. Written notices of the Board meetings, along with agenda and working papers, were circulated at least seven days before the meetings. The minutes of the meetings were appropriately recorded and circulated.
9. The Board arranges orientation course for its directors as and when needed to apprise them of their duties and responsibilities. The incoming directors are also provided with appropriate briefing and orientation material to enable them firsthand knowledge on the working of the Company. Three directors of the Company have completed Directors' Training Program during the period under review. In addition one director meets the criteria of exemption under clause (xi) of CCG and is accordingly exempted from directors' training program.
10. The Board had approved appointment of CFO, Company Secretary and Head of Internal Audit, including their remuneration and terms and conditions of employment.
11. The directors' report for this year has been prepared in compliance with the requirements of the CCG and fully describes the salient matters required to be disclosed.
12. The financial statements of the Company were duly endorsed by CEO and CFO before approval of the Board.

13.The directors, CEO and executives do not hold any interest in the shares of the Company other than that disclosed in the pattern of shareholding.

14.The Company has complied with all the corporate and financial reporting requirements of the CCG.

15.The Board has formed an Audit Committee. It comprises five members, of whom all are non-executive directors and the Chairman of the Committee is an independent director who meets criteria of independence under clause i (b) of CCG.

16.The meetings of the Audit Committee were held at least once every quarter prior to approval of interim and final results of the Company and as required by the CCG. The terms of reference of the Committee have been formed and advised to the Committee for compliance.

17.The Board has formed an HR and Remuneration Committee. It comprises five members, of whom four are non-executive directors and the Chairman of the Committee is a non-executive director.

18.The Board has set-up an effective internal audit function.

19.The statutory auditors of the Company have confirmed that they have been given a satisfactory rating under the quality control review programme of the Institute of Chartered Accountants of Pakistan (ICAP), that they or any of the partners of the firm, their spouses and minor children do not hold shares of the Company and that the firm and all its partners are in compliance with International Federation of Accountants (IFAC) guidelines on code of ethics as adopted by ICAP.

20.The statutory auditors or the persons associated with them have not been appointed to provide other services except in accordance with the listing regulations and the auditors have confirmed that they have observed IFAC guidelines in this regard.

21.The 'closed period', prior to the announcement of interim/final results, and business decisions, which may materially affect the market price of Company's securities, was determined and intimated to directors, employees and stock exchange.

22.Material/price sensitive information has been disseminated among all market participants at once through stock exchange.

23.We confirm that all other material principles enshrined in the CCG have been complied with.

On behalf of the Board of Directors

MRS. NAIYER MUZAFAR HUSAIN

Chief Executive Officer

Karachi, Dated: 25 July 2014

# Company Information

## BOARD OF DIRECTORS

### Non-executive Directors

#### Chairman

Mr. Mustapha A. Chinoy                      Minority                      -      Elected

#### Directors

Sheikh Mohammad Aijaz Akhtar	Minority & Independent	-	Elected	
Mrs. Ayla Akin – Turkey	Minority	-	Nominee – SHAS	Mr. Jamal
Nasim	Minority	-	Elected – NIT	
Mr. Mazhar-ul-Hassan Shah		-	Nominee – PSPC	
Mr. Rizwan Ahmed		-	Nominee – PSPC	
Mr. Kazi Abdul Muktadir		-	Nominee – PSPC	
Mr. Muhammad Misbah Tunio		-	Nominee – PSPC	
Mr. Ajaz Ali Khan	Minority	-	Elected – SLIC	
Mr. Abolghassem Jamshidi – Iran	Minority	-	Nominee – IDRO	

### Executive Director

#### Chief Executive Officer

Mrs. Naiyer Muzafar Husain                      -      Executive

PSPC	-	Pakistan Security Printing Corporation (Pvt.) Limited
NIT	-	National Investment Trust Limited
IDRO	-	Industrial Development and Renovation Organization of Iran

## STRUCTURE OF COMPANY WIDE COMMITTEES

### BOARD AUDIT COMMITTEE

Sheikh Mohammad Aijaz Akhtar	-	Chairman
Non-executive Director		
Mustapha A. Chinoy	-	Member
Non-Executive Director		
Mr. Jamal Nasim	-	Member
Non-executive Director		
Mr. Kazi Abdul Muktadir	-	Member
Non-executive Director		
Mr. Muhammad Misbah Tunio	-	Member
Non-executive Director		
Mr. Talha Bin Hamid	-	Secretary
General Manager (Internal Audit)		

### BOARD HUMAN RESOURCE AND REMUNERATION COMMITTEE

Mr. Mustapha A. Chinoy	-	Chairman
Chairman		

Mrs. Naiyer Muzafar Husain Chief Executive Officer	-	Member
Sheikh Mohammamad Aijaz Akhtar Non-executive Director	-	Member
Mr. Jamal Nasim Non-executive Director	-	Member
Mr. Rizwan Ahmed Non-executive Director	-	Member
Mr. Shahbaz Ali D.G.M. (HR&A)	-	Secretary

### **BOARD INVESTMENT COMMITTEE**

Mrs. Naiyer Muzafar Husain Chief Executive Officer	-	Chairperson
Mr. Mustapha A. Chinoy Chairman	-	Member
Mr. Mazhar-ul-Hassan Shah Non-executive Director	-	Member
Mr. Rizwan UI Haq Khan Chief Financial Officer	-	Secretary

### **MANAGEMENT AND STRATEGIC PLAN COMMITTEE**

#### **Chairperson:**

Mrs. Naiyer Muzafar Husain	-	Chief Executive Officer
----------------------------	---	-------------------------

#### **Members:**

Mr. Rizwan UI Haq Khan	-	Chief Financial Officer
Mr. Muhammad Abdul Aleem	-	Company Secretary
Maj. (Retd.) Muhammad Ali Niazi	-	General Manager (Security)
Mr. Faiz-UI-Islam	-	General Manager (Supply Chain)
Mr. Talha Bin Hamid	-	General Manager (Internal Audit)
Mr. Khalil Ahmed	-	General Manager (Engineering & Projects)
Mr. Muhammad Imran Awan	-	D.G.M. (Production)
Mr. Saadat Ali	-	D.G.M. (QA/R&D)
Mr. Muhammad Abdul Qadir Jilani	-	D.G.M. (Supply Chain)
Mr. Imad Ahmed Khan	-	D.G.M. (Process Systems & IT)
Mr. Shahbaz Ali	-	D.G.M. (HR&A)

### **BANKERS**

National Bank of Pakistan  
Faysal Bank Limited  
Habib Metropolitan Bank Limited  
Bank Alfalah Limited  
Bank Al Habib Limited

### **AUDITORS**

Ernst & Young Ford Rhodes Sidat Hyder  
Chartered Accountants

### **TAX CONSULTANTS**

A. F. Ferguson & Co.  
Chartered Accountants

### **LEGAL ADVISORS**

### **REGISTERED OFFICE**

Jinnah Avenue, Malir Halt,  
Tel. No: (+9221) 99248285  
Fax No: (+9221) 99248286  
E-mail: [comsec@security-papers.com](mailto:comsec@security-papers.com)  
Website: <http://security-papers.com>

### **SHARE REGISTRAR**

FAMCO Associates (Pvt.) Limited Karachi-75100.  
8-F, Next to Hotel Faran, Nursery,  
Block-6, P.E.C.H.S., Shahrah-e-Faisal,  
Karachi.  
Tel. No: (+9221) 34380101-5  
Fax No: (+9221) 34380106  
[info.shares@famco.com.pk](mailto:info.shares@famco.com.pk)

### **FACTORY**

Jinnah Avenue, Malir Halt,  
Karachi-75100  
Tel. No: (+9221) 99248536-37  
Fax No: (+9221) 99248616

### **Information on Board Committees**

The following are the Board Committees, the number of meetings held by them during the year and terms of reference:

#### 1. **Board Audit Committee (BAC)**

Six meetings were held during the year.

The Board of Directors of the Company shall determine the terms of reference of the Audit Committee. The Audit Committee shall among other things, be responsible for recommending to the Board of Directors the appointment of external auditors by the Company's shareholders and shall consider any questions of resignation or removal of external auditors, audit fees and provision by external auditors of any service to the Company in addition to audit of its financial statements. In the absence of strong grounds to proceed otherwise, the Board of Directors shall act in accordance with the recommendations of the Audit Committee in all these matters.

Other terms of reference of the Audit Committee are as follows:

- a) Determination of appropriate measures to safeguard the Company's assets.
- b) Review of preliminary announcement of results prior to publication.
- c) Review of quarterly, half yearly and annual financial statements of the Company, prior to their approval by the Board of Directors focusing on:
  - Major judgmental areas
  - Significant adjustments resulting from the audit
  - The going concern assumption
  - Any changes in accounting policies and practices
  - Compliance with applicable accounting standards

- Compliance with listing regulations and other statutory and regulatory requirements
- d) Facilitating the external audit and discussion with external auditors of major observations arising from interim and final audits and any matter that the auditors may wish to highlight (in the absence of management, where necessary).
- e) Review of management letter issued by external auditors and management's response thereto.
- f) Ensuring coordination between the internal and external auditors of the Company.
- g) Review of the scope and extent of internal audit and ensuring that the internal audit function has adequate resources and is appropriately placed within the Company.
- h) Consideration of major findings of Internal Investigations and management's response thereto.
- i) Ascertaining that the Internal Control System including financial and operational controls, accounting system and reporting structure are adequate and effective.
- j) Review of Company's statement on Internal Control System prior to endorsement by the Board of Directors.
- k) Instituting special projects, value for money studies or other investigations on any matter specified by the Board of Directors in consultation with the Chief Executive and to consider remittance of any matter to the external auditors or to any other external body.
- l) Determination of compliance with relevant statutory requirements.
- m) Monitoring compliance with the best practices of corporate governance and identification of significant violations thereof.
- n) Consideration of any other issue or matter as may be assigned by the Board of Directors.
- o) Review of third party related transactions.

## 2. Board Human Resource & Remuneration Committee (HR&RC)

Three meetings were held during the year.

The purpose of Board Human Resource and Remuneration Committee (HR&RC) is to assist the Board to fulfill its oversight responsibilities for:

- Recommending human resource management policies to the Board
- Evaluate executive officer performance and review the Company's management succession plan
- Employee reward and performance management

The HR&RC will consist of at least three members comprising a majority of Non-executive Directors, including preferably an independent Director. The Managing Director/Chief Executive Officer (MD/CEO) may be included as a member of the Committee but not as the Chairman of the Committee. The MD/CEO if member of HR&RC shall not participate in the proceedings of the Committee on matters that directly relate to his/her performance and compensation. The Head of Human Resource & Administration (HR&A) will act as Secretary of the Committee.

To exercise its responsibilities, the HR&RC will have authority to discuss any relevant matters with management and to request appropriate reports, explanations, accounts and/or activity modifications.

The HR&RC may delegate its authority to the Chairman or any other member of the Committee when it deems appropriate and in the best interest of the Company.

### 3. **Board Investment Committee (BIC)**

No meeting was held during the year. As investment portfolio remained stable throughout the year.

The function of the BIC is to assist the Board of Directors (BoD) in their responsibilities regarding investment of funds. BIC will also assist and report on any other investment related matter(s) assigned to it by the BoD.

BIC has no executive powers relevant to recommendations made by it and therefore does not relieve the BoD of its responsibilities regarding such matters.

- BIC may recommend the appointment of an Investment Advisor of the Company to BoD
- BIC may recommend investment policy of the company to the BoD for approval
- BIC may authorize Managing Director/Chief Executive to take investment decisions as per investment policy from time to time. However, the committee will ratify such investments in the succeeding meeting
- For executing its duties BIC will have authority to discuss with management, any matter(s) relevant to exploring better investment opportunities
- BIC is authorized by the Board to explore better investment proposals and other professional advice that may be necessary for the BIC to properly carry out responsibilities

## **CRITERIA TO EVALUATE BOARD'S PERFORMANCE**

Following areas of responsibility forms the basis of criteria to evaluate Board's performance:

- a. Adherence to the laws, rules and regulations, etc. as laid down under the Companies Ordinance, 1984 and as may be specified from time to time by the Securities and Exchange Commission of Pakistan, the Memorandum and Articles of Association of the Company and the Listing Regulations of Stock Exchange.

- b. Adherence to the requirements of the Code of Corporate Governance in all material respects.
- c. Determining and monitoring the Company's values to be applied in all its operations.
- d. Establishing and evaluating strategic direction of the Company.
- e. Approving Company's policies and monitoring implementation.
- f. Ensuring adequate financial resources.
- g. Ensuring risk management and ways to mitigate the risks.
- h. Providing effective fiscal oversight.
- i. Delegating to Board's Committees.
- j. Approving hiring, compensation, salary reviews, and dismissals of top management.
- k. Overseeing the succession planning of the Company's top management
- l. Ensuring that the Company has defined the operating principles of internal control and monitors the functions of such control.
- m. Supporting the Chief Executive.
- n. Enhancing Company's public image.

---

A mechanism in place for an annual evaluation of the Boards' own performance on the basis of foregoing criteria

### **Business Ethics and Anti-corruption measures**

The Company has a comprehensive Code of Ethics and Business Practices. All Directors and Employees are required to certify its compliance annually. Also, the Company has a policy on detection and prevention of corruption. Authorities and responsibilities are defined and appropriately delegated for transparent operation.

1. Maintaining integrity and scrupulous dealings
2. Reporting violations
3. Maintaining correct books and records of the Company
4. Strictly observing the laws of the country
5. Strictly avoiding questionable and improper payments or use of the Company's assets
6. Strictly avoiding conflicts of interest
7. Strictly avoiding political contributions
8. Expediting payment of amounts due customers, agents or distributors
9. Strictly avoiding giving and receiving of gifts
10. Treating mean to be as important as ends

### ***RISK AND OPPORTUNITY REPORT***

Security Papers Limited (SPL) operates in a highly specialized market that has a unique set of challenges and opportunities that are influenced by a wide variety of internal, indigenous and external factors.

<p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>• Being the sole supplier of reasonably priced and high quality banknote paper in Pakistan</li> <li>• Year to year order volumes result in an optimum utilization of capacity</li> <li>• Finely tuned internal processes relying on cumulative technical expertise of staff as well as the latest equipment resulting in a continuous improvement in manufacturing processes</li> <li>•</li> </ul>	<p><b>WEAKNESSES</b></p> <ul style="list-style-type: none"> <li>• Dependence on quality of input raw materials which are sourced from external suppliers</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>• Expertise in all kinds of security papers means there is a lot of room for expansion into other markets</li> <li>• The paper manufactured meets all international quality standards and SPL can look into supplying abroad</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>• Sales volume is largely dependent on the country's demand for banknotes</li> <li>• Energy requirements are immense and any disruption from external or internal sources will be detrimental to operations</li> <li>• Water is one of the main raw materials and its continued supply is vital for operations</li> </ul>

**STRATEGIC RISKS**

**Risks:**

The Company is the sole supplier of high quality banknote paper in the country. A large portion of its manufacturing capacity is utilized by a single product. The sales volume and capacity utilization, therefore, become largely dependent on the demand for currency notes in the country. This also results in a high dependence on a single customer.

**Mitigation:**

The Company is constantly looking for new markets to expand into. Our unique strategic advantage is a deep, far reaching understanding of manufacture of high quality paper with unique and foolproof security features, and we are leveraging that expertise to offer a wide variety of products to various sectors and organizations. Currently we are either supplying or exploring the market for cheque paper, passport paper, parchment, degree, certificate and identification papers.

## COMMERCIAL & OPERATIONAL RISKS

### **Risks:**

*We are dependent on various inputs that are inherently not influenced by the Company. These include comber, denim, chemicals, security thread, energy and water. We are also importing a large quantity of chemicals and equipment. Therefore cost competitiveness of our product is dependent upon pricing and consistent supply of material and equipment from a large number of internal and external suppliers.*

### **Mitigation:**

- *We have a comprehensive supply chain management system that ensures supply of local raw materials. By constantly looking to expand our supply base we are in a position to regulate our inventory and costs effectively.*
- *We enter into contracts that largely guard the Company against stock out situations. This assures timely supply of the needed goods.*
- *We have recently undergone a restructuring of our power infrastructure that will provide a more consistent energy supply for uninterrupted operations.*
- *We already operate a Reverse Osmosis plant (RO) that caters to a large fraction of our needs. We are further exploring this option to augment this supply in a cost effective, sustainable and environmentally friendly manner.*

## FINANCIAL RISKS

### **Risks:**

*We are exposed to pricing fluctuations for our raw materials, based on local macroeconomic conditions, foreign currency fluctuations and market forces.*

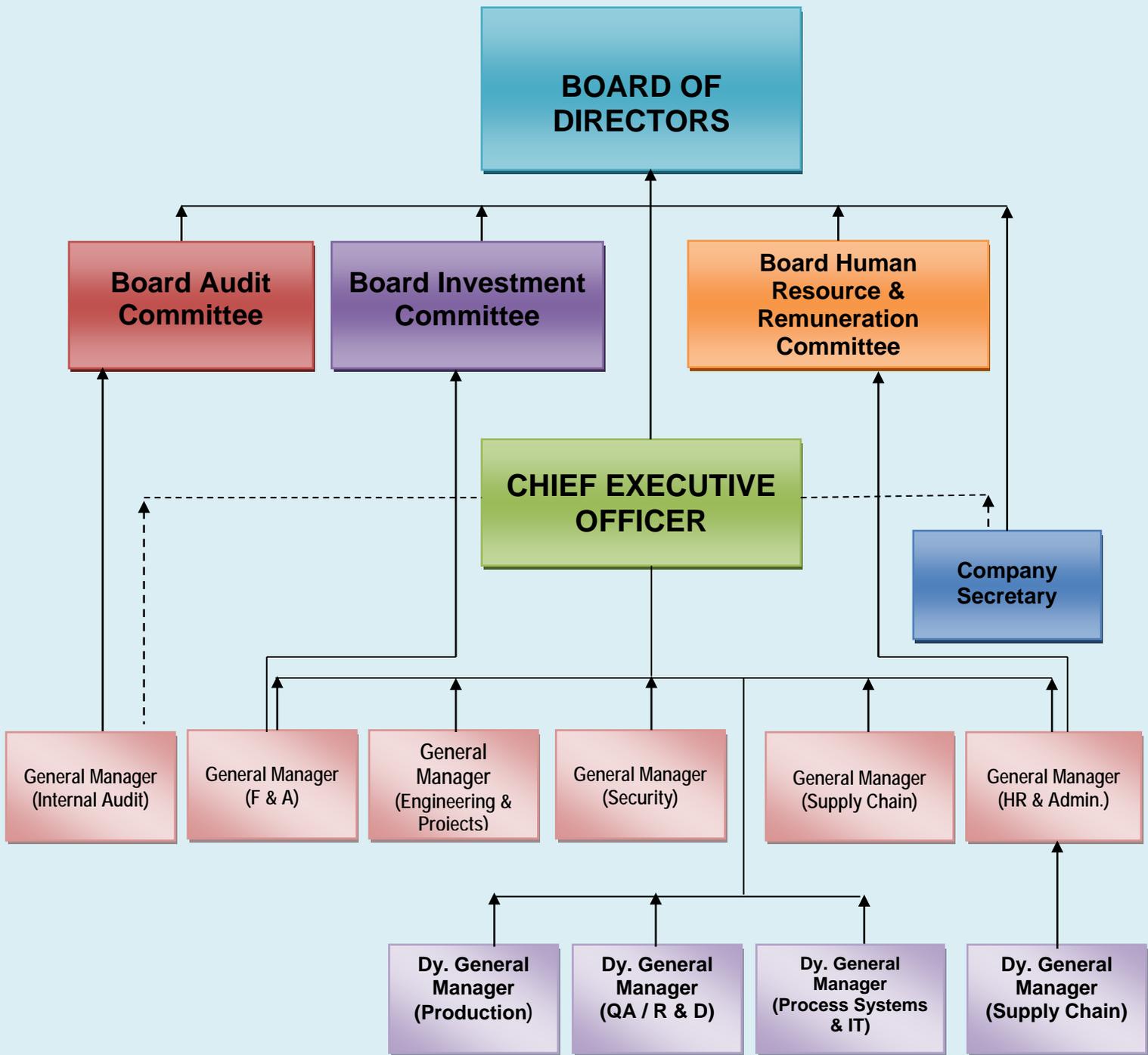
### **Mitigations:**

- *We enter into long term contracts with suppliers both local and foreign in order to guard against abrupt fluctuations in pricing and currency*
- *We make prudent investments to hedge against interest rate movements and create a steady source of alternative income*

## Products & Markets

**SPL** has not only been successfully fulfilling paper requirement of Pakistan Security Printing Corporation (PSPC) for printing banknotes, prize bonds, Non Judicial Stamp Paper, share certificates, etc. but is also providing papers to various educational institutions for degree certificates.

# ORGANOGRAM OF SPL



**LEGENDS**

—————  
Functional Reporting

—————  
Administrative Reporting

-----  
Administrative Reporting

Reviewed and Approved by  
CHIEF EXECUTIVE OFFICER

## Operational Activities

### PRODUCTION

Following are the achievements of the Production department during the year under review:

- *As part of diversification program, Child Registration Certificate was successfully manufactured and supplied to the National Database and Registration Authority as per their specifications*
- *Online pH-Meters were installed for online monitoring of pH of pulp to enhance paper properties*
- *100% wood pulp trail was successfully completed first time in the history of the Company with all physical and chemical properties within the specification*
- *Process advancement due to which plant production speed significantly improved and maintained*
- *Capacity management.*
- *The operation of Broke Re-pulping Plant was improved to include all types of broke cycling including machine broke, wet broke, and guillotine cutting*
- *100% in-house sorting of comber reducing spoil percentage up to 4 - 5%*
- *Implement total quality management tools including brain storming, DMAIC, continuous improvement techniques and getting encouraging feedback from the customer which improved the mutual trust and confidence.*
- *Use of improved techniques of counseling and motivation which remarkably improved efficiency level*
- *Use of energy conservation tools and techniques to optimize energy consumption*
- *Reduction in the cost of chemicals through research and development*

### ENGINEERING

Following are the important jobs attended by Engineering department during the year under review to further improve the plant efficiency:

- *Rehabilitation of Short Former section of Paper Mill*
- *Recycling of rejected water of Reverse Osmosis (RO) plant*
- *30,000 hours major overhauling of Gas Engines*
- *Complete renovation work of Quality Assurance / Research & Development department*
- *Renovation work of Finance department*
- *Tasks In Progress:*
  - *Construction of building for installing Dry Cleaning equipments*
  - *Procurement of equipment for Dry cleaning project*
  - *Execution of Independent Power Distribution Networking System*
  - *Installation of automatic thread unwind and feeding system*
- *Future Plans:*
  - *Enhancement in capacity of existing RO plant from 0.5 million gallon per day (MGD) to 0.75 MGD*
  - *Induction of new Chiller to enhance capacity of AC Plant*

## **QUALITY ASSURANCE / RESEARCH & DEVELOPMENT**

### Quality Assurance

The Quality Assurance / Research & Development (QA/R&D) department has a robust Quality Management System in place for ensuring long term sustainable development of product quality in order to fulfil customer requirements and satisfaction. QA/R&D has developed our own Quality Plan to test and analyze the incoming raw materials against the developed standard specifications. We monitor and ensure that all procedures are followed during all stages of manufacturing from raw material to final finished product.

### Research & Development

During the year, following R&D activities were carried out for achieving the desired objectives:

- QA/R&D department developed and implemented the improved / modified recipes in order to avoid customer's complaints and to ensure elimination of feathering effect phenomena in Non Judicial (NJ) and Impressed Court Fee (ICF) Stamp paper and other security papers
- QA/R&D department with the coordination of Production department, has been successful in reducing the cost of processing chemicals and decreasing spoil in Machine House and Finishing department
- An improved formula has been developed for products such as cheque and machine readable national passport paper which conforms to customer's requirement

## **PROCESS SYSTEMS**

Process Systems department has contributed to the Company bottom line profits by identifying areas of improvement and launching process loss reduction projects with cross functional teams from operations to achieve the results in very short time. It is responsible for setting up of structured systems into the production process so that the parameters of the final and interim product produced in the factory are uniform throughout the batch run.

In this regards the Process Systems department has taken a number of initiatives like:

- Installation of display boards depicting production target and month to date runs to know the total and current picture of production
- Introduced positive control plans called Positrols for every type of product produced so as to specify the role and responsibilities of each individual responsible for control of particular parameter. This ensures delegation of authority and responsibility to the individuals on floor
- Introduction of personnel performance displays on floor to identify the out shiners from the rest, inculcating a culture of competition and pride at workplace.
- Identified areas of improvements in process from past records and launched improvement projects resulting in significant process waste reduction.

## **INFORMATION TECHNOLOGY**

The IT department is committed to provide seamless services to all departments of the factory to run unhindered operationally.

During the year a computer inventory survey was conducted on a Company wide basis. The objective was to identify and overcome hardware and software technology gap. Based on the findings of the survey, some outdated equipments have already been replaced while some other is on way to being replaced. This will improve efficiency of the IT based operations on a continuing basis.

The IT department is working on a vision to have a paperless environment. To achieve this objective, the following steps have been taken:

- Most of the factory documentation has been converted to online reports
- Intranet portal has been launched to provide each user the ability to launch requests and complains
- The Management Information System of the Company is Oracle based which has been developed in-house. It covers major areas of accounting cycle like Purchase, Inventory, Accounts Payable, Sales & Receivables, General Ledger, Human Resource Information System, Payroll and Fix Assets. The manufacturing cycle is now being worked upon. The inclusion of manufacturing cycle will give the management real-time information about the work in process, balance inventory, production figures and process losses
- More recently Vehicle Management Information System (MIS) has been added for maintaining record and track of Company maintained vehicles

The IT department aims to support the development of communication and information tools and systems for business integration, management of logistics and operations within the organization. The IT governance policy is intended to facilitate the smooth and consistent running of systems and services in support of this aim. Strategic directions and goals of IT governance policy are:

- Achieve advanced levels of presenting and organizing information to increase satisfaction and productivity
- Accomplish substantial enhancements to the information technology infrastructure and facilities to meet and lead expectations
- Improve and refine information technology security to preserve and protect assets and functionality
- Develop a continuous cycle of improvement for SPL information technology to meet current and future requirements
- Provide high quality training and support for the use of information technologies to assure productivity and efficiency

## **SUPPLY CHAIN**

The Financial Year 2013-14 saw Supply Chain (SC) department playing a key role in contributing towards Company objectives and targets not only on the procurement and inventory management side but also had an important role in the diversification efforts of the organization when the Company was able to get a sizeable order of Child Registration Certificate (CRC) from National Database Registration Authority (NADRA).

The SC department ensured effective and smooth functioning of all its key areas like material planning, procurement, storage and most importantly the coordination with our customers to meet their requirements.

The Supply Chain department as always, kept a close focus on the market trend in terms of pricing / availability of comber which is our main raw-material and the purchasing was effectively timed to ensure maximum benefit to the organization. Similarly stocks were built in a manner that gave us the flexibility to prevent ourselves from any adverse affect of demand / supply conditions of comber and other raw material in the market.

This year we came up with new sourcing of national / international suppliers for some of the key materials which again helped us to remain economical as well as ensured that the quality of the supplies remained within the parameters defined by us.

A pre-requisite for our successful functioning is to ensure uninterrupted supply of raw materials, allied items, and engineering spares etc, at most competitive prices for smooth operation of Plant. As such, there was no single incidence of production disruption due to any delay/non-supply/shortage of required material. Similarly the SC department kept a close monitoring on the stock levels so that the Company's resources could be conserved.

Work on new projects is an on-going upgrading activity and the SC department was throughout involved in playing our role to ensure that all time-lines set by the Management is met. The process involved import of heavy/sophisticated/precision machinery and equipments. The SC department ensured timely clearance of all such consignments.

The effort to contribute our part for the success of the organization was done with a combined effort of all our team members and certainly our team is fully motivated and geared up to perform even better in future with the same zeal and enthusiasm as was done in the preceding year. The main focus will remain to ensure ultimate benefit for the organization as well as to all the stakeholders.

## **SECURITY**

### **1. General**

*Security remained the foremost concern during the year owing to the prevailing law and order situation in the country. Recognizing this as a serious challenge, the department has taken various steps in acquiring newer and latest technology in addition to reviewing the existing system. The objective is to ensure security of our product and premises against any pilferage, theft or sabotage. Special measures have been taken to counter terrorist activities by training of personnel and upgrade of security system.*

### **2. Training**

*During the year two in-house training sessions were held through Civil Defence Authorities with the aim to train maximum number of employees in "Basic Fire Fighting & First Aid".*

### **3. Emergency Response Practice & Evacuation Drill**

*During the year two un-announced emergency response practice and evacuation drills were carried out for all departments, which have increased the confidence and improved the skills of employees. Besides that, sectional heads were also briefed to play their role more effectively in case of an emergency.*

#### *4. Re-Survey of Security Systems*

*The Provincial Survey Team of Special Branch Sindh, Karachi visited the Factory to check the security procedure and arrangements. The Company has been graded "VERY GOOD" by the Inspection Team.*

#### *5. Infrared Beam Sensor*

*To reinforce and strengthen existing security measures, infrared beam sensor devices have been installed in "High Security Zone".*

#### *6. Outer Parameter Fence Security Lights*

*The outer parameter fence is erected in front of the Factory premises and adequate security lighting has been installed along physical structure to improve security surveillance during night.*

#### *7. Up-Grade of CCTV, Access Control & Fire Alarm Systems*

*The following upgrade in Closed Circuit Tele Vision (CCTV), Access Control System & Fire Alarm System has been carried out to keep the said systems effective:*

- CCTV System  
Some new cameras, monitors and related equipments have been installed at the required places to enhance security surveillance.*
- Access Control System  
The Access Control System was also upgraded. A new backup system, motorized door and electronic lock were installed.*
- Fire Alarm System  
Moreover some new smoke detector, sounder, manual call point and fire ray beam detectors were installed or replaced at various locations of the factory.*

#### *8. Up-Grade of Fire Equipment*

*The existing Fire Section of the Company is well equipped. However, during the year some fire related equipment were upgraded / replaced with latest models for improving efficiency and effectiveness.*

#### *9. Fire Suppression System (FM – 200) in MCC Room*

*An environment friendly fire suppression system (FM-200) is being installed in Motor Control Cabinet (MCC) Room where critically important electronic devises and control panels are housed to control the production process.*

*The fire suppression system works hand-in-hand with state-of-the-art detection to identify and extinguish a fire hazard long before substantial fire damage can occur. FM-200 does not leave harmful or messy residues that could damage delicate electronic and data processing equipment. FM-200 reacts quickly at low concentrations to extinguish fire.*

#### *10. Up-Grade of Telephone Exchange*

*The existing intercom telephone exchange is upgraded to improve its efficiency in handling increased requirements.*

#### *11. Biometrics*

*To strengthen the existing security system and for better control on the security staff a biometrics system is being installed at four locations. The system will be installed in more locations during the next year.*

#### *12. Extension of Height of Northern Side Boundary Wall*

*The northern side boundary wall of the Factory is being raised to further enhance security and safety of the premises on the recommendation of Provincial Survey Team.*

### **HEALTH SAFETY AND ENVIRONMENT**

#### ***The Management Representative***

*As part of its commitment, the management has appointed Management Representative to ensure that processes needed for Integrated Management System (Occupational Health and Safety, Environment and Quality) is established, implemented and maintained as per recognized standards.*

*The performance of Integrated Management System is being reported to top management for review and used as the basis of continual improvement targeting Company's objectives and goals, covering all critical areas of organization including Operational Management.*

*The integrated reporting for sustainable growth is focused to address most critical economical, environmental and social Issues through appropriate risk management.*

## The Integrated Management System

### Occupational Health and Safety Management Series (OHSAS 18001:2007):

We make objective and time based efforts for reducing and eliminating unsafe and unhealthy work practices / conditions. A comprehensive systematic documented system has been established to ensure Health, Safety, Fire, Hygiene and Security.

All Processes and code of practices compliance are monitored, audited and verified through periodic inspections, internal as well as surveillance third party audits by independent certification body.

A detailed Occupational Health and Safety Hazards Identification and Risk assessment and Controls (HIRC) is performed for normal, abnormal and emergency situations (covering routine and non-routine activities and natural disasters) within organization as evaluation of compliance of established standards and legal requirements including Factories Act 1934.

A classified incident reporting with investigation and analysis and follow-up for corrective / preventive measures is taken to mitigate and eliminate the possible risks and hazards. Records are also being maintained.



## Safety Week

To activate and enhance the Health and Safety awareness a Safety Week has been organized under the theme "Safety is in my hand" to involve the people.



## Environment Management System (ISO 14001: 2004)

We have been maintaining and improving Environmental Management System in a comprehensive, systematic, planned and documented manner.

Setting goals for compliance with regulatory standards such as National Environmental & Quality Standards (NEQS) and Environment Protection Agency (EPA) and reduction of solid, liquid and gaseous wastes, in line with global practices, a detailed environmental aspect and impact analysis and risk assessment has been performed and complied through effective inspection and process controls, including liquid effluent treatment and controlled disposal of solid /stack emission.



## Participation in Tree plantation Campaign by NFEH



## Best Environmental Reporting Award 2013

*In order to demonstrate commitment to Environmental Preservation and Effective Management, the Company has published an award Winning Report for the year 2013.*

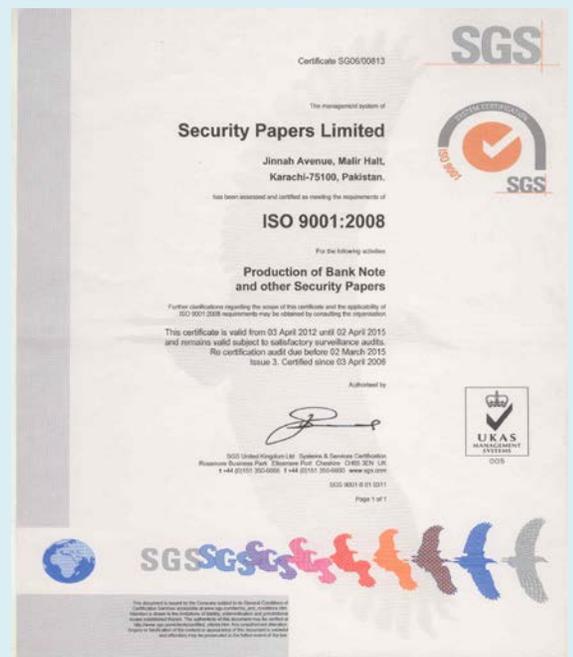
*In the current scenario of international crisis and uncertainty, the role of the Environment Management System became even more important to come out with the options which could create maximum benefit for the organization and eco system*

## Quality Management Systems (ISO 9001:2008)

*A documented Quality Management System has been established and maintained to determine processes needed for their application throughout the organization, and continually improvement*

*of its effectiveness to manufacture products as per agreed specifications of customers.*

*Criteria and methods for both operational and controls have been determined. The objective is to ensure the availability of resources and information to support the operations and monitoring of processes. All actions necessary to achieve planned results and continual improvement of processes have been effectively*



*implemented for customer's satisfaction.*

*Periodic Internal and external surveillance audits have been conducted and reported to top management for review at regular intervals.*

## **Finance & Accounts**

*The Finance & Accounts (F&A) department provides cost effective and efficient management accounting and financial management services to all the stakeholders. During the year under review the Finance & Accounts contributed to the management and improvement of the Company s' operations by measuring and reporting regularly on key numbers critical to the success of the organization.*

*The department is driven by the highest standard of quality, integrity leadership and teamwork. The department strives to be exemplary in all activities encouraging growth and development within the Company. The department aims to make the best decisions collectively in the best interest of the Company. The department renders support and service to the line management with following key performance areas.*

- *Provide strategic financial information for management decision making*
- *Preparation and issuance of the quarterly and annual financial statements*
- *Compliance to applicable statutes regulations and IFRS*
- *Develop and maintain effective systems of internal and financial control*
- *Advise on the financial and tax implications of business decisions*
- *Preparation and maintaining of annual budget and forecast*
- *Treasury and funds management*
- *Tax planning, product pricing, cost reduction and cost control*
- *Strive for overall corporate health*
- *Cost effectiveness and profit improvement*
- *Control of expenditure and economy measures*
- *Responding to changing requirements and priorities*

*The Finance and Accounts department is committed to maintain highest standards of ethics and professionalism and play a proactive role in achieving Company's objectives. With dedication and teamwork the department will continue to add value, face new challenges and to exceed the expectations of the management and all the stakeholders.*

## **INTERNAL AUDIT**

*Internal Audit (IA), in line with Internal Audit Charter and Internal Audit Manual duly approved by the Board of Directors (BoD), assists the Board Audit Committee (BAC) in carrying out its mandate of monitoring business performance, strategic planning and keeping an eye on compliance and internal controls.*

*The General Manager (GM) Internal Audit (IA) reports directly to the Chairman of Board Audit Committee, who is an independent, non-executive Director. As such, all the procedures carried out by IA are under the direct instruction and supervision of BAC and the Management of the Company does not have any influence on the same at any stage.*

IA monitors, analyses and reports on critical areas such as production efficiency, raw material costs, profitability, inventory management and compliance. IA is also involved in a comprehensive pre-audit procedure covering procurements, capital expenditures and all payments. IA works in accordance with an annual audit plan covering all departments of the Company. The practices of the department are governed by an Internal Audit Manual which aims to bring the same in line with the latest Internal Auditing Standards as issued by Institute of Internal Auditors, USA and other best practices.

IA has also added considerable value to the Company's operations by advising on various affairs and providing guidance and assistance in the areas of compliance and efficiency. There have been several instances where the Company has experienced genuine value addition and material gains as a result of IA procedures.

As per BAC's instructions, IA is currently going through a transition of its business model to a post-audit based approach. This approach envisages the use of self assessment checklists by all departments and usage of risk registers by IA as a tools to monitor and mitigate risks relating to every process in the organization. The post audit model will ensure that IA is completely independent and objective by conducting monthly sample-based audits of all transactions and MIS information, and is expected to inculcate control self assessment culture within all functions of the organization, resulting in 'total quality approach' to compliance. This transition envisages a scenario where compliance to regulatory and internal criteria is ensured by process owners at every stage and the efficacy of the same is monitored by IA through post audits.

## **HUMAN RESOURCE & ADMINISTRATION**

Human Resource & Administration (HR&A) department is committed to the development and well-being of its employees. The goal is to recruit and retain professionals that possess the competencies and skills required for the Company to implement its strategy. In the under review the Company has inducted new blood to further maximize the efficiency and professionalism.

During the year HR&A department introduced newsletter, which published quarterly. The newsletter provides readers the information about the progress, recent achievements, future plans, latest news etc.

### Training & Development

Training and career development plays vital role for a progressive organization. It helps in enhancing the efficiency of employees. Establishing an environment conducive to learning is a critical aspect of training sessions. For better training and development of employees, the HR&A department have developed an exclusive in-house Training Room with all the necessary tools.

The Company encourages employees to develop their skills and professionalism in a variety of ways. During the year under review a number of external and in-house training sessions were conducted with successful learning outcomes. This practice will continue in future.



### Health & Safety Week

*First Safety week was organized at SPL during the second quarter of this year. During this week following activities took place:*

- *Quiz and rewards / best safety officers' awards*
- *Occupational Safety & Health related videos / presentations / sharing of best practices in the industry*
- *Safety Day Banners at different locations.*
- *Half-day training on HSE-Hearts & Minds*
- *Emergency mock drills*



## CORPORATE

During the year under review compliance was ensured in all material respect with corporate legal requirements applicable to the Company and most of the corporate activities were completed much earlier than the legally allowed time frame.

Dividend Warrants and Bonus Shares were dispatched within 10 days instead of the requirement of 30 days.

All matters related to the shareholders were quickly disposed. No shareholder related issues remain unresolved.

It is the firm commitment of the department to provide best possible services to all the stakeholders in a most efficient manner ensuring their maximum satisfaction.

## REVIEW REPORT TO THE MEMBERS ON STATEMENT OF COMPLIANCE WITH BEST PRACTICES

### ENVIRONMENTAL SAFETY ASPECTS & IMPACTS

Environmental safety aspects and impacts of the Company are given below:-

**Table 1: Aspect / Impact Analysis Report 2013-to-2014**

S. No	Department/ Section	Activity	Environmental Aspect	Environmental Impact	Design/ Method or Material control , Safety device/warning system/admin control	Severity (S)	Occurrence (O)	Total Nos. (S x O)	Rank
	Stores	Transportation of Liquid Caustic Soda	Large spill due to valve/pipe leakage/damage	Hazard for marine life due to corrosive and alkaline nature	<ul style="list-style-type: none"> <li>strong and sealed coupling to install at the transferring pipes joints has been provided</li> <li>Spill kit has been provided</li> <li>MSDS of caustic has been provided.</li> <li>Safety Symbols and signs are placed</li> </ul>	7	2	14	B

		Solid material transportation	Fall incident / small spill	Soil/drainage contamination hazards for marine life	<ul style="list-style-type: none"> <li>Lifters and trolleys have been provided</li> <li>Secondary containers have been provided where ever required</li> <li>Spill kit has been provided</li> <li>Waste chemicals and contaminated cloths are shifted to yard.</li> <li>Waste Chemicals are disposed off as per MSDS.</li> </ul>	3	3	9	B
		Liquid Materials Transportation	Fall incident/medium spill may occur due to poor handling	Soil/drainage contamination hazards for marine life	<ul style="list-style-type: none"> <li>Lifters and trolleys have been provided</li> <li>Secondary containers have been provided where ever required</li> <li>Spill kit has been provided</li> <li>Waste chemicals contaminated cloths are shifted to yard</li> </ul>	5	5	25	B
		Fork lifter operation	Poor maintenance	Air contamination of green house gases (Air pollution) due to stack emission	<ul style="list-style-type: none"> <li>Preventive maintenance has been performed.</li> <li>Stack emission have been tested periodically to comply with NEQS standards</li> </ul>	2	5	10	B
	Stores	Liquid materials storage and stacking	Poor stacking	Small/large spill due to Fall incident, Air /drainage contamination	<ul style="list-style-type: none"> <li>Chemical handling staff has been trained.</li> <li>Separate stores have been constructed.</li> </ul>	4	7	28	B
Weak pallets / Cage			Small spill due to pallet breakage	<ul style="list-style-type: none"> <li>Strong pallets and racks are provided</li> <li>Spill kit has been provided.</li> <li>Secondary containers have been provided for liquid chemicals</li> <li>MSDS Has been provided</li> </ul>	6	5	30	B	
Solid materials storage and stacking		Poorly closed /opened container	Bad smell/Air pollution (contamination)	<ul style="list-style-type: none"> <li>Chemical handling staff strictly instructed to keep closed each chemical contained /empty containers</li> <li>Environmental hazard signs have been placed</li> </ul>	3	4	12	B	

		Solid waste handling	Poor handling and disposal of environmental hazard materials	Eco system Contamination	<ul style="list-style-type: none"> <li>All chemicals have been classified as hazards and none hazards.</li> <li>Chemical handling staff have been trained for emergency response</li> <li>Spill kits have been provided</li> <li>Hazardous chemicals have been disposed off as per recommended procedures</li> </ul>	3	4	12	B
		Liquid waste handling	Fall incident due to poor handling or disposal	Drainage & soil contamination	<ul style="list-style-type: none"> <li>Chemical handling staff have been trained for emergency response</li> <li>Spill kits have been provided</li> <li>Hazardous chemicals have been disposed off as per recommended procedures</li> </ul>	5	2	10	B
	Stores	Sampling	Poor handling	Soil / drainage contamination due to Fall/spill incident	<ul style="list-style-type: none"> <li>Sampling staff has been trained for sample preservation and Spill emergency response.</li> <li>Spill kit has been provided at work place.</li> <li>Environmental hazard symbols and signs have been placed</li> </ul>	5	5	25	B
		Liquid Caustic Transportation/ Dosing	Small/Large spill due to dosing pipe/valve leakage	Hazard for ecosystem due to Soil, effluent contamination	<ul style="list-style-type: none"> <li>Sampling staff has been trained for sample preservation and Spill emergency response.</li> <li>Spill kit has been provided at work place.</li> <li>Environmental hazard symbols and signs have been placed.</li> </ul>	7	5	35	B

		Comber Noil and denim Sorting	Poor ventilation and collection system	Air pollution and contamination due to flying Cotton (Cellulose) fibers.	<ul style="list-style-type: none"> <li>• New comber and denim cleaning plant with close system and exhaust has been installed.</li> <li>• Air ventilations have been ensured through closed vacuum system.</li> <li>• Waste cotton has been disposed off in yard</li> <li>• Environmental hazard signs and symbols have been placed at work place</li> </ul>	7	8	56	C
		Solid waste handling	Poor handling and disposal of material	Eco system Contamination	<ul style="list-style-type: none"> <li>• Material has been classified into environmental hazard and none hazard</li> <li>• solid waste handling staff has been trained for solid waste disposal</li> <li>• hazard waste transferred to yard and disposed off as per NEQS requirements</li> </ul>	6	4	24	B
		Sampling	Fall incident and small spill due to Poor handling of material	Air, soil contamination	<ul style="list-style-type: none"> <li>• Sampling staff has been trained for sample preservation and Spill emergency response.</li> <li>• Spill kit has been provided at work place.</li> <li>• MSDS has been provided at work place</li> <li>• Environmental hazard symbols and signs have been placed</li> </ul>	6	5	30	B
	Pulp Mill/New dry cleaning plant	Comber Noil Cooking	Gas emission	Adverse effect on Eco system through Air pollution	<ul style="list-style-type: none"> <li>• Gas emission points have been identified</li> <li>Stack emission has been tested periodically to comply with NEQS Standards.</li> <li>• Safe gas emission has been ensured through closed system</li> <li>• Training has been provided to relevant staff for gas leakage emergency response</li> <li>• Environmental hazard signs and symbols have been placed</li> </ul>	7	5	35	B

			Effluent Discharge /spill	Adverse effect on Eco system through effluent discharge	<ul style="list-style-type: none"> <li>• Close strong sealed coupling has been installed for shifting of liquid effluent.</li> <li>• Effluent discharge drainage lines have been painted to identify contains secures for any leakage.</li> <li>• Effluent is disposed off after treatment through ETP</li> <li>• Environmental parameters have been tested periodically to comply with NEQS Standards</li> </ul>	8	4	32	B
		Denim Cutting Cooking	Gas emission	Adverse effect on Eco system through Air pollution	<ul style="list-style-type: none"> <li>• Gas emission points have been identified</li> <li>• Stack emission has been tested periodically to comply with NEQS Standards.</li> <li>• Safe gas emission has been ensured through closed system</li> <li>• Training has been provided to relevant staff for gas leakage and emergency response.</li> </ul>	8	5	40	B
			Effluent Discharge/s pill	Adverse effect on Eco system through effluent discharge	<ul style="list-style-type: none"> <li>• Effluent discharge drainage lines have been painted to identify contains secures for any leakage.</li> <li>• Effluent is disposed off after treatment through ETP</li> <li>• Environmental parameters have been tested periodically to comply with NEQS Standards</li> </ul>	7	5	35	B
	Pulp Mill/New dry cleaning plant	Solid Chemical handling	Poor handling of chemicals	Air and soil contamination due to Chemical spill	<ul style="list-style-type: none"> <li>• All chemicals have been classified as hazards and none hazards.</li> <li>• Chemical handling staff have been trained for emergency response</li> <li>• Spill kits have been provided</li> <li>• Hazardous chemicals have been disposed off as per recommended procedures</li> </ul>	7	4	28	B

		Solid chemical storage	Poor stacking /weak pallets	Air and soil contamination due to Chemical spill/fall	<ul style="list-style-type: none"> <li>• Chemical handling staff strictly instructed to keep closed each chemical contained /empty containers</li> <li>• Environmental hazard signs have been placed</li> </ul>	7	8	56	C
		Solid waste handling	Poor handling of hazardous material	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>• Solid waste has been classified as environmental hazard and non hazard.</li> <li>• Hazard chemicals have been transferred through specifically provided trolleys at work place.</li> <li>• Environmental hazard signs and symbols have been placed at work place.</li> <li>• Solid waste handling staff have been trained for handling environmental hazards materials</li> </ul>	5	5	25	B
	Hemp Breaker	Hemp breaking operation	Poor handling of Chemical	Minor adverse effect on eco system due to Fall/spill incident	<ul style="list-style-type: none"> <li>• Secondary containers have been provided for Chemical cans,</li> <li>• Environmental hazard symbols and signs have been place at point of use.</li> <li>• Waste chemical have been disposed of as per MSDS recommendation.</li> </ul>	3	6	18	B
		Solid waste handling	Disposal unclassified material hazard material	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>• Solid waste generated from area has been classified into environmental hazard and non hazard material.</li> <li>• Environmental hazardous material has been disposed off as per recommendations</li> </ul>	5	4	20	B

	Breaker /Beater House	Solid Chemical handling	Poor handling of Chemical	Air and soil contamination due to Chemical spill/fall	<ul style="list-style-type: none"> <li>• Secondary containers have been provided for all solid chemicals.</li> <li>• Spill kit has been provided at the work place.</li> <li>• Training for emergency response has been provided to the chemical handling persons.</li> <li>• Waste chemicals have been disposed off as per MSDS recommendations.</li> <li>• Environmental hazard signs and symbols have been place at work place.</li> </ul>	5	5	25	B
		Liquid Chemical Handling	Poor handling of Chemical	Air and drainage system contamination due to Chemical spill/fall	<ul style="list-style-type: none"> <li>• Drain lines have been connected to effluent treatment plant to prevent direct spill of chemicals into main liquid waste.</li> <li>• Environmental Emergency response training has been provided to relevant workers.</li> <li>• Environmental hazard safety symbols and signs have been placed at work place.</li> </ul>	6	5	30	B
		Solid Waste handling	Poor handling and disposal of environmental hazard material	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>• Solid waste has been classified into environmental Hazard and non hazard materials.</li> <li>• Waste chemicals have been disposed off as per recommendations.</li> <li>• Environmental hazard signs and symbols have been place at work place.</li> </ul>	5	5	25	B
	Machine House	General Operation	Drainage of residual chemicals directly into main stream untreated	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>• Drain lines have been connected to effluent treatment plant to prevent direct spill of chemicals into main liquid waste.</li> <li>• Environmental Emergency response training has been provided to relevant workers.</li> </ul>	7	5	35	B

		Window A/C operation	Leakage of CFC contained green house gases	Adverse effect on eco system due to hazard properties of green gases (Air pollution)	<ul style="list-style-type: none"> <li>A/C window has been replaced by split units.</li> <li>CFC (No 12) gas compressed gas has been replaced with (No.134) 1,1,1,2 Tetrafluoroethane.</li> </ul>	6	2	12	B
		Chemical dosing	Chemical spill due to feed pipe line leakage	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>Chemical Spill kit has been provided</li> <li>MSDS has been provided at work place</li> <li>Emergency response training has been provided to relevant persons</li> <li>Work instructions have been communicated</li> </ul>	8	5	40	B
		PM-2 Cleaning/change over	Residual chemical contained pulp and chemicals discharge into main stream line untreated.	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>Separate tank has been constructed for excessive pulp storage</li> <li>Main drain line have been connected with effluent treatment plant</li> </ul>	7	5	35	B
		System Boil out process	Residual washing chemical contained chemicals discharge into main stream line untreated.	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>Washing waste has been neutralized before discharge.</li> <li>Drain lines connected to main effluent treatment plant through closed system for further treatment</li> <li>Environmental Emergency response training has been provided to relevant workers.</li> </ul>	6	4	24	B
		Solid waste handling	Poor handling and disposal of environmental hazard material	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>Solid waste has been classified into environmental Hazard and non hazard materials.</li> <li>Waste chemicals have been disposed off as per recommendations.</li> <li>Environmental hazard signs and symbols have been place at work place.</li> </ul>	7	5	35	B

		Solution Preparation (CMC, KIO3, etc)	Chemical spill/fall incident due to Poor handling of chemical	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>• Secondary containers have been provided for each liquid chemical.</li> <li>• Specific Hand pumps have been provided for chemical transfer to prevent chemical spill.</li> <li>• Environmental Emergency response training has been provided to relevant workers.</li> <li>• Environmental safety signs and symbols have been placed at work place.</li> </ul>	8	4	32	B
	Repulping plant operation	Sulphuric acid dosing	Chemical spill into main stream, due to poor handling of acid	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>• Secondary containers have been provided for each liquid chemical.</li> <li>• Specific Hand pumps have been provided for chemical transfer to prevent chemical spill.</li> <li>• Environmental Emergency response training has been provided to relevant workers</li> </ul>	8	5	40	B
		Sulphuric acid stacking	Chemical spill into main stream, due to poor stacking of acid	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>• Secondary containers have been provided for each liquid chemical.</li> <li>• Environmental Emergency response training has been provided to relevant workers.</li> </ul>	8	4	48	C
		Solid waste handling	Poor handling and disposal of environmental hazard material	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>• Solid waste has been classified into hazard and non hazard material.</li> <li>• Specific trolleys have been provided for hazard materials for transfer material to yard.</li> </ul>	5	5	25	B
	Refiner operation	Seal burst incident	Large spill of Chemical Pulp large	Blockage of drain line	<ul style="list-style-type: none"> <li>• Seal has been replaced by highest quality seal.</li> <li>• Water hose has been provided for cleaning large spill</li> </ul>	6	3	18	B

Size Kitchen	Liquid chemical Handling	Untreated HCl large spill due to poor handling into main stream	PH of main effluent discharge may decrease	<ul style="list-style-type: none"> <li>Neutralizing chemical has been provided at work place.</li> <li>Emergency response training has been provided to relevant staff.</li> <li>Work instructions and safety signs/symbols and MSDS of all chemicals have been proved.</li> <li>Hand pumps have been provided to transfer chemicals</li> </ul>	8	5	40	B
	Solid Chemical Handling	Chemical spill and fall incident due to poor handling of chemicals	Blockage of drain lines	<ul style="list-style-type: none"> <li>Emergency response training has been provided to relevant staff.</li> <li>Work instructions and safety signs/symbols and MSDS of all chemicals have been proved.</li> </ul>	5	5	25	B
	Melamine Solution preparation	Melamine formaldehyde fumes generation	Air pollution due to contamination	<ul style="list-style-type: none"> <li>Work instructions and safety signs/symbols and MSDS of all chemicals have been proved.</li> <li>Hand pumps have been provided to transfer chemicals</li> </ul>	8	8	64	C
	PVA Solution preparation	Large spill due to poor handling or feed pipe leakage	Blockage of main drain line	<ul style="list-style-type: none"> <li>Work instructions and safety signs/symbols and MSDS of all chemicals have been proved.</li> <li>Motorized pumps have been provided for transfer chemicals through closed system</li> </ul>	8	4	32	B
	Solid waste Handling	Poor handling and disposal of environmental hazard material	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>Solid waste have been classified as hazard and non hazard.</li> <li>Separate trolleys have been provide to transfer hazard material.</li> </ul>	6	5	30	B
	Chemical Waste Handling	Poor handling and improper disposal of environmental hazard materials	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>Solid waste have been classified as hazard and non hazard.</li> <li>Separate trolleys have been provide to transfer hazard material.</li> </ul>	7	5	35	B
Pop Reel	Running reel scanning	Radio active decay (Radiation)	Ionization of air and health hazard	<ul style="list-style-type: none"> <li>Compact seal has been provided to relevant workers.</li> <li>Radio active decay has been monitored by survey meter</li> <li>Area has been cordon off by barricade tape, safety signs/symbols have been placed</li> </ul>	8	5	40	B

		Waste paper handling	Improper disposal	Adverse effect on eco system due to hazard properties of paper chemicals	<ul style="list-style-type: none"> <li>Broke plant has been installed to recycle waste paper</li> <li>Waste paper has been burned in incinerator by controlled manners.</li> <li>Stack emission has been test periodically on regular basis.</li> <li>Environmental community Feed back survey has been conducted in surrounding areas.</li> </ul>	5	4	20	B
Finishing	Good/Waste paper handling	Melamine fumes generation due to Improper storage of paper	Air pollution and health hazards	<ul style="list-style-type: none"> <li>Air ventilations and exhaust system has been installed at work place</li> </ul>	8	8	64	C	
	Solid waste handling	Poor handling and disposal of environmental hazard material	Adverse effect on eco system due to hazard properties of material	<ul style="list-style-type: none"> <li>Solid waste has been classified into hazard and non hazard</li> <li>Separate trolleys have been provided to transfer hazard material</li> </ul>	5	5	25	B	
Effluent Treatment Plant	Liquid effluent transportation	Leakage /damage of drain lines	Air and soil contamination	<ul style="list-style-type: none"> <li>Untreated effluent has been transferred through closed drainage system to Clarifiers.</li> </ul>	8	3	24	B	
	Liquid Effluent treatment	Malfunctioning of treatment chemical dosing pump	Adverse effect on eco system due to untreated effluent discharge	<ul style="list-style-type: none"> <li>Periodic preventive maintenance and inspection has been conducted of effluent treatment chemical dosing system.</li> </ul>	8	3	24	B	
		Improper treatment solution preparation	Adverse effect on eco system due to untreated effluent discharge	<ul style="list-style-type: none"> <li>Periodic preventive maintenance and inspection has been conducted of effluent treatment chemical dosing system.</li> <li>Treatment solution has been prepared by trained personnel</li> </ul>	6	4	24	B	
		Non availability of treatment chemical	Adverse effect on eco system due to untreated effluent discharge	<ul style="list-style-type: none"> <li>Effluent treatment Chemicals minimum stock has been maintained for specific time duration.</li> </ul>	8	3	24	B	
	Solid waste drying	Bad smell generation due to Chemical pulp fumes	Air pollution and health hazards for employees & near by community	<ul style="list-style-type: none"> <li>Solid pulp disposal frequency has been increased</li> </ul>	7	5	35	B	

		Solid waste disposal	Improper disposal of environmental hazard solid waste	Adverse effect on eco system due to hazard properties of materials	<ul style="list-style-type: none"> <li>• Solid waste has been classified into hazardous and non hazardous.</li> <li>• Hazard materials has been accumulated in yard and disposed off through qualified contractors in controlled manners.</li> </ul>	5	3	15	B
Boilers		General Operation	Green house gases emission  More than standards	Air pollution and adverse effect on eco system	<ul style="list-style-type: none"> <li>• Stack emission has been tested from defined emission points periodically on regular basis, to comply with NEQS standards.</li> </ul>	5	3	15	B
		Solid Chemical dosing	Fall/spill incident of chemicals due to poor handling	Adverse effect on eco system due to hazard properties of materials	<ul style="list-style-type: none"> <li>• Main drain lines have been connected to main effluent treatment plant.</li> <li>• Emergency response training has been provided to relevant persons.</li> <li>• MSDS of chemicals has been provided at work place</li> </ul>	6	4	24	B
		Solution Preparation	Poor handling of Chemical	Adverse effect on eco system due to hazard properties of materials	<ul style="list-style-type: none"> <li>• Solution preparation training has been provided to relevant persons.</li> <li>• Work instructions has been communicated at work place</li> </ul>	6	4	24	B
		Blow downing	Chemical mixed (Effluent) water drainage	Adverse effect on eco system due to hazard properties of effluent	<ul style="list-style-type: none"> <li>• Main drain line has been connected to effluent treatment plant through closed system.</li> <li>• Emergency response training has been conducted</li> </ul>	7	5	35	B
		Chemical handling	Fall/spill incident of chemicals due to poor handling	Adverse effect on eco system due to hazard properties of materials	<ul style="list-style-type: none"> <li>• Main drain line has been connected to effluent treatment plant through closed system.</li> <li>• Emergency response training has been conducted</li> <li>• MSDS of relevant chemicals have been provided at work place .</li> </ul>	7	3	21	B
		Chemical storage	Fall/spill incident of chemicals due to poor stacking	Adverse effect on eco system due to hazard properties of materials	<ul style="list-style-type: none"> <li>• Chemicals have been stacked as per MSDS.</li> <li>• Regular inspection of storage area has been conducted</li> <li>• Spill kit has been provided at work place</li> </ul>	5	3	15	B

		Solid waste handling	Improper disposal of environmental hazard solid waste	Adverse effect on eco system due to hazard properties of materials	<ul style="list-style-type: none"> <li>• Solid waste has been classified into hazard and none hazards.</li> <li>• Hazardous waste has been disposed of through yard gang.</li> </ul>	5	5	25	B
Incinerator	General Operation	Combustion through Conventional technology incinerators with low altitude chimney	Adverse effect on eco system due to hazard properties of combusted emission of green house gases	<ul style="list-style-type: none"> <li>• Stack emission has been tested regularly to comply with NEQS Standards.</li> <li>• Waste burning frequency has been reduced to avoid air pollution</li> </ul>	8	4	32	B	
	Solid waste burning	Green house gases and VOC (Volatile Organic Compound) emission due to incomplete combustion	Adverse effect on eco system due to hazard properties of combusted emission of green house gases and particulate matters.	<ul style="list-style-type: none"> <li>• Incinerator operation has been conducted by qualify trained persons</li> <li>• Periodic inspection has been conducted on regular basis</li> </ul>	8	4	32	B	
	Solid Ash disposal	Improper disposal of ash	Air pollution due to contamination of particulate matters.	<ul style="list-style-type: none"> <li>• Ash from incinerator has been disposed off in controlled manners</li> </ul>	5	3	15	B	
Generator	General operation	Emission of Green house gases more than standards	Adverse effect on eco system due to hazard properties of combusted emission of green house gases	<ul style="list-style-type: none"> <li>• Preventive maintenance has been conducted on regular basis</li> <li>• Stack emission has been tested to Comply with NEQS standards</li> </ul>	8	3	24	B	
	Cleaning	Poor handling & disposal of liquid and solid waste	Adverse effect on eco system due to hazard properties of materials, eg oily cloths, filters etc	<ul style="list-style-type: none"> <li>• Generator operation has been handled by trained and qualify persons.</li> <li>• Hazard material has been disposed off through yard gang in controlled manners.</li> </ul>	7	4	28	B	
	Preventive and Routine maintenance	Emission of Green house gases more than standards due to poor maintenance	Adverse effect on eco system due to hazard properties of combusted emission of green house gases	<ul style="list-style-type: none"> <li>• Regular routine and preventive maintenance has been conducted as per annual maintenance plan</li> </ul>	8	3	24	B	

	Chiller	Preventive /routine maintenance	Emission of Green house gases more than standards due to poor maintenance	Adverse effect on eco system due to hazard properties of combusted emission of green house gases	<ul style="list-style-type: none"> <li>Regular routine and preventive maintenance has been conducted as per annual maintenance plan</li> </ul>	7	3	21	B
Quality Assurance / Research & Development	Chemical handling	Chemical spill	Chemical spill	Adverse effect on eco system due to hazard properties of chemicals	<ul style="list-style-type: none"> <li>Spill kit has been provided at work place</li> <li>Environmental safety signs and symbols has been place at work place</li> <li>MSDS of all hazardous and none hazards chemical has been communicated and available at work place</li> <li>Environmental emergency response training has been provided to relevant persons.</li> </ul>	8	8	64	C
					<ul style="list-style-type: none"> <li>Secondary containers have been provided for all hazardous chemicals</li> <li>MSDS has been available of all chemicals ht work place</li> <li>Environmental emergency response training has been provided to relevant persons.</li> </ul>	8	2	16	B
		Solid waste handling	Fall incident	Solid chemical spill Adverse effect on eco system due to hazard properties of chemicals	<ul style="list-style-type: none"> <li>Spill kit has been provided at work place</li> <li>Environmental safety signs and symbols has been place at work place</li> <li>MSDS of all hazardous and none hazards chemical has been communicated and available at work place</li> <li>Environmental emergency response training has been provided to relevant persons.</li> </ul>	7	5	35	B

			Uncontrolled disposal	Adverse effect on eco system due to hazard properties of chemicals contamination	<ul style="list-style-type: none"> <li>Secondary containers have been provided for all hazardous chemicals</li> <li>MSDS has been available of all chemicals ht work place</li> <li>Environmental emergency response training has been provided to relevant persons.</li> <li>Chemical disposal has been determined and disposed off in controlled manners inventory has been maintained.</li> </ul>	8	7	56	C
		Chemical Testing	Chemical fumes generation due to Testing error	Air pollution	<ul style="list-style-type: none"> <li>MSDS has been available of all chemicals ht work place</li> <li>Testing has been conducted by qualified persons.</li> <li>Fuming chamber has been provided.</li> </ul>	8	3	24	B
		Chemical storage	Poor storage	Air contamination Violent reaction	<ul style="list-style-type: none"> <li>Secondary containers have been provided for all hazardous chemicals</li> <li>MSDS has been available of all chemicals ht work place</li> <li>Environmental emergency response training has been provided to relevant persons</li> </ul>	8	3	24	B
		Chemical disposal	Poorly disposal	Adverse effect on eco system due to hazard properties of chemicals contamination	<ul style="list-style-type: none"> <li>Hazardous and none hazards chemicals have been identified and disposed off as per controlled manner through yard gang.</li> </ul>	8	5	40	B
	Engine-ering								
	Mainten-ance	Cleaning Of machines	Oily cloth generation	Adverse effect on eco system due to hazard properties of oil contamination	<ul style="list-style-type: none"> <li>Oily cloths have been classified as environmental hazardous material and disposed off as through yard gang</li> </ul>	8	6	42	B
		Gas Cylinders handling	Gas leakage	Air Pollution, Fire incident	<ul style="list-style-type: none"> <li>Gas cylinders have been maintained by qualified staff.</li> <li>Regular inspection has been conducted as per annual maintenance plan.</li> </ul>	8	4	32	B

		Gas Cylinder storage	Poor storage	Air pollution due to valve damage	<ul style="list-style-type: none"> <li>Gas cylinders have been stored as per MSDS recommendations</li> <li>Safety signs and symbols have been placed at work place</li> <li>Separate hand trolleys has been provided to transformation</li> </ul>	8	4	32	B
		Solid waste disposal	Unclassified disposal	Adverse effect on eco system due to hazard properties of solid contamination	<ul style="list-style-type: none"> <li>Environmental Hazardous and none hazard material has been classified.</li> <li>Hazardous material disposed off through yard gang in controlled manners</li> </ul>	8	5	40	B
		Liquid chemical handling	Spill incident	Adverse effect on eco system due to hazard properties of chemicals contamination	<ul style="list-style-type: none"> <li>Secondary containers have been provided to all liquid contained cans.</li> <li>Spill kit has been provided at work place</li> <li>MSDS of relevant chemicals has been provided at work place</li> <li>Environmental Emergency response training has been provided to all relevant persons.</li> </ul>	8	5	40	B
		Preventive and routine maintenance	Gas emission due to mal function of machines	Adverse effect on eco system due to hazard properties of chemicals contamination	<ul style="list-style-type: none"> <li>Preventive and routine maintenance ha plan.</li> <li>Stack emission has been tested at identified points to comply with NEQS Standards.</li> </ul>	8	5	40	B
		Welding	Fume/gas emission	Adverse effect on eco system due to hazard properties of green house gas contamination	<ul style="list-style-type: none"> <li>Good quality welding Plant has been provided</li> <li>Environmental Emergency response training has been provided to relevant persons</li> </ul>	8	7	56	C
	Civil	Painting/W hite wash	Spill incident	Soil contamination	<ul style="list-style-type: none"> <li>Spill kit has been provide to relevant persons</li> <li>Training for environmental emergency response has been provided to relevant persons.</li> <li>Contaminated material has been disposed off through yard gang</li> </ul>	7	6	42	B

		Liquid chemical handling	Evaporation of chemicals	Air pollution	<ul style="list-style-type: none"> <li>Liquid chemical have been stored with secondary containers</li> <li>Environmental Emergency response training has been provided to relevant persons</li> </ul>	8	5	40	B
		Wood cutting	Wood dust generation	Air pollution	<ul style="list-style-type: none"> <li>Vacuum cleaner have been provided to collect wood dust</li> <li>Environmental Emergency response training has been provided to relevant persons</li> </ul>	8	7	56	C
		Solid waste disposal	Unclassified disposal	Adverse effect on eco system due to hazardous material	<ul style="list-style-type: none"> <li>Environmental Hazardous and none hazard material has been classified.</li> <li>Hazardous material disposed off through yard gang in controlled manners</li> </ul>	8	6	48	B
		Liquid waste disposal	Unclassified disposal	Adverse effect on eco system due to hazardous material	<ul style="list-style-type: none"> <li>Environmental Hazardous and none hazard material has been classified.</li> <li>Hazardous material disposed off through yard gang in controlled manners</li> </ul>	8	4	32	B
		Cleaning	Lack of awareness about hazardous material properties	Adverse effect on eco system due to hazardous material disposal	<ul style="list-style-type: none"> <li>Environmental Hazardous and none hazard material has been classified.</li> <li>Hazardous material disposed off through yard gang in controlled manners</li> <li>Environmental emergency response training has been provided to relevant persons</li> </ul>	6	5	30	B
	Electrical	Routine and preventive maintenance	Excessive Gas emission due to mal function of machines	Air pollution	<ul style="list-style-type: none"> <li>Preventive and routine maintenance have been performed as per annual maintenance plan.</li> <li>Stack emission has been tested at identified points to comply with NEQS Standards.</li> </ul>	7	4	28	B
		Solid waste disposal	Unclassified disposal	Adverse effect on eco system due to hazardous material	<ul style="list-style-type: none"> <li>Environmental Hazardous and none hazard material has been classified.</li> <li>Hazardous material disposed off through yard gang in controlled manners</li> </ul>	8	6	48	B
		Liquid waste disposal	Unclassified disposal	Adverse effect on eco system due to hazardous material	<ul style="list-style-type: none"> <li>Environmental Hazardous and none hazard material has been classified.</li> <li>Hazardous material disposed off through yard gang in controlled manners</li> </ul>	7	4	28	B

	HVAC	Gas cylinder handling	Green gas leakage	Air pollution	<ul style="list-style-type: none"> <li>Gas cylinders have been stored as per MSDS recommendations</li> <li>Safety signs and symbols have been placed at work place</li> <li>Separate hand trolleys has been provided to transformation</li> </ul>	8	2	16	B
HR & A		Solid waste disposal	Unclassified disposal	Adverse effect on eco system due to hazardous material	<ul style="list-style-type: none"> <li>Environmental Hazardous and none hazard material has been classified.</li> <li>Hazardous material disposed off through yard gang in controlled manners</li> </ul>	8	7	56	C
		Motor vehicle handling	Mal function of vehicle due to poor maintenance	Air pollution	<ul style="list-style-type: none"> <li>Preventive and routine maintenance have been performed as per annual maintenance plan.</li> <li>Stack emission has been tested at identified points to comply with NEQS Standards.</li> </ul>	8	3	24	B
		Gardening/Plantation	Poor maintenance	Adverse effect on eco system due Plantation damage	<ul style="list-style-type: none"> <li>Environmental Hazardous and none hazard material has been classified.</li> <li>Hazardous material disposed off through yard gang in controlled manners</li> </ul>	6	3	18	B
		Cleaning/House keeping	Poor or lack of cleaning /house keeping/unhygienic practices	Air pollution	<ul style="list-style-type: none"> <li>Environmental friendly chemicals have been used use for cleaning.</li> </ul>	5	5	25	B
Co-Generation Power Plant		General Operation	Noise pollution and vibration	Air pollution, building damage	<ul style="list-style-type: none"> <li>Noise has been monitored by lux meter on regular basis</li> <li>Office has been renovate to make is sound proof</li> <li>relevant PPEs has been provided</li> </ul>	8	6	48	C
		Preventive /routine maintenance	Excessive Green house gas emission due to poor/lack of maintenance	Adverse effect on eco system due to hazard properties of Green house gases	<ul style="list-style-type: none"> <li>Preventive maintenance has been conducted on regular basis</li> <li>Stack emission has been tested to Comply with NEQS standards</li> </ul>	8	5	40	B
		Liquid Chemical handling	Spill incident/reactivity	Adverse effect on eco system due to hazardous material	<ul style="list-style-type: none"> <li>Environmental Hazardous and none hazard material has been classified.</li> <li>Hazardous material disposed off through yard gang in controlled manners</li> </ul>	8	8	64	C

		Liquid effluent disposal	Unintended spill/discharg e	Adverse effect on eco system due to hazardous material	<ul style="list-style-type: none"> <li>• Drain line have been connected to effluent treatment plate</li> <li>• Liquid effluent has been tested regularly to comply with NEQS standards</li> </ul>	7	7	49	C
		Solid waste disposal	Unclassified disposal	Adverse effect on eco system due to hazardous material	<ul style="list-style-type: none"> <li>• Environmental Hazardous and none hazard material has been classified.</li> <li>• Hazardous material disposed off through yard gang in controlled manners</li> </ul>	8	3	24	B
	IT Department	Solid waste disposal	Unclassified disposal	Adverse effect on eco system due to hazardous material	<ul style="list-style-type: none"> <li>• Environmental Hazardous and none hazard material has been classified.</li> <li>• Hazardous material disposed off through yard gang in controlled manners</li> </ul>	8	3	24	B
		Routine & preventive maintenance	Excessive generation of solid waste mal function of Poor or lack of maintenance	Adverse effect on eco system due to hazardous material	<ul style="list-style-type: none"> <li>• Regular inspection has been conducted</li> <li>• Preventive maintenance has been audited on regular basis</li> </ul>	7	3	21	B
	Security	Solid waste disposal	Unclassified disposal of material	Adverse effect on eco system due to Hazardous material	<ul style="list-style-type: none"> <li>• Environmental Hazardous and none hazard material has been classified.</li> <li>• Hazardous material disposed off through yard gang in controlled manners</li> </ul>	5	3	15	B

S = Severity required Scale: monitoring changes

O = Occurrence  
Severity = 1 to 10 (Lowest to highest)  
Occurrence = 1 to 10 (Lowest to highest)

Rank: 0 = A ----- No action  
1 to 40 = B ----- Keep  
41 to 70 = C ----- Monitor  
71to100 = D ----- Plan & implement focused measure to control

## WATER

Water is the most vital utility for the production of paper, as it is the only steam production and pulp carrying medium in the Pulp and Paper Mill. To fulfill the large needs of water in the Company, there are two sources of fresh water, one is the Reverse Osmosis (RO) plant situated in the vicinity of the mill and the other is Karachi Development Authority (KDA) water supply system. The RO Plant is supplied with water through 08 tube-wells installed at various locations of the mill. The total fresh water consumption in the year 2013-2014 is approx 2600 m<sup>3</sup>/day.

## **Wastewater**

Water, being the only pulp carrying medium for pulp and paper industry becomes the most important as well as difficult aspect to handle. All the water consumed for the product manufacturing eventually comes out as wastewater with high concentrations of pollutions such as COD, BOD, TSS and TDS.

### **Sources & Generation Rates**

In the Company, following are the main sources of wastewater generation:

- Pulp Mill
- Paper Machine
- Beater House

Being consumer of large amount of fresh water and high pollution loads, the Company diverted its Paper Machine and Beater House wastewater to clarifier before the final discharge to the neighboring wastewater drain in order to reduce the wastewater pollution.

The Company is committed to ensure safer and environment-friendly operations, products and services. Certification of the Company in accordance, with ISO 14001:2004 EMS & ISO 9001:2008 QMS demonstrate management's commitment towards excellence throughout all the processes including safety, health, environment and quality.

### **Wastewater Analysis**

For waste water analysis, Company has its own environmental laboratory. The laboratory is well equipped with trained human resource and suitable

equipments. The laboratory has the capability to perform the waste water analysis such as pH, temperature, TSS, TDS, Chloride (Cl) and sulphate (SO<sub>4</sub>).

As part of the environmental management system, the laboratory performs regular sampling. Samples are collected and tested on weekly basis. Record of such activity is available within the laboratory.

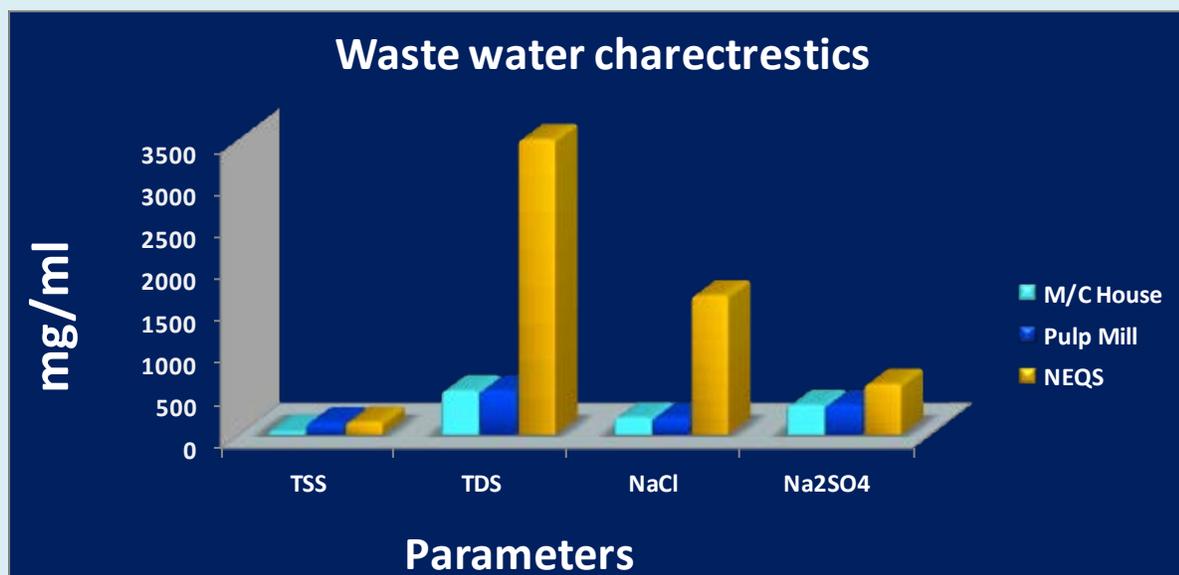
Table 2 describes the overall summary of the wastewater analysis performed during this period. The values described under the parameters are monthly average values.

**Table 2: Characterization of SPL Generated Wastewater**

S. #	Source	Wastewater Flow	pH	Temp °C	TSS	TDS	NaCl	Na2SO4
		m <sup>3</sup> / day			mg / l			
1	Paper Machine & Beater House	549.82	8.46	28.18	77	754	275	444
2	Pulp Mill	54.56	8.23	27.99	344	754	275	444
3	NEQS		6-9	40	150	3,500	1650	600

The following Figure-1 graphically represents the above mentioned results

*Figure 1 Comparison of NEQS with wastewater of Paper Machine at SPL. The wastewater of Paper Machine and Beater House is in compliance with NEQS.*



## Wastewater Pollution Load

The following Table 3 provides the pollution load calculation for wastewater:

**Table 3: Wastewater Pollution Load at 6.05 ton Basis**

S. #	Source	Wastewater Flow	TSS	TDS	NaCl	Na <sub>2</sub> SO <sub>4</sub>
		m <sup>3</sup> / day	mg / l			
1	Paper Machine & Beater House	549.82	33.99	432.81	168.31	291.57
2	Pulp Mill	54.56	24.29	88.65	34.48	59.78
3	Total pollution load		58.28	521.6	202.79	351.35
	NEQS		8.72	130.60	34.75	62.44

The volume of effluent discharged and pollution load generated by Paper Machine & Beater House of the Company is graphically illustrated in Figure 2.

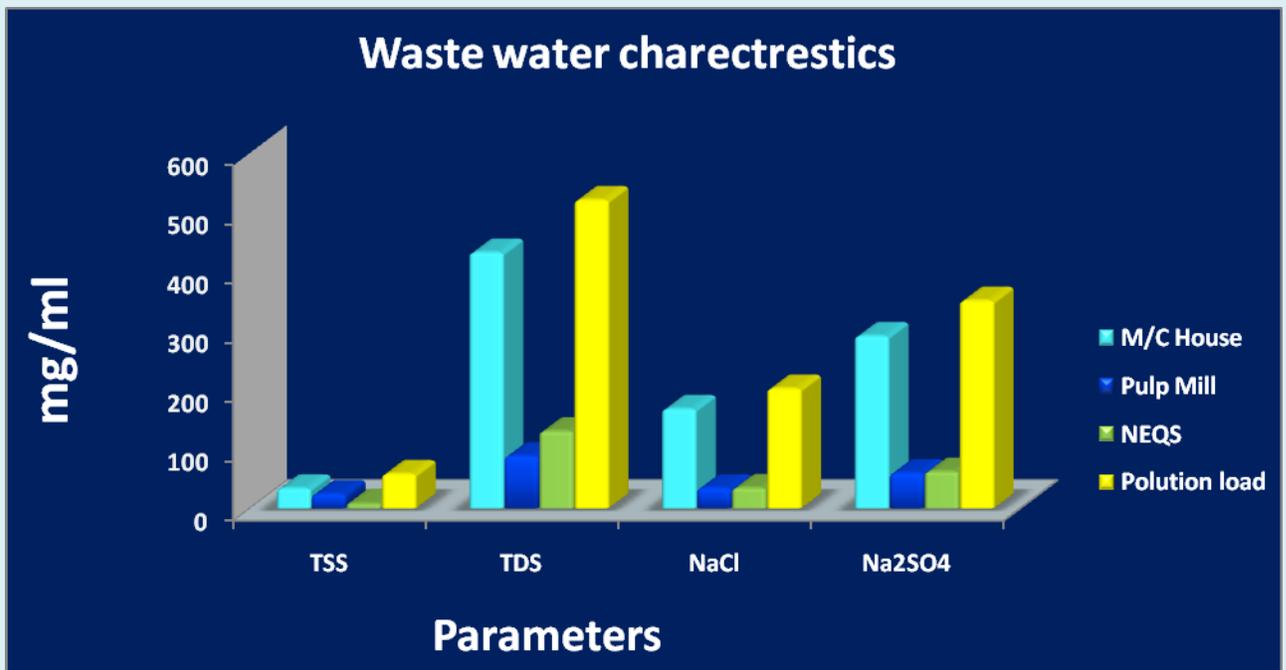


Figure 2: Wastewater Pollution Load of Paper Machine at **SPL**

## Wastewater Treatment Plant

The Company has its own primary wastewater treatment plant and is termed as clarifier. All the wastewater of Paper Machine and Beater House is discharged into two buffer tanks. The clarifier is then fed from this buffer tanks through feed pumps. The wastewater is retained in the clarifier where Alum is added to initiate the sedimentation process. The sedimentation process clarifies the wastewater and the sludge produced at the bottom is pumped to sludge drying beds. The sun dried sludge is then supplied to the secondary users. The treated water is discharged into the neighbouring drain. Sample of wastewater discharged from the clarifier is weekly analyzed at internal laboratory of the Company, for various polluting parameters in order to monitoring the efficiency of clarifier. Moreover, the wastewater and sludge samples are also tested from external laboratory once in a year.

Table 4 given below describes the wastewater analysis before and after the clarifier and the comparison with NEQS. The influent and effluent samples were tested by SGS Pakistan (Pvt.) Limited in year 2011.

**Table 4: Wastewater Analysis Report**

Sr.No	Parameter	unit	Waste water		NEQS	% Removal efficiency of clarifier
			Effluent to clarifier	Effluent from clarifier		
1	PH	-	10.05	8.46	6-9	-
2	Temperature	°C	26.5	28.15	40	-
3	COD	mg/l	852	350	400	58.92
4	TSS	mg/l	120	77	150	35.83
5	TDS	mg/l	2300	754	3500	67.21
6	BOD	mg/l	371	152	250	59.02
7	Sulphide(S)	mg/l	24.40	4.0	1.0	83.61

The Clarifier removal efficiencies are graphically illustrated in Figure 3



Figure 3: Comparison of Clarifier Removal Efficiencies with NEQS

## Environmental Impacts Study

The agro based pulp & paper mills like **SPL** generates black liquor as wastewater from the Pulp Mill operations. The black liquor containing lignin, along with other pulping chemicals. The black liquor is contaminated with COD and BOD5. Besides the lignin, the effluent of **SPL** might contain solids, nutrients (nitrogen and phosphorus) and organic substances. The concentration of organic substances in effluent water is expressed as the amount of oxygen it takes to degrade these substances through either biological process (biological oxygen demand – BOD) or caustic in black liquor results in increase in dissolved solids thereby making microbial decomposition of organic matter inefficient.

Environmental impacts of the pulp and paper mill wastewater are described under:

### (i) **Biological Oxygen Demand (BOD)**

Biochemical Oxygen Demand (BOD) indicates the amount of oxygen consumed by micro-organisms in decomposing organic matter in water. BOD directly affects the amount of dissolved oxygen in water bodies such as rivers and canals. The greater the BOD, the more rapidly the available oxygen is depleted in the water body. This means that the water with less oxygen concentration causes the death of aquatic organisms. Moreover, water with higher BOD contents may generate obnoxious odours leaving it unhealthy and of no use for human consumption. BOD concentration of Pulp Mill wastewater has been found within the standard limits of NEQS values.

### (ii) **Chemical Oxygen Demand (COD)**

Chemical Oxygen Demand (COD) refers to the amount of oxygen consumed in the complete oxidation of compounds, composed of carbon and hydrogen, present in the water. COD is an important environmental concern for all types of pulp and paper mills. Higher COD contents in the water leave it unhealthy for aquatic life.

COD concentration of Pulp Mill wastewater is within the standard limits of NEQS values.

### (iii) **Total Suspended Solids (TSS)**

Total Suspended Solids (TSS) is a measure of solid material suspended in water. This includes both settle able and non-settle able matter.

Non-settleable matters increase the turbidity of water and settle able matter deposits over the surface of the underwater plants and at the fish gills, which reduces their life span and growth.

Total Suspended Solids (TSS) of wastewater is within the standard limits of NEQS values.

### (iv) **Total Dissolved Solids (TDS)**

TDS is the measure of total dissolved inorganic and organic matter in water. Higher TDS concentrations in water make it unsuitable for agricultural use. It also increases the corrosion rate in water distribution network. TDS concentration of Pulp Mill wastewater is within the standard limits of NEQS values.

## (V) Sulphide(s)

**Sulphide is measure of**

### AIR POLLUTION

The Company is committed to ensure that its air emission remain within the limits, however, whenever any non-compliance is noticed, a corrective action takes place.

The boilers and generator are the sources of the air pollutants such as particulate matter, CO<sub>x</sub>, NO<sub>x</sub> and smoke in **SPL**. In particular, the most concentrated source of the air pollutants in the mill is Rag Digester. Moreover, water vapours originating from tank vents, wash filters, sewers and similar sources can be taken as the most visible air emission from a pulp and paper mill, but are not usually regulated unless they have significant impact on environment.

### Boilers, Generators, Rag Digesters, Absorption Chiller, Fork Lifters, and Hi-Roofs Stack Emissions

Boilers, Generators, Absorption Chiller, Fork Lifter, Rag Digesters and factory vehicles are the important utilities and major sources of air emissions in **SPL**. Therefore, **SPL** has made some efforts regarding their systems in order to minimize their emissions. The boilers are fed with treated water and stacks of both generator and boilers are monitored for adjusting the combustion ratios throughout the year on annual basis.

Table 5 describes the boilers stack emissions analysis conducted under normal conditions for major air pollutants of **SPL** in June 2011.

**Table 5: SPL Boilers Stack Emission Analysis as in Oct, 2013**

Sr.No	Air pollution	Units	Stack emission				NEQS Limits
			Boiler Section				
			Boiler 1	Boiler 2	Boiler 3		
1	CO	mg/Nm <sup>3</sup>	04	07	06	800	
2	SO <sub>2</sub>	mg/Nm <sup>3</sup>	Nil	Nil	Nil	1700	
3	O <sub>2</sub>	Vol, %	8.89	5.23	8.91	-	

4	NOx	mg/Nm <sup>3</sup>	45	72	56	400
5	CO <sub>2</sub>	Vol, %	6.85	8.99	6.79	-
6	Particulate matter	mg/Nm <sup>3</sup>	<10	<10	<10	300-500
7	Smoke,	Ringlemann Scale	Zero	Zero	Zero	40 or 2

Table 6 describes the Generator stack emissions analysis conducted under normal conditions for major air pollutants of **SPL** in June 2011.

**Table 6: SPL Co-Generation Generators Stack Emission Analysis as in Oct, 2013**

Sr. No	Air pollution	Units	Stack emission		
			CO-generation generator No1	CO-generation generator No2	NEQS Limits
1	CO	mg/Nm <sup>3</sup>	740	780	800
2	SO <sub>2</sub>	mg/Nm <sup>3</sup>	Nil	Nil	1700
3	NOx	mg/Nm <sup>3</sup>	145	153	400
4	H <sub>2</sub> S	mg/Nm <sup>3</sup>	Nil	Nil	10
5	Particulate matter	mg/Nm <sup>3</sup>	<10	<10	300-500
6	Smoke,	Ringleman n Scale	zero	Zero	40 or 2

Table 7 describes the Rag Digester stack emissions analysis conducted under normal conditions for major air pollutants of **SPL** in June 2013.

Sr. No	Air pollution	Units	Stack emission			
			Rag1	Rag2	Rag3	NEQS
1	CO	mg/Nm <sup>3</sup>	38.0	47.33	305.33	800
2	SO <sub>2</sub>	mg/Nm <sup>3</sup>	27.0	21.67	22.50	1700
3	O <sub>2</sub>	Vol, %	15.40	15.10	18.13	-
4	NO <sub>2</sub>	mg/Nm <sup>3</sup>	Zero	Zero	1.0	-

5	NO	mg/Nm <sup>3</sup>	7.33	5.67	8.27	-
6	NOx	mg/Nm <sup>3</sup>	7.33	5.67	8.60	400
7	CO2	Vol, %	3.17	3.54	Zero	-

Table 8 describes the Rag Digester stack emissions analysis conducted under normal conditions for major air pollutants of **SPL** in Oct, 2013.

Sr.No	Air pollution	Units	Stack emission			
			Rag1	Rag2	Rag3	NEQS Control limit
1	CO	mg/Nm <sup>3</sup>	149	48	135	800
2	SO2	mg/Nm <sup>3</sup>	Nil	133	50	1700
3	NOx	mg/Nm <sup>3</sup>	22	03	05	400
4	H2S	mg/Nm <sup>3</sup>	Nil	Nil	Nil	10
5	Particulate matter	mg/Nm <sup>3</sup>	13	8	9	300-500
6	Smoke,	Ringlemann Scale	Zero	Zero	Zero	40 or 2

These results depict that all the emissions from the Rag Digesters No. 1, 2 and 3 are within limit as compared to the NEQS.

Table 8 describes the Absorption Chiller stack emissions analysis conducted under normal conditions for major air pollutants of **SPL** in June 2013.

**Table 8: SPL Absorption Chillers Stack Emission Analysis**

Sr.No	Air pollution	Units	Stack emission	
			Absorption chiller	NEQS Limits

1	CO	mg/Nm <sup>3</sup>	<b>416</b>	800
2	SO <sub>2</sub>	mg/Nm <sup>3</sup>	<b>Nil</b>	1700
3	O <sub>2</sub>	Vol, %	12.17	-
4	NO <sub>2</sub>	mg/Nm <sup>3</sup>	Zero	-
5	NO	mg/Nm <sup>3</sup>	2.0	-
6	NO <sub>x</sub>	mg/Nm <sup>3</sup>	<b>19</b>	400
7	CO <sub>2</sub>	Vol, %	Zero	-

These results depict that all the emissions from the Absorption Chiller are within the limit when compared to the NEQS.

Table 9 describes the Fork Lifter stack emissions analysis conducted under normal conditions for major air pollutants of **SPL** in June 2013.

Sr. No	Air pollution	Units	Stack emission			
			Fork Lifter (TOM)	Fork Lifter (CA-333)	Fork Lifter (CA-334)	NEQS
1	CO	%	0.01	0.01	0.01	4.5-6.0
2	Noise	db	76.27	72.0	72.60	85.0

These results depict that all the emissions from the Fork Lifters are within the limit as compared to the NEQS.

Table 10 describes the Ambulances (Hi-Roofs) stack emissions analysis conducted under normal conditions for major air pollutants of **SPL** in June 2011.

**Table 10: SPL Ambulances (Hi-Roofs) Stack Emission Analysis**

Sr. No	Air pollution	Units	Stack emission		
			Ambulance CN-2639	Ambulance CN-2639	NEQS
1	CO	%	0.01	0.01	4.5-6.0
2	Noise	db	76.93	72.83	85.0

These results depict that all the emissions from the Ambulances (Hi-Roofs) are within the limit as compared to the NEQS.

Table 11 given below describes the carbon emissions from Boiler House calculated on the basis of natural gas consumption in year 2011.

Sr. No	Fuel Type	Fuel Consumption (m <sup>3</sup> )	Total Energy Consumption at Boiler House (kWh)	Total Carbon Emission	
				CO <sub>2</sub>	C
				(kg/Y)	
1	Natural Gas	1,321,254	12,587,741	2,391,670.79	652,044.98

### Environmental Impacts

Carbon monoxide is poisonous to human beings at high concentrations. It can cause harmful health effects by reducing oxygen delivery to the body's tissues and organs most notably the heart and brain. Individuals who already suffer from heart problems may experience chest pain and

reduced physical function upon even minor exposure to CO. Exposure to high levels of CO can also cause vision problems and physical or mental impairment.

Generally the oxides of sulphur (SO<sub>x</sub>) promote wheezing bronchial constriction, shortness of breath, asthma and heart disease, and even premature death. The environmental impacts related to SO<sub>x</sub> emissions are acid rain and haziness in the atmosphere caused by sulphur particles.

NO<sub>x</sub> reduces the oxygen carrying capacity of blood. It can cause impairment of olfactory sense and night vision, dryness and roughness of the throat. The environmental impacts of NO<sub>x</sub> are formation of photochemical oxidants and damage to materials and property by acid rains, resulting from oxidation of oxides of nitrogen to nitric acid after reaching with water vapours.

### **Particulate Matter**

Raw material storage house is the main area of concern with respect to Particulate Matter as one of the environmental concerns of **SPL**. Beside this area, other parts of the mill have little emissions of particulate matter but not enough quantity to consider it as the environmental concern.

Particulate matter is usually related to shifting of cotton bales through lifter from Raw Material Store to Pulp Mill area. This shifting of material provides consistent exposure of particulate matter to the workers of this section. Since raw material storage hall has fine particles that can easily enter into respiratory tract and initiate severe breathing problems, in this regard, Company is providing suitable Personal Protective Equipments (PPE) to each worker of this area for their personal safety.

### **NOISE MONITORING**

Company operations involve number of heavy machines with moving and rotating parts, which result into elevated noise levels at the workplace. Management of **SPL** consider the noise to be a health hazard at different working places of the workers within the organization.

Where the sound monitoring results are not within the standard limits, the Company provides Personal Protective Equipments (PPE) to the relevant areas. The staff of Workshop, Hemp Breaker in Pulp Mill along with the Refiner & Vacuum Papers Area of Machine House wears PPE. Similarly, the working people of Boiler House wear PPE.

In Pakistan, there is no national standard describing the maximum sound levels for workers in industries. However, American Conference of Government Industrial Hygienists (ACGIH) has recommended a safe noise exposure limit of 85 dB at the distance of 7.5 meters from the noise-source, where the worker can work for 8 hours in a day.

Table 12 describes the sources & their respective sound levels at **SPL**.

#### **Table 12 Noise Level Monitoring**

**Standard Noise level 85 dB at 7.5 meters from source (NEQS)**

<b>Sr.No</b>	<b>Department/Area</b>	<b>Section/ Activity</b>	<b>Noise level At source (dB)</b>	<b>Noise level (at 7.5 m from source) dB</b>	<b>Residual Noise level</b>	<b>Remarks</b>
<b>A</b>	<b>PRODUCTION</b>					
<b>01</b>	<b>Pulp Mill</b>					
		<i>Rag Chopper</i>	<i>108.6</i>	<i>85</i>	<i>0.00</i>	<i>Wear ear plug working within 7.5 m circle of source</i>
		<i>Denim weighing</i>	<i>98</i>	<i>94</i>	<i>9.00</i>	<i>Wear ear plug</i>
		<i>Feed Floor</i>	<i>84</i>	<i>80</i>	<i>-</i>	
<b>02</b>	<b>Comber Dry cleaning Plant</b>					
		<i>SPMF</i>	<i>81.6</i>	<i>79.4</i>	<i>-</i>	
		<i>Universal Mixer</i>	<i>92.6</i>	<i>90.5</i>	<i>5.50</i>	<i>Wear ear plugs</i>
		<i>Cleanomat</i>	<i>92.7</i>	<i>92.0</i>	<i>7.00</i>	<i>Wear ear plugs</i>
		<i>FPU</i>	<i>93.2</i>	<i>90.1</i>	<i>5.10</i>	<i>Wear ear plugs</i>
		<i>Condenser</i>	<i>94.5</i>	<i>93.3</i>	<i>8.30</i>	<i>Wear ear plugs</i>
		<i>Air conditioning unit</i>	<i>92.0</i>	<i>88.2</i>	<i>3.20</i>	<i>Wear ear plugs</i>
		<i>Dust separator</i>	<i>90.1</i>	<i>89.0</i>	<i>4.00</i>	<i>Wear ear plugs</i>
		<i>Waste separator</i>	<i>96.1</i>	<i>93.3</i>	<i>8.30</i>	<i>Wear ear plugs</i>
		<i>Baling section</i>	<i>92.2</i>	<i>91.1</i>	<i>6.10</i>	<i>Wear ear plugs</i>
<b>03</b>	<b>Rag Digester</b>					
		<i>Rag Digester 1</i>	<i>88.2</i>	<i>81.4</i>	<i>-</i>	
		<i>Rag Digester 2</i>	<i>91.1</i>	<i>89</i>	<i>4.00</i>	<i>Wear ear plugs</i>

		<i>Rag Digester 3</i>	90.0	88	3.00	<i>Wear ear plugs</i>
		<i>Hemp breaker</i>	111	103	18.00	<i>Wear ear plugs</i>
04	<i>Beater House</i>					
		<i>Breakers</i>	98.5	93.1	8.10	<i>Wear ear plugs</i>
		<i>Beaters</i>	97.2	94.1	9.10	<i>Wear ear plugs</i>
05	<i>Machine House</i>					
		<i>Refiners</i>	104	92.5	7.50	<i>Wear ear plugs</i>
		<i>Vacuum fans/pumps</i>	100	95.0	10.00	<i>Wear ear plugs</i>
		<i>Wet end</i>	108	92.8	7.80	<i>Wear ear plugs</i>
		<i>Drying section</i>	85.5	85	0.0	
		<i>Sizing area</i>	85	84.8	-	
		<i>Calendaring</i>	87.2	86.8	1.80	<i>Wear ear plugs</i>
		<i>Pop Reel</i>	87.1	86.4	1.40	<i>Wear ear plugs</i>
		<i>Broke plant</i>	88.0	86.0	1.00	<i>Wear ear plugs</i>
06	<i>Finishing</i>					
		<i>Rewinder</i>	95.2	90.3	5.30	<i>Wear ear plugs</i>
		<i>Sheeter</i>	96.2	91.2	6.20	<i>Wear ear plugs</i>
		<i>Jogger (Notch machine)</i>	96.5	87.1	2.10	<i>Wear ear plugs</i>
		<i>Jogger 1</i>	93.8	86.5	1.50	<i>Wear ear plugs</i>
		<i>Jogger 2</i>	97.1	86.5	1.50	<i>Wear ear plugs</i>
		<i>Jogger 3</i>	93.4	86.9	1.90	<i>Wear ear plugs</i>
		<i>Jogger 4</i>	92.3	86.8	1.80	<i>Wear ear plugs</i>
		<i>Packing area</i>	95.0	87.4	2.40	<i>Wear ear plugs</i>
B	<b>ENGINEERING</b>					
01	<i>A/C Plant</i>	<i>chiller</i>	91.2	88.3	3.30	<i>Wear ear plugs</i>

		<i>Pumps</i>	<i>95.2</i>	<i>88.3</i>	<i>3.30</i>	<i>Wear ear plugs</i>
<i>02</i>	<i>Steam Boilers</i>					
		<i>Boiler 1</i>	<i>92</i>	<i>86.2</i>	<i>1.20</i>	<i>Wear ear plugs</i>
		<i>Boiler 2</i>	<i>Shut</i>	<i>-</i>	<i>-</i>	<i>Wear ear plugs (During operation)</i>
		<i>Boiler 3</i>	<i>Shut</i>	<i>-</i>	<i>-</i>	<i>Wear ear plugs (During operation)</i>
		<i>Office</i>	<i>74.0</i>	<i>74.0</i>	<i>-</i>	
<i>03</i>	<i>Mill Pump House</i>					
		<i>Pumping motors</i>	<i>93.0</i>	<i>81.7</i>	<i>-</i>	<i>Wear ear plugs working within 7.5 m circle of source</i>
<i>04</i>	<i>Mechanical Work Shop</i>					
		<i>Power Hammer</i>	<i>103</i>	<i>99</i>	<i>14.00</i>	<i>Wear ear plugs</i>
		<i>Lathe Machine</i>	<i>81</i>	<i>80</i>	<i>-</i>	
<i>05</i>	<i>Co generation Plant</i>					
		<i>Generator 1</i>	<i>110.1</i>	<i>107.2</i>	<i>22.20</i>	<i>Wear both ear plugs &amp; ear muffs</i>
		<i>Generator 2</i>	<i>113.6</i>	<i>109.2</i>	<i>24.20</i>	<i>Wear both ear plugs &amp; ear muffs</i>
		<i>Office</i>	<i>88.1</i>	<i>86.3</i>	<i>1.30</i>	<i>Wear ear plugs</i>
		<i>Steam Boiler</i>	<i>95.0</i>	<i>89.0</i>	<i>4.00</i>	<i>Wear both ear plugs &amp; ear muffs</i>
<i>06</i>	<i>Broke plant</i>					
		<i>Re-pulping</i>	<i>98.0</i>	<i>92.0</i>	<i>7.00</i>	<i>Wear ear plugs</i>

07	Civil Work Shop					
		Chain saw machine	99.5	92.3	7.30	*Wear ear plugs
		Bladder Planner	104.8	88.2	3.20	Wear both ear plugs & ear muffs
		Bend saw 1	111	92.0	7.00	Wear both ear plugs & ear muffs
		Bend saw2	110	91.5	6.50	Wear both ear plugs & ear muffs
		Facer Gauge machine	97.8	85.8	0.80	*Wear both ear
		Handy Planner	105	95.8	10.80	Wear both ear plugs & ear muffs
		Wooden Grove	106	86.7	1.70	Wear both ear plugs & ear muffs
		Hall	99.6	98.7	13.70	* Wear ear plugs
08	R.O Plant					
		Train A	94.1	81	-	Wear ear plug working within 7.5 m circle of source
		Train B	90.1	81	-	Wear ear plug working within 7.5 m circle of source
		Train C	-	-	-	Wear ear plug working within 7.5 m circle of source
		Office	78	78	-	

*\*Wear muffs during more than two machines are in operation*

<b>Sr.No</b>	<b>Level of Noise (dB) A</b>	<b>Maximum daily exposure time</b>
1	85	8 hours
2	91	2 hours
3	97	30 minutes
4	103	7 minutes

*Maximum protection provided by non-continuous use hearing device.*

<b>Percentage time used</b>	<b>Maximum protection</b>
50%	3 dB
60%	4 dB
70%	5 dB
80%	7 dB
90%	10 dB
95%	13 dB
99%	20 dB
99.9%	30 dB

**Note: Ear protectors must be used ALL THE TIME to get full benefit.**

### **Environmental Impacts**

Noise may have both physiological as well as psychological effects on human beings. Physiological effects include dizziness, nausea, unusual blood pressure variation, physical fatigue, hearing impairment and, in acute cases, permanent hearing loss. The psychological effects may comprise reduced mental capability and irritations. Chronic exposure of workers to higher noise levels also impairs their efficiency and skill.

### **SOLID WASTE**

Solid waste of various kinds is generated throughout the production process in the Pulp & Paper Mill. At **SPL**, raw material binding strips, wires and empty chemical drums are the major solid wastes, which are sold to secondary users.

In the production line, first source of solid waste is the rejection of raw material which mainly comprises denim cutting and binding wires and strips. Used plastic drums / bags of chemical are

another type of solid waste generated by **SPL**. However, currently most of the drums are reused in the mill's operation for various purposes or sold to secondary users.

The other major source of solid waste at **SPL** is the dried sludge generated from the wastewater, subsequent to drying of it at lagoons. However, this dried sludge is disposed off from the mills premises through contractor on regular basis.

The sources of solid waste other than production line are offices block, mechanical workshop, chemical house and utilities section. The garbage and other debris as a result of daily cleaning are the solid waste generated from offices and plant.

The solid waste is classified mainly in following categories, and stacked at specified places like yard gang.

1. Flammability
2. Reactivity
3. Corrosiveness
4. Toxicity

Municipal waste like garden waste is directly collected by sweepers and disposed off accordingly.

The main sources and quantity of solid waste generated in **SPL** are given in Table 13.

**Table 13: Solid Waste Sources, Generation Rate & Disposal at SPL**

Sr.No	Sources	Type of Solid Waste	Disposal
1	Raw Material Storage	Binding strips & wires used for bales	Sold to secondary users
2	Chemical Preparation	Empty drums, bags & other packing materials	
3	Mechanical Workshop	Miscellaneous material	
4	Wastewater Treatment Plant	Dry sludge	
5	Office Block	Garbage and other debris	
6	Other parts of the Mill	Miscellaneous material	

## SITE EMERGENCY & RESPONSE PLAN

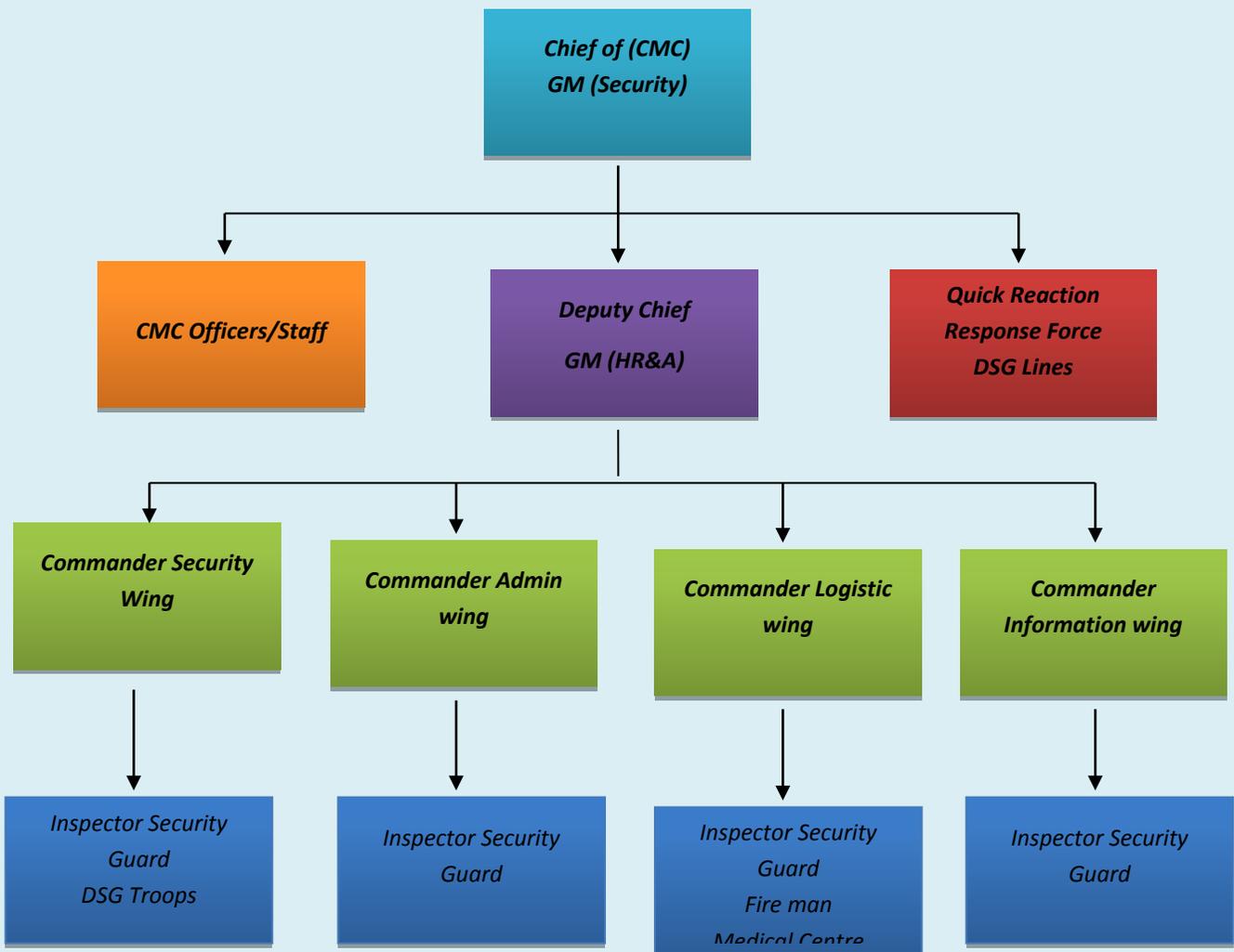
The Company has established documented procedure & plan to deal with the emergency situations. Responsibilities and authorities are clearly defined in the procedures. A safety and security plan layout also display in all the area of operations for guidance and movement in emergency situation.

### Crisis Management Cell

Company has established a Crisis Management Cell (CMC). This cell has all the capabilities to handle the attack of the terrorist in any emergency situation.

### Structure of Crisis Management Cell

#### Organogram



## Emergency Preparedness Highlights

- Company has adopted following key features regarding emergency preparedness and response.
- Plant Zoning, Assembly Points and Emergency Exits
- Fire Fighting Post with all necessary facilities
- Fire Extinguisher
- Fire Hydrants
- Fire Boxes
- Bucket Stands
- Fire Hose Reels
- Electric Fire Alarms
- Fire Monitor
- Fire Extinguisher Filling Facility (Water Type)
- Work Permit Procedure to ensure Safe Practices
- Accident Reporting & Investigation Process

## Emergency Contact Numbers

- Bomb Disposal Squad: 15  
021-99212667
- Fire Brigade: 16  
021-99215007  
021-99215008
- Police Station: SHO Model Colony  
021-34602222  
021-34513833
- SHO Air Port  
021-34571420
- Edhi Ambulance Service: 115
- SPL Intercom Numbers:  
*Fire Section 310*  
*GM (Security) Office 321*

- GM (Security) Residence 342
- Medical Centre 345

## Water Reservoir Capacity

There are 13 hydrants installed at important locations connected to main line, with pressure pump connection and 02 hydrants in Residential Estate. There are three water tanks to support hydrants are available in the Company, these are:-

Sr.No	Tank	Capacity (in gallons)
1	Over Head Tank	50,000
2	Under Ground Tank # 1	500,000
3	Under Ground Tank # 2	250,000
4	Over Head Tank (In Residential Estate)	25,000

- First-aid points at different plant locations
- Availability of Ambulance round the clock
- Trained personnel ready at Post to tackle any emergency
- Work Permit Procedure to ensure safe practices
- Safety Vigilance Team
- Safety training of new employees
- Refresher trainings for all employees
- Accident Reporting and Investigation process
- Yearly Medical Check-up of employees

## Emergency Response Mock Drills of Year 2013-2014

Company has conducted emergency drill rehearsal for the whole employees of the Company to tackle the emergency situation whenever any real emergency condition occurred

### Fire Fighting Training



### First Aid



# Factory Environment

New constructed state of the art mould facilities



# VOTE *the* ENVIRONMENT



For more information and any query regarding this report,  
please feel free to contact us

## **Abdul Qadir Jilani**

Dy. General Manager/MR-IMS

E-mail: [jilani@security-papers.com](mailto:jilani@security-papers.com)

Mobile # 0300-8233201

## **Shahid Athar**

Manager (IMS)

E-mail: [shahidathar@security-papers.com](mailto:shahidathar@security-papers.com)

Mobile # 0300-2569095

### **Registered Office & Share Department**

Jinnah Avenue, Malir Halt, Karachi-75100

Phone: (+92) 021-99248285

Fax: (+92) 021-99248286

### **Factory**

Jinnah Avenue, Malir Halt, Karachi-75100

Phone: (+92) 021 – 99248536-37

Fax: (+92) 021 – 99248616