

Management System Manual

Introduction

Integrated Management System

Openshore has implemented an integrated management system based on the requirements of AS/NZS ISO 9001: 2016, AS/NZS ISO 14001:2016 and AS/NZS ISO 45001:2018

The resultant management system describes the Organisation's processes to:

- demonstrate its ability to consistently provide services that meet customer requirements.
- enhance customer satisfaction.
- enhance environmental performance.
- manage risk and reduce harm.
- achieve organisational objectives.
- fulfill legal obligations.
- demonstrate through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements.

Management System Structure

The purpose of Openshore integrated Quality and Environmental Management System (IMS) is to ensure product and service quality meet the highest standards demanded by the organisation and expected by its customers: and to ensure the Openshore products, process, and services are carried out in an environmentally responsible manner.

The Management System is structured in accordance with the High-Level Structure introduced with the 2015 versions of the Quality and Environmental standards. A common approach is used to address the requirements detailed in the following clauses:

Clause 1 – Scope	Clause 6 – Planning
Clause 2 – Normative references	Clause 7 – Support
Clause 3 – Terms and definitions	Clause 8 – Operation
Clause 4 – Context of the organization	Clause 9 – Performance evaluation
Clause 5 – Leadership	Clause 10 – Improvement

Revision and Version Status

This manual is issued by Management Representative with the approval of Directors and is reviewed in accordance with the procedure Document and Records Management

Terms and Definitions

Terms & Definitions and Abbreviations

Terminology:

The terminology used throughout this manual is consistent with the definitions provided in the AS/NZS ISO 9000:2016, AS/NZS ISO 14001:2016 and AS/NZS ISO 45001:2018 standards.

- Supplier is used for contract manufacturer, subcontractor, and direct material or service supplier.
- Organisation refers to Opensore.
- Product may also be used to mean services provided.
- Environmental Aspects are elements of Opensore' activities that may interact with the environment.
- Environmental Impacts are the changes (positive / negative) to the environment from the aspects.
- Acceptable Risk is the risk reduced to a level that can be tolerated by the organisation.

Integrated Management System (IMS):

The term integrated management system covers Quality Management System (QMS), Environment Management System (EMS) and Work Health and Safety Management System (WHSMS)

The term Quality System is used as synonymous to IMS (Integrated Management System).

Terms Quality and Environmental Management System (QMS/EMS) shall also mean Integrated Management System.

Environment:

The physical surroundings relative to the Opensore' facility. This includes the natural resources of air, land, and water: flora, fauna, humans and the interrelation of all of these elements.

Aspect:

An element of the Opensore' activities, products, or services that can interact with the environment. Aspects are evaluated based on the location of the activity, the frequency of the activity, and the severity of the resulting impact or potential impact.

Impact:

Any change in the environment, positive or negative, wholly or partially resulting from Opensore' activities, products, or services. The severity of an identified environmental impact is used to establish the objectives and performance targets for the EMS program.

Hazard

Source, Situation or act with a potential to harm in terms of human injury or ill health or combination of two.

Abbreviations:

IMS = Integrated Management System

QMS = Quality Management System (within IMS)

EMS = Environment Management System (within IMS)

WHSMS = Work Health & Safety Management System (within IMS)

The Context of the Organisation

Understanding the Organisation and Its Context

Opensore has determined external and internal issues that are relevant to its purpose and its strategic direction and that affect our ability to achieve the intended results of its quality management system. Opensore monitors and reviews information about these external and internal issues.

Internal and External Issues

- Issues are identified by source as External or Internal.
- Once identified, issues are recorded in the Risk Register
- Issues are classified as Internal or External within the register.

Internal and external issues are managed in accordance with the Procedure Risk Management

Needs and Expectations of Interested Parties

Due to the effect or potential effect on Opensore's ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements, Opensore has determined:

- the interested parties that are relevant to the Quality Management System.
- the interested parties that are relevant to the Environmental Management System.
- the interested parties that are relevant to the Work Health & Safety Management System.
- the requirements of these interested parties.
- which of these needs and expectations become its compliant obligations.

Specific detail of identified issues as they relate to Interested Parties is available from the Risk Register.

Opensore monitors and reviews information about these interested parties and their relevant requirements.

The Scope of the Management System

The scope of Opensore's activities include the provision of services in infrastructure construction, directional drilling, together with pit and pipe services.

Non-Applicable Requirements

Opensore has determined that the following requirements are not applicable:

- ISO 9001:2015 Clause 8.3 Design and development of products and services
- ISO 9001:2015 Clause 8.5.5 Post-delivery activities.

The Management System and Its Processes

Opensore has established, implemented, maintains and continually improves our quality management system, including the processes needed and their interactions, in accordance with the requirements of the standard. Opensore has determined the processes needed for the quality management system and their application throughout Opensore and has:

- a) determined the inputs required and the outputs expected from these processes
- b) determined the sequence and interaction of these processes
- c) determined and applies the criteria and methods (including monitoring, measurements and related performance indicators) needed to ensure the effective operation and control of these processes
- d) determined the resources needed for these processes and ensure their availability.
- e) assigned the responsibilities and authorities for these processes.
- f) addressed the risks and opportunities as determined in accordance with the requirements.
- g) evaluated these processes and implements any changes needed to ensure that these processes achieve their intended results.
- h) improved the processes and the quality management system.

To the extent necessary, Opensore:

- a) maintains documented information to support the operation of its processes
- b) retains documented information to have confidence that the processes are being carried out as planned.

Leadership

Leadership and Commitment General

Management demonstrates leadership and commitment with the respect to the management of the system by:

- a) taking accountability for the effectiveness of the management system
- b) ensuring that the policies and objectives are established for the management system and are compatible with the context and strategic direction of Opensore
- c) ensuring the integration of the management system requirements into Opensore' business processes
- d) promoting the use of the process approach and risk-based thinking
- e) ensuring that the results are measured for management system are available
- f) communicating the importance of effective management and of conforming to the management system requirements
- g) ensuring the management system achieves its intended results
- h) engaging, directing and supporting persons to contribute to the effectiveness of the management system
- i) promoting improvement and
- j) promoting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

Customer Focus

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

- a) customer and applicable statutory and regulatory requirements are determined, understood and consistently met
- b) the risks and opportunities can affect the conformity of products and services and the ability to enhance customer satisfaction are determined and addressed
- c) the focus on enhancing customer satisfaction is maintained.

Policy

Establishing the Policies

Management has established, implemented and maintains Work Health & Safety, Quality and Environment Policies that:

- a) are appropriate to the purpose and context of Opensore and supports its strategic directions
- b) provide a framework for setting objectives
- c) include a commitment to satisfy applicable requirements and
- d) include a commitment to continue with improvement of the management system.

Communicating the Work Health & Safety, Quality and Environmental Policies

The Work Health & Safety, Quality and Environmental Policies are:

- a) available and be maintained as documented information
- b) communicated, understood and applied within the organisation and
- c) available to relevant interested parties, as appropriate.

Organisational Roles, Responsibilities and Authorities

Management ensures that the responsibilities and authorities for relevant roles are assigned, communicated and understood within Opensore. Management has assigned the responsibility and the authority for:

- a) ensuring that the quality management system conforms to the requirements of the standards
- b) ensuring that the processes are delivering their intended output
- c) reporting on the performance of the management system and on opportunities for improvement, in particular to Management
- d) ensuring the promotion of customer focus throughout the Organisation and
- e) ensuring that the integrity of the management system is maintained when changes to the system are planned and implemented.

Management Representative

The Opensore Management Team will appoint Management Representative (s) for the Management System. Management may appoint more than one management representative giving them clear responsibility and authorities with regard to the Management System

The General Manager has been appointed as the Management Representative.

Planning

Actions to Address Risks and Opportunities

When planning for the Management System, Opensore considers the issues referred to previously and the requirements identified and determines the risks and opportunities that need to be addressed to:

- a) give assurance that the Management System can achieve its intended result(s)
- b) enhanced desirable affects
- c) prevent, or reduce, undesired affects
- d) achieve improvement.

Opensore plans:

- a) a) actions to address risks and opportunities
- b) how to:
 - i. integrate and implement the actions into its management system processes
 - ii. evaluate the effectiveness of those actions.

Within the scope of the Management System, Opensore determines potential emergency situations, including those that can have an environmental impact. Opensore maintains documented information of its:

- risks and opportunities that need to be addressed.
- processes needed to the extent necessary to have confidence they are carried out as planned.

Refer Procedure Risk Management

Environmental Aspects

Within the defined scope of the Management System, Opensore determines the environmental aspects of its activities, products and services that they can control and those that they can influence, and that are associated environmental impacts considering a life cycle perspective. When determining environmental aspects, Opensore takes into account:

- a) change, including planned or new developments, and new and modified activities, products and services
- b) abnormal conditions and reasonably foreseeable emergency situations.

Opensore determines those aspects that have or can have a significant environmental impact, that I.e. Significant environmental aspects by using established criteria. Opensore communicates its significant environmental aspects among the various levels and functions of Opensore as appropriate. The organization maintains documented information of its:

environment aspects and associated environmental impacts:

criteria used to determine its significant environmental aspects: significant environmental aspects.

Significant environmental aspects can result in risks and opportunities associated with either adverse environmental impacts (threats) or beneficial environmental impacts (opportunities).

Refer Procedure Risk Management

Identification of Hazards, Hazard/Risk Assessment and Control of Hazards/Risks

Opensore has established implemented and maintains documented procedures for hazard identification, hazard/risk assessment and control of hazards/risks of activities, products and services over which an organisation has control or influence, including activities, products or services of contractors and suppliers.

Openshore has established its methodology for hazard identification, hazard/risk assessment and control of hazards/risks, based on its operational experience and its commitment to eliminate workplace illness and injury. The methodology shall be kept up to date.

Refer Procedure Risk Management

Compliance Obligations

Openshore:

- determines and has access to the compliance obligations related to its environmental aspects.
- determines and has access to the compliance obligations related to WHS.
- determines how those compliance obligations apply to Openshore.
- takes these compliance obligations into account when establishing, implementing, maintaining and continually improving its Management System.

Openshore maintains document information of its compliance obligations. Compliance obligations can result in risk and opportunities to Openshore.

Refer Procedures Legislation & Legal Compliance

WHS Management Plans

Openshore has established, implemented and maintains documented WHS objectives and targets, at each relevant function and level within the organisation. When establishing and reviewing its objectives, an organisation shall consider its legal and other requirements, its hazards and risks, its technological options, its operational and business requirements, and the views of interested parties. The objectives and targets shall be consistent with the WHS policy, including the commitment to measuring and improving WHS performance.

Openshore has established and maintains management plans for achieving its objectives and targets. They shall include:

- designation of responsibility for achievement of objectives and targets at relevant functions and levels of the organisation: and
- outlining the means and timeframe by which objectives and targets are to be achieved.

Planning Action

Openshore plans:

- a) to take actions to address its:
 - significant environmental aspects.
 - compliance obligations.
 - risks and opportunities identified
- b) how to:
 - integrate and implement the actions into its Management System processes (see 6.2, clause seven, clause eight and 9.1), as well other business processes.
 - evaluate the effectiveness of these actions.

When planning these actions, Openshore considers its technological options and its financial, operations and business requirements.

Actions taken to address risks and opportunities are proportionate to the potential impact on the conformity of products and services. Options to address risks can include avoiding risk, taking risk in order to pursue an opportunity, eliminating the risk source, changing the likelihood of consequences, sharing the risk, or retaining risk by informed decision. Opportunities can lead to the adoption of new practices, launching new products, opening new markets, addressing new customers, building partnerships, using new technology and other desirable and viable possibilities to address Openshore or it's customer's needs.

Work Health & Safety, Quality and Environmental Objectives and Planning to Achieve Them

Openshore establishes the objectives at relevant functions, levels and processes needed for the management system. These objectives are:

- a) consistent with the policies
- b) measurable
- c) take into account applicable climate
- d) be relevant to conformity of products and services and to enhancement of customer satisfaction

- e) are monitored
- f) communicated
- g) updated as appropriate.

Opensore maintains documented information on the organisation's objectives.

When planning how to achieve its objectives, Opensore determines:

- a) what will be done
- b) what resources will be required
- c) who will be responsible
- d) when it will be completed
- e) how the results will be evaluated.

Refer Procedure Objectives & Targets

Planning of Changes

When the need for a change to the Management System is identified, these changes are managed in accordance with the Procedure Corrective Action & Continual Improvement

Support

Resources - General

Opensore determines and provides the resources needed for the establishment, implementation, maintenance and continual improvement of the quality management system.

Opensore considers:

- a) the capabilities of, and constraints on, existing internal resources
- b) what needs to be obtained from external providers.

People

Opensore determines and provides the persons necessary for the effective implementation of its quality management system and for the proper operation and control of these processes.

Infrastructure

Opensore determines, provides and maintains the infrastructure necessary for the operation of these processes and to achieve conformity in products and services.

Infrastructure can include but not limited to buildings and associated utilities. Equipment including hardware and software. Transportation resources. Information and communication technology.

Refer Procedure Workplace Infrastructure

Environment for the Operational Processes

Opensore determines, provides and maintains the environment necessary for the operational process and to achieve conformity of products and services. A suitable environment can be the combination human and physical factors such as social, psychological and physical. These factors can differ substantially depending on the products and services provided.

Monitoring and Measuring Resources

General

Opensore determines and provides the resources to ensure valid and reliable results when monitoring or measuring is used to verify the conformity of products and services to requirements. Opensore shall ensure that the resources provided:

- a) suitable for the specific type of monitoring and measurement activities being undertaken
- b) are maintained to ensure their continuing fitness for purpose.

Opensore retains appropriate documented information as evidence of fitness of purpose of the monitoring and measurement resources.

Measurement and Measurement Traceability

When measurement traceability is a requirement, or is considered by Opensore to be essential part of providing confidence in the validity of measurement results, measurement equipment is:

- a) calibrated or verified or both at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards: when no such standards exist, the basis used for calibration verification shall be retained as documented information
- b) identified in order to determine their status
- c) safeguarded from adjustments, damage or deterioration that would invalidate the calibration status and subsequent measurement results.

Opensore determines if the validity of previous measurement results has been adversely affected when measuring equipment is found to be unfit for its intended purpose and shall take appropriate action as necessary.

Refer Procedures Monitoring & Measurement

Organisational Knowledge

Opensore determines the knowledge necessary for the operation of its processes and to achieve conformity of products and services. This knowledge is maintained and made available to the extent necessary.

When addressing changing needs and trends, Opensore considers its current knowledge and determines how to acquire or access any necessary additional knowledge and required updates. Such knowledge specific to Opensore is generally gained by experience. It is information that is used and shared to achieve Opensore' objectives. Organisational knowledge can be based on internal resources and external sources.

Competence

Opensore ensures that all personnel are aware of the policies and procedures and that each has the responsibility of achieving conformance with the policies and procedures in order to comply with the requirements of the IMS.

Training must meet the following principal objectives:

- the importance of conforming to the policies and procedures of the IMS.
- knowing the significant aspects and impacts of their job.
- roles and responsibilities in relation to the IMS.
- the potential consequences of departing from the Operating Procedures.
- the consequences of not doing their job properly.

Where a need for training is identified, this will be arranged to an agreed priority and a record of this training will be kept.

The Management Representative is responsible for identifying training needs in consultation with other management as appropriate and will arrange and monitor all training programs.

Refer Procedure: Training

Awareness

Opensore ensures that persons doing work under their control are aware of:

- the Work Health & Safety, Quality and Environmental Policies.
- the significant environmental aspects and related actual or potential environmental impacts associated with their work:
- relevant Work Health & Safety, Quality and Environmental Objectives.
- their contribution to the effectiveness of the Management System, including the benefits of improved performance.
- the implications of not conforming with the Management System requirements including not fulfilling their organization's compliance obligations.

Awareness is communicated through the Induction package.

Communication

Openshore determines the internal and external communications relevant to the management system, including:

- a) on what it will communicate
- b) when to communicate
- c) with whom to communicate
- d) how to communicate
- e) who communicates.

Consultation

There shall be documented procedures, agreed to by employees, for employee involvement and consultation in WHS issues. Information regarding the arrangements shall be made available to interested parties.

Employees shall:

- be involved in the development, implementation and review of policies and procedures for hazard identification, hazard/risk assessment and control of hazards/risks.
- be consulted where there are any changes that affect workplace WHS.
- select those who will represent them on WHS matters: and
- be informed as to who is/are their employee WHS representative(s) and specified management representative(s).

Those representing the employees and employer shall receive appropriate training to undertake effectively their involvement in the development, implementation and review of WHS arrangements.

Reporting

Appropriate procedures for relevant and timely reporting of information shall be established to ensure the WHSMS is monitored and performance improved. Reporting procedures shall be established to cover the following:

- WHS performance reporting (including results of WHS audits and reviews).
- Reporting of incidents and system failures.
- Reporting on hazard identifications.
- Reporting on hazard/risk assessment.
- Reporting on preventive and corrective action.
- Statutory reporting requirements.

Refer Procedure: Consultation & Communication

Documented Information

General

Openshore' management system includes:

- a) documented information required by the standards
- b) documented information determined by Openshore as being necessary for the effectiveness of the management system.

Creating and Updating

When creating and updating documented information Openshore ensures appropriate:

- a) identification and description (e.g. a title, date, author or reference number)
- b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic)
- c) review and approval for suitability and adequacy.

Control of Documented Information

Document information required by the management system and by the standards is controlled to ensure:

- a) it is available and suitable for use where and when it is needed:
- b) it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).

For the control of documented information, Opensore addresses the following activities as applicable:

- a) distribution, access, retrieval and use:
- b) storage and preservation, including preservation of legibility:
- c) control of changes (e.g. version control):
- d) retention and disposition.

Documented information of external origin determined by Opensore to be necessary for the planning and operation of the quality management system is identified as appropriate and is controlled.

Documented information retained as evidence of conformity is protected from unintended alterations.

Access implies decisions regarding the permission to view the documented information only, or the permission and authority to view and change the documented information.

Refer Procedure: Document and Records Management

Hazard identification, Hazard/Risk Assessment and Control of Hazards/Risks

General

Opensore shall establish, implement and maintain documented procedures to ensure that the following are conducted:

- hazard identification:
- hazard/risk assessment:
- control of hazards/risks: and then
- evaluation of steps above

Hazard Identification

The identification of hazards in the workplace shall take into account:

- the situation or events or combination of circumstances that has the potential to give rise to injury or illness:
- the nature of potential injury or illness relevant to the activity, product or service: and
- past injuries, incidents and illnesses.

The identification process shall also include consideration of:

- the way work is organized, managed, carried out and any changes that occur in this:
- the design of workplaces, work processes, materials, plant and equipment:
- the fabrication, installation and commissioning and handling and disposal (of materials, workplaces, plant and equipment):
- the purchasing of goods and services:
- the contracting and subcontracting of plant, equipment, services and labour including contract specification and responsibilities to and by contractors: and
- the inspection, maintenance, testing repair and replacement (of plant and equipment).

Hazard/Risk Assessment

All risks shall be assessed and have control priorities assigned, based on the established level of risk.

Control of Hazards/Risks

All risks, identified through the assessment process as requiring control, shall be controlled through a preferred order of control methods (commonly referred to as a hierarchy), based on reasonable practicability. Elimination shall be the first control method to be considered.

Actions taken to address specific Work Health & Safety issues are detailed in the document Work Health & Safety Management Arrangements

Evaluation

The processes of hazard identification, hazard/risk assessment and control of hazards/risks shall be subject to a documented evaluation of effectiveness and modified as necessary.

Health Surveillance

The organisation shall identify those situations where employee health surveillance is required and shall implement appropriate systems. Employees shall have access to their own individual results. Where specified by legislation, the health of employees exposed to specific hazards shall be monitored and recorded.

Health surveillance arrangements are detailed in the procedure Health Management.

Emergency Preparedness and Response

All potential emergency situations shall be identified and where required, emergency procedures documented for preventing and mitigating the associated illness, injury and environmental impact. Openshore shall review, and then revise, where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of incidents or emergency situations.

Openshore maintains documented information to the extent necessary to have confidence that the processes are carried out as planned.

Refer Procedure: Emergency Response

Incident investigation

Openshore shall establish, implement and maintain procedures for:

- investigating, responding to, and taking action to minimize any harm caused from, incidents:
- investigating and responding to system failures: and
- initiating and completing appropriate corrective and preventive action.

Openshore shall implement and record any changes in the WHSMS procedures resulting from incident investigations and corrective and preventive action.

Refer Procedure Incident Investigation

Operation

Operational Planning and Control

Openshore plans, implements and controls the processes (see Section 4.4) needed to meet the requirements of the following:

Provision of products and services, and to implement the actions determined in Clause 6 by:

- determine the requirements for the products and services.
- establishing criteria for the processes and the acceptance of products and services.
- determining the resources needed to achieve conformity to product and service requirements.
- implementing control of the processes in accordance with the criteria.
- determining, maintaining and retaining documented information to the extent necessary:
 - i. to have confidence that the processes have been carried out as planned
 - ii. to demonstrate the conformity of products and services to their requirements.

Processes needed to meet environmental requirements, and to implement the actions identified in 6.1 and 6.2 by: establishing operating criteria for the processes: implementing control of the processes, in accordance with operating criteria.

Controls can include engineering controls and procedures. Controls can be implemented following a hierarchy (e.g. elimination, substitution, administrative) and can be used individually or in combination.

Openshore controls planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary. Openshore ensures that outsourced processes are controlled or

influenced. The type or extent of control or influence to be applied to the processes is identified within the Management System. Consistent with the life cycle objective, Openshore:

- a) Established controls, as appropriate, to ensure that its environmental requirements are addressed in the design and development process for the product or service, considering each life cycle stage.
- b) Determined its environmental requirements for the procurement of products and services, as appropriate.
- c) Communicated its relevant environmental requirements to external providers, including contractors.
- d) Considered the need to provide information about potential significant environmental impacts associated with the transportation or delivery, use, end-of-life treatment and final disposal of its products and services.

The output of this planning is suitable for Openshore' operations. Openshore controls plan changes and reviews the necessary consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

Openshore ensures outsourced processes are controlled (see Section 8.4).

Emergency Preparedness and Response

Openshore established, implements and maintains the processes to prepare for and respond to potential emergency situations identified in 6.1.1.

Openshore:

- a) Prepares to respond by planning actions to prevent or mitigate adverse environmental impacts from emergency situations
- b) Responds to actual emergency situations
- c) Takes action to prevent or mitigate the consequences of emergency situations, appropriate to the magnitude of the emergency and the potential environmental impact
- d) Periodically tests the plan response actions, where applicable.
- e) Periodically reviews and revises the processes and planned response sections, in particular after the occurrence of emergency situations or tests
- f) Provides relevant information and training related to emergency preparedness and response, as appropriate, to relevant interested parties, including persons working under its control.

Openshore maintains documented information to the extent necessary to have confidence that the processes are carried out as planned.

Refer Procedure: Emergency Response

Requirements for Products and Services

Customer Communication

Communication with customers includes:

- a) providing the information relating to products and services:
- b) handling enquiries, contracts or orders, including changes:
- c) containing customer feedback related to products and services, including customer complaints:
- d) handling or controlling customer product:
- e) establishing specific requirements for contingency actions, when relevant.

Determining the Requirements for Products and Services

When determining the requirements for the products and services to be offered to customers, Openshore ensures that:

- a) the requirements for the products and services are defined, including:
 - i. any applicable statutory and regulatory requirements:
 - ii. those considered necessary by Openshore:
- b) Openshore can meet the claims for products and services it offers.

Review of the Requirements for Products and Services

Opensore ensures that it has the ability to meet the requirements for products and services to be offered to customers. Opensore conducts a review before committing to supply products and service to a customer, to include:

- a) requirements specified by the customer, including the requirements for delivery and post-delivery activities
- b) requirements not stated by the customer, but necessary for the specified or intended use, when known
- c) requirements specified by Opensore
- d) statutory and regulatory requirements applicable to products and services
- e) contract or order requirements differing from those previously expressed.

Opensore ensures that contract or order requirements differing from those previously defined are resolved. The customer's requirements are confirmed by Opensore before acceptance, when the customer does not provide a documented statement of their requirements. In some situations, such as internet sales, a formal review is impractical for each order. Instead, the review can cover relevant product information, such as catalogues.

Opensore shall retain documented information, as applicable:

- a) on results of the review
- b) on any requirements for the products and services.

Refer Procedures Sales

Changes to Requirements for Products and Services

Opensore ensures relevant documented information is amended, and that relevant persons are made aware of the changed requirements, when the requirements for products and services are changed.

Design and Development of Products and Services

Opensore has determined this requirement as non-applicable.

Control of Externally Provided Processes, Products and Services

General

Opensore ensures that externally provided processes, products and services conform to requirements. Opensore determines the controls to be applied to externally provided processes, products and services when:

- a) products and services from external providers are intended for incorporation into Opensore's own products and services
- b) products and services are provided directly to the customer by external providers on behalf of Opensore
- c) a process or part of a process provided by external provider as a result of a decision by Opensore
- d) Opensore shall determine and apply criteria for the evaluation, selection, monitoring of performance, and re-evaluation of external providers, based on their ability to provide processes or products and services in accordance with requirements.

Opensore retains documented information of these activities and any necessary actions arising from the evaluations.

Refer Procedures: Purchasing

Type and Extent of Control

Opensore ensures externally provided processes, products and services do not adversely affect Opensore's ability to consistently deliver conforming products and services to its customers. Opensore:

- a) a) ensures that externally provided processes remain within the control of its quality management system

- b) defines both the controls that it intends to apply to an external provider and those it intends to apply to the resulting outputs
- c) takes into consideration the:
 - a. potential impact of the externally provided processes, products and services and Opensore's ability to consistently meet customer and applicable statutory and regulatory requirements
 - b. effectiveness of the controls applied by the external provider
- d) determines the verification, or other activities, necessary to ensure that the externally provided processes, products and services meet requirements.

Refer Procedure: Purchasing

Inspection & Testing

Information for external providers

Opensore ensures the adequacy of requirements prior to their communication to the external provider. Opensore communicates to external providers its requirements for:

- a) the processes, products and services to be provided
- b) the approval of
 - a. products and services
 - b. methods, processes and equipment
 - c. the release of products and services
- c) competence, including any required qualification of persons
- d) the external provider's interactions with Opensore
- e) control and monitoring of external providers' performance to be applied by Opensore
- f) verification or validation activities that Opensore, or its customer, intends to perform at the external providers' premises.

Production and Service Provision

Control of Production and Service Provision

Opensore implements production and service provision under control conditions. Control conditions include, as applicable the:

- a) availability of documented information that defines the:
 - a) characteristics of the products to be produced, the services to be provided, or the activities to be performed
 - b) results to be achieved
- b) availability and use of suitable monitoring measuring resources
- c) implementation of monitoring and measurement activities at appropriate stages to verify criteria for control of processes or in/outputs, and acceptance criteria for products and services, have been met
- d) use of suitable infrastructure and environment for the operation of processes
- e) appointment of confident persons, including any required qualification
- f) validation, and periodic re-evaluation, of the ability to achieve plan results of the processes for production and so is provision, with the resulting output cannot be verified by subsequent monitoring or measurement
- g) implementation of actions to prevent human error
- h) implementation of release and delivery.

Refer Procedure: Operational Control - Drilling

Identification and Traceability

Opensore uses suitable means to identify outputs when it is necessary to ensure the conformity products and services. Opensore identifies the status of outputs with respect to monitoring and measurement requirements throughout production and service provision. Opensore controls the unique identification of the outputs when traceability is a requirement and retains the documented information necessary to enable traceability.

Property Belonging to Customers or External Providers

Opensore exercises care with property belonging to customers or external providers while it is under Opensore's control or being used by Opensore. Opensore identifies, verifies, protects, and safeguards customers' or external providers' property provided for use or incorporation with the products and services. When the property of a customer or external provider is lost, damaged or otherwise found to be unsuitable for use, Opensore reports this to the customer or external provider and retains documented information on what has occurred. A customer's or external provider's property can include but not limited to materials, components, tools and equipment, premises, intellectual property and personal data.

Preservation

Opensore preserves the outputs during production and service provision, to the extent necessary to ensure conformity to requirements. Preservation can include identification handling, contamination control, packaging, storage transmission or transportation and protection, as needed.

Post Delivery Activities

Opensore has determined this requirement as non-applicable.

Control Changes

Opensore reviews and controls changes for production or service provision to the extent necessary to ensure continuing conformity with requirements. Opensore retains documented information describing the results of the review of change, the person(s) authorising the change, and any necessary actions arising from the review.

Release of Products and Services

Opensore implements planned arrangements, at appropriate stages, to verify that the product and service requirements have been met. The release of products and services to their customers does not proceed until the planned arrangements have been satisfactorily completed, unless otherwise approved by a relevant authority and, as applicable, by the customer. Opensore retains documented information on the release of products and services.

The documented information includes:

- a) evidence of conformity with the acceptance criteria
- b) traceability to the person(s) authorising the release.

Control of Non-Conforming Outputs

Opensore ensures that outputs that do not conform to their requirements are identified and controlled to prevent unintended use or delivery. Opensore takes appropriate action based on the nature of the non-conformity and its effects on the conformity of products and services. This also applies to non-conforming products and services detected after delivery of products, during or after the provision of services. Opensore deals with non-conforming outputs in one or more of the following ways:

- a) correction
- b) segregation, containment, return or suspension of the provision of products and services
- c) informing the customer
- d) obtain authorisation for acceptance under concession.

Conformity to the requirements is verified when non-conforming outputs are corrected.

Opensore retains documented information that:

- a) describes the nonconformity
- b) describes the actions taken
- c) describes any concessions obtained
- d) identifies the authority deciding the action in respect of the conformity.

Performance Evaluation

Monitoring, Measurement & Evaluation General

Opensore determines:

- a) what needs to be monitored and measured
- b) the methods for monitoring, measurement, analysis and evaluation needed to ensure valid results
- c) when the monitoring and measuring are performed
- d) when the results from monitoring and measurement are analysed and evaluated.

Opensore evaluates the performance and the effectiveness of the Management System. Opensore retains appropriate documented information as evidence of the results.

Environmental Compliance

Opensore acknowledges that monitoring of the key characteristics of our operations and activities is required to measure conformance with environmental requirements. Monitoring is also a key component of the continual improvement process. Overall improvement in environmental performance is measured by reviewing the progress of implementation of the objectives, targets and associated actions, compliance with operational control procedures (including work instructions) as well as the effective implementation of environmental management procedures.

Compliance with legislative and other requirements will be monitored periodically by the Management Representative through audits and inspections. Potential noncompliance will be reported and managed through the Non-Conformance Control, Corrective and Preventative Action Procedure and Management Review

Refer Procedure: Monitoring & Measurement

Customer Satisfaction

Opensore monitors customers' perceptions of the degree to which their needs and expectations have been fulfilled. Opensore determines the methods for obtaining, monitoring and reviewing this information. Examples of monitoring customer perceptions can include but not limited to customer surveys, customer feedback on delivered products and services, meetings with customers, market share analysis, compliments, warranty claims and dealer reports.

Refer Procedure: Customer Satisfaction

Analysis and Evaluation

Opensore analyses and evaluates appropriate data and information arising from monitoring and measurement. The results of analysis are used to evaluate:

- a) conformity of products and services
- b) the degree of customer satisfaction
- c) the performance and effectiveness of the management system
- d) if planning has been implemented effectively
- e) the effectiveness of actions taken to address risks and opportunities
- f) the performance of external providers
- g) the need for improvements to the management system.

Methods to analyse data can include statistical techniques such as but not limited to sampling plans, acceptability limits, standard deviations, etc.

Refer Procedure: Analysis of Data

Internal Audit

Opensore will institute a procedure for regular internal auditing of our IMS. This will be designed to:

- conduct audits on a scheduled basis at regular intervals.
- identify any areas of the company where operations do not conform with the requirements of our environmental system.
- provide a report to responsible management for action to be taken on correcting any non-conformity.
- follow-up to ensure that corrective action has been implemented.
- identify possible improvements to the environmental system.
- maintain records of internal environmental audits.

Internal audits will be conducted by suitably trained personnel. The auditors will be independent from the areas that they are auditing.

Refer Procedure: Internal Audit

Management Review

Management review of the Management System takes place as part of the regular Business Review. Data from various program teams and/or functional departments is evaluated against established corporate objectives. This periodic review is intended to determine whether the data is representative of a functional Management System. The review includes: metrics, internal process audits, continual improvement activities, business changes, and corporate initiatives and programs.

This review of the Management System ensures its suitability, accuracy, and relevance. Recommendations for changes and improvements are presented to the Management Team for discussion and approval. Action items from the review are assigned to appropriate personnel and support continual improvement objectives and customer and employee satisfaction. Meeting minutes are used to communicate the effectiveness of the Management System and to document continual improvement progress.

Refer Procedure: Management Review

Improvement

General

Opensore determines and selects opportunities for improvement and implements any necessary actions to meet customer requirements and enhance customer satisfaction. These include:

- a) improving products and services to meet requirements as well as to address future needs and expectations
- b) correcting, preventing, or reducing undesired effects
- c) improving the performance and effectiveness of the management system.

Nonconformity and Corrective Action

In the event of non-conformity, Opensore will implement system procedures to take corrective action which is designed to reduce the chance of a similar event in the future.

Any changes in procedures resulting from corrective and preventative actions are implemented and recorded.

The Company will:

- investigate the causes of the non-conformity.
- decide how to correct the causes of non-conformity.
- follow-up to ensure that corrective action is effective.
- keep records of the corrective action process.
- refer corrective action for management review.

Corrective action investigations will be conducted by authorised personnel.

Refer Procedure Corrective Action & Continual Improvement

Continual Improvement

Opensore continually improves the suitability, adequacy, and effectiveness of the management system. Opensore considers the results of analysis and evaluation, and the outputs from the management review, to determine if there are needs or opportunities that shall be addressed as part of the continual improvement

Refer Procedure Corrective Action & Continual Improvement