

 جامعة قطر QATAR UNIVERSITY	EMS PERFORMANCE MEASUREMENT & MONITORING	Doc. No	QU-EMS-PRO-07
		Revision No	00
		Issue Date	01.03.2022

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REVISION HISTORY

REV NO	REV DATE	REASON FOR CHANGE	BRIEF DESCRIPTION OF THE CHANGES	EFFECTIVE DATE OF IMPLEMENTATION
00	01.03.2022	–	FIRST RELEASE	01.03.2022

 جامعة قطر QATAR UNIVERSITY	EMS PERFORMANCE MEASUREMENT & MONITORING	Doc. No	QU-EMS-PRO-07
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INDEX

1. PURPOSE.....	3
2. FIELD OF APPLICATION.....	3
3. REFERENCES AND ASSOCIATED DOCUMENTS.....	3
4. DEFINITIONS AND ABBREVIATIONS.....	3
5. RESPONSIBILITY	4
6. PROCEDURE.....	4
7. RECORDS.....	5

 جامعة قطر QATAR UNIVERSITY	EMS PERFORMANCE MEASUREMENT & MONITORING	Doc. No	QU-EMS-PRO-07
		Revision No	00
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1. PURPOSE

To establish a system for measurement & monitoring of the EMS performance indicators on a regular basis, and ensuring that always validated equipment is in use.

2. FIELD OF APPLICATION

This applies to operational controls activities pertaining to EMS, the progress with regards to the objectives and Management Programme.

3. REFERENCES AND ASSOCIATED DOCUMENTS

The standards or documents listed below are considered as references to this procedure:

Document Code	Document Designation
-	ISO Standard 14001:2015
QU-EMS-MNL-01	EMS Manual

4. DEFINITIONS AND ABBREVIATIONS

Abbreviation/Words	Definition
FGSD	Facilities and General Services Department
QU	Qatar University
ESS	Environment and Sustainability Section
ES	Environmental and Sustainability
EMS	Environmental Management Systems
M&M	Measurement & Monitoring
MR	Management Representative
EIR	Environmental Impact Register
EOR	Environmental Observation Report
Environmental Champion	The appointed by management representative from department/ college/ center for the implementation and maintenance of the EMS.

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		Revision No	00
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5. RESPONSIBILITY

The overall responsibility for the content, quality, adequacy, and continuing applicability of this document lies with the MR/ES Specialist.

6. PROCEDURE

6.1. EMS Measuring and Monitoring Operating / Performance Indicators

The ES Specialist /Concerned personnel at QU shall carry out the M&M activities, which includes checking, visual inspection or testing at various stages of the operations cycle.

The M&M activities shall include qualitative and quantitative measures for individual processes (which have also been considered during the aspect impact assessment). The following, as applicable, shall be monitored and measured:

- Management Programme;
- Operational criteria/procedures;
- Applicable legislative and regulatory requirements;
- Accidents, incidents, near-misses;
- Equipment tests, calibration records and verification report;
- Equipment damage cases leading to adverse impact to the environment.

The status and progress with regards to the EMS objectives & targets shall be tracked (including the manner in which the action plans are executed) through monitoring the EMS related activities and other situations.

As per *Environmental and Sustainability Monthly Plan*, ES Specialist shall carry out the EMS inspection and prepare a report – *EMS Inspection Report*. Based on the findings, necessary actions shall be taken.

All the Inspection Reports shall be provided as inputs during the Management Review Meetings.

6.2. EMS Measurement & Monitoring Equipment

Each Environmental Champion / ES Specialist shall ensure that the instruments used for measurement and monitoring of EMS related activities are calibrated or validated for accuracy.

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The M&M equipment shall be calibrated by accredited laboratories (Third party service provider). Each equipment shall be easily identified and the traceability to calibration shall be maintained by the concerned Environmental Champion.

Periodically, the schedule of measurements shall be verified and in case the measurements are not carried out as per schedule or records are not maintained as per documented procedures, the same shall be reviewed by the concerned Environmental Champion for further corrective action.

The respective Manager shall maintain appropriate records of the M&M carried out – ***Equipment Calibration Register - QU-EMS-ESS-FRM-19.***

7. RECORDS

The following records are maintained through this procedure:

- | | |
|---|-------------------|
| • Environmental and Sustainability Monthly Plan | QU-EMS-ESS-FRM-16 |
| • Environmental Observation Inspection Report: | QU-EMS-ESS-FRM-17 |
| • QU Environmental Observation Tracker: | QU-EMS-ESS-FRM-18 |
| • Equipment Calibration Register: | QU-EMS-ESS-FRM-19 |