



INTEGRATED MANAGEMENT SYSTEM OVERVIEW

This document represents Company's Quality, Occupational Health & Safety and Environmental Management Plan

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1 Foreword

This Integrated Management System Overview describes the overall operation and structure of the management system within Fullbore Drill & Blast Pty Ltd (herein also referred to as Fullbore).

This IMS Overview, Policies, System Procedures, HSE Procedures, IMS related documents and all other documentations which are incorporated into or form part of the Management System of Fullbore remain the sole property of Fullbore Drill & Blast Pty Ltd.

Recipients of documents related to the Management System of Fullbore should not copy, divulge, or distribute any documentation either within their organisation or to external third parties without prior advice to and written permission from the Management of Fullbore Drill & Blast Pty Ltd **and** the Management of Premier Quality Management Pty Ltd.

An electronic copy of the Management System Documentation is hosted on company's OneDrive and is accessible as read only files for all personnel based on their access privileges. Uncontrolled copies of this document may be produced as requested but will not be updated. Where required, printed copies can be produced for worksites or personnel, in which case the document shall be clearly marked as "Controlled" and will be serviced under Company's Document Control Procedure.

All pages contained within this Integrated Management System Overview have been reviewed and authorised by Fullbore Managing Director, Mr Luke Martyn.

2 Company Overview & the Scope of IMS

2.1 Overview & Context of organisation

Fullbore is a privately owned company managed by Board of Directors Fullbore Drill and Blast Pty Ltd has been providing drill and blast services, covering South East Australia, in different market segments (Mining, Quarry and Construction) for the last 20 years. Our diverse range of modern top hammer drill rigs along with our experienced technical capability enables us to be involved in a variety of drill and blast projects applying appropriate drilling and blasting methodology.

Fullbore Drill and Blast's professionally-trained experienced operators along with our technical expertise, promotes a better understanding of customer expectations in order to select practical KPIs (Key Performance Indicator) and translation of those into tangible targets to achieve key business objectives.

Our vision is to provide clever drill and blast Solutions to our customers. Our value of Zero Harm underpins our commitment to the safety, health and wellbeing of our people and customers, the environment, and the communities in which we operate.

Fullbore's strategy is to create sustainable value through customer focused, innovative solution, and Continuous Improvement. These are delivered through our investment on latest technology in the market, employing competent skilled operators and personnel with high technical capabilities

The company provides drilling and blasting services for a range of construction clients, mines, and quarries, including:

- Contract Drilling
- Rock on ground services
- Blast design and survey
- Construction blasting
- Production blasting
- Special technic blasting. i.e. pre-splitting, electronic blasting, buffer blasting etc.
- Monitoring and reporting of air blast and ground vibrations
- Laser profiling / bore tracking
- Explosive transport / storage

2.2 Scope of Integrated Management System

The scope of the Integrated Management System at Fullbore covers: "Providing Survey, Mark-out, Drill and Blast services".

Fullbore Drill & Blast Pty Ltd Integrated Management System is built around the framework defined under:

- **AS/NZS 4801:2001 - Occupational Health and Safety Management System Standard**
- **ISO 9001:2015 - Quality Management System Standard**
- **ISO14001:2015 - Environment Management System Standard.**

The scope of management system at Fullbore does not include any Design related activity. Refer to Systems Integration Table (section 11 of this document) for cross references to various clauses of these standards and where they have been addressed in Fullbore Management System.

3 Company Policies

Fullbore' operation and employees are governed by set of documented policies as outlined in the Policy Manual. Amongst these policies are:

- **Quality Policy**
- **Occupational Health and Safety Policy**
- **Environmental Policy**

All Fullbore Policies are endorsed by the MD and are applicable to all operations and personnel. The Policies are reviewed every 3 years to ensure their continued suitability.

Company Policies form an important part of Fullbore's employee induction training as outlined in SP06 - Personnel Training and Competency Procedure.

4 Interested Parties and our Goals & Objectives

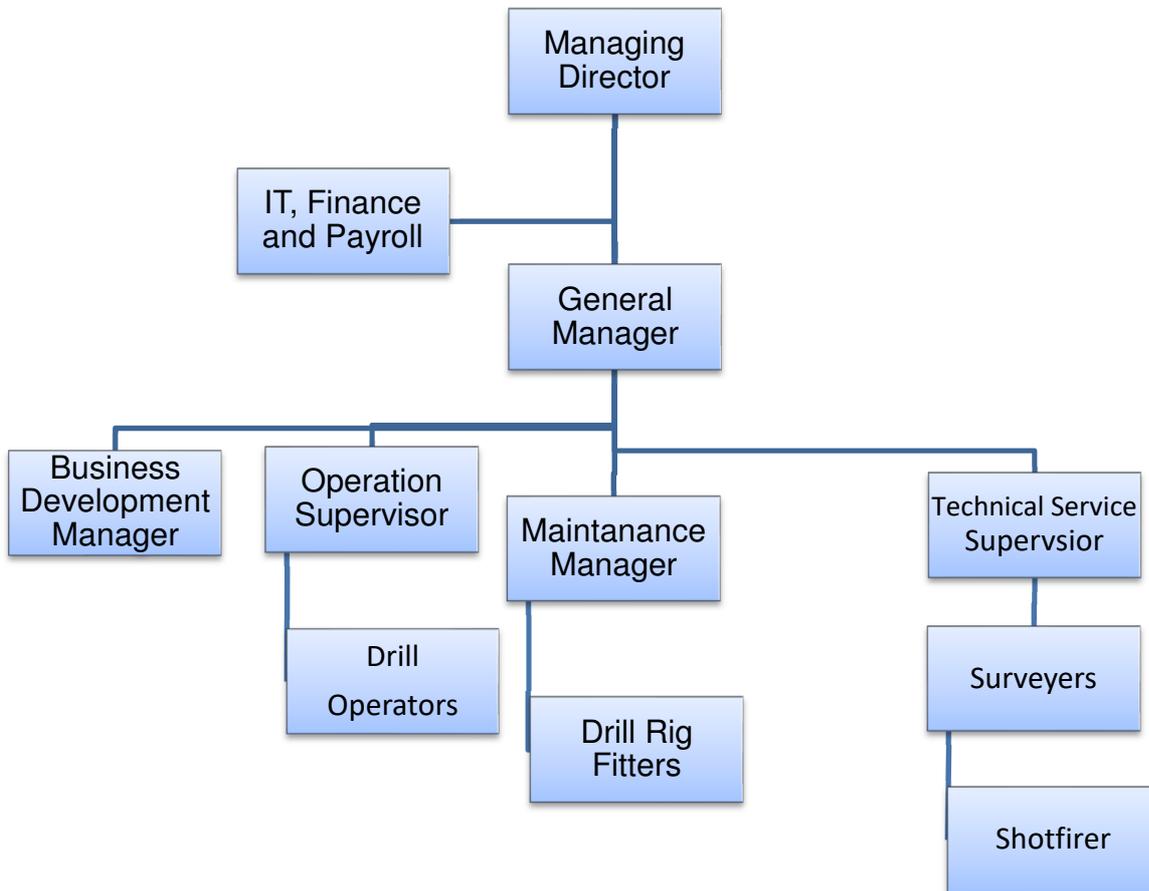
Fullbore interested parties and their respective needs and expectations have been summarised in the table below. The fundamental objective of business is to ensure the **needs** and where possible the **expectations** of its interested parties are met and **Risks** identified below are controlled and where possible **Opportunities** are capitalised on.

Interested Parties	Needs/Requirements	Expectations	Risks	Control/Opportunities
Board of Directors & Share Holders	Increased growth, sales and profitability. Sustainability of business.	Improved efficiency and effectiveness of the operations Compliance with all applicable legislation and Industry Requirement. Maintain WHSEQ certifications.	Business dependence on the Director.	Systematisation of the business to make it non-reliant on individual.
Customers	Timely and cost effective delivery of projects. Complying with all specifications and applicable standards.	Deliver any special conditions of a specific contract Comply with Safety requirements of the site Quality Customer service	Cash flow dependence on a small group of customers Competition from other service providers	Formal contractual arrangement to minimize commercial risk.
Employees	Job Security Safe and Healthy Workplace	A safe and rewarding working environment Flexibility	Key personnel sudden departure Key personnel moving to competition	Systematisation of the business to make it non-reliant on individual. Formal employment arrangement to minimize risks of key personnel moving to competition or with short notice.
Sub-Contractors and Suppliers	A profitable and mutually beneficial relationship with Fullbore Long-term partnership	Clear communication of Fullbore requirements Timely payments	Supplier going out of business or change of management/ownership Inconsistent supply	Have more than one supplier for each line of product/service. Formalise all agreements with Sub's/Suppliers
Regulatory bodies (pls list if possible)	Compliance to requirements	Cooperation with the regulatory body in the event of a breach	Adverse impact of legislative changes on the business.	None
General Public	Fullbore work not to cause any harm to the environment or pose a potential risk to Public Safety.	None	Public access to the main yard in Murrumungee.	Adequate yard security. Note: Site security is the responsibility of the Site Owner/Customer.

Specific Goals and Objectives are developed based on the above information and captured in Fullbore Goals and Objectives Action Plan which includes applicable strategies and KPI's. The Goals and Objectives Action Plan and KPI's are reviewed and updated on an ongoing basis as part of the Management Review Process. Fullbore will meet the overall needs and expectations the interested parties by implementing the IMS.

5 Organization & Responsibilities

5.1 Organisation Chart



Various positions as well as the reporting system within Fullbore have been shown in the table. In the absence of any individual within Fullbore, responsibility is delegated to the next available officer up in the Organisation Chart.

Personnel responsibilities and authorities for various positions have been defined in the body of all system documentations and some of the more specific Management System and HSQ related responsibilities have also been defined in section 4.3 of this document.

Responsibilities and Authorities of every employee are to be discussed with them at the time of employment and during the induction training.

Fullbore management ensures that all required resources are acquired and provided for personnel so every task is performed in the best possible way. These resources include but are not limited to training appropriate/safe work environment.

5.2 Responsibilities

Company employees at each level have responsibilities with regards to compliance with the requirements of the Integrated Management System. MD with assistance from GM shall ensure:

- A formalised Company Management system is established, documented, implemented, maintained and continually improved (in accordance with the AS/NZS ISO 9001 & 14001 and AS/NZS4801 Standards);
- Regular internal audits are conducted;
- Company’s Goals & Objectives are clearly communicated to and shared by every employee in the organisation;
- Performance of the management system is reviewed and reported to the Top Management;
- Promotion of the customer awareness culture in the organisation and that all personnel interacting with customers are aware of customer requirements at all times;
- The certification body for ISO9001, ISO14001 and AS4801 is notified of:
 - Any major changes to core processes that could affect compliance to the Standard;
 - Any changes to license conditions such as Company’s ownership, name, address, key personnel, etc.

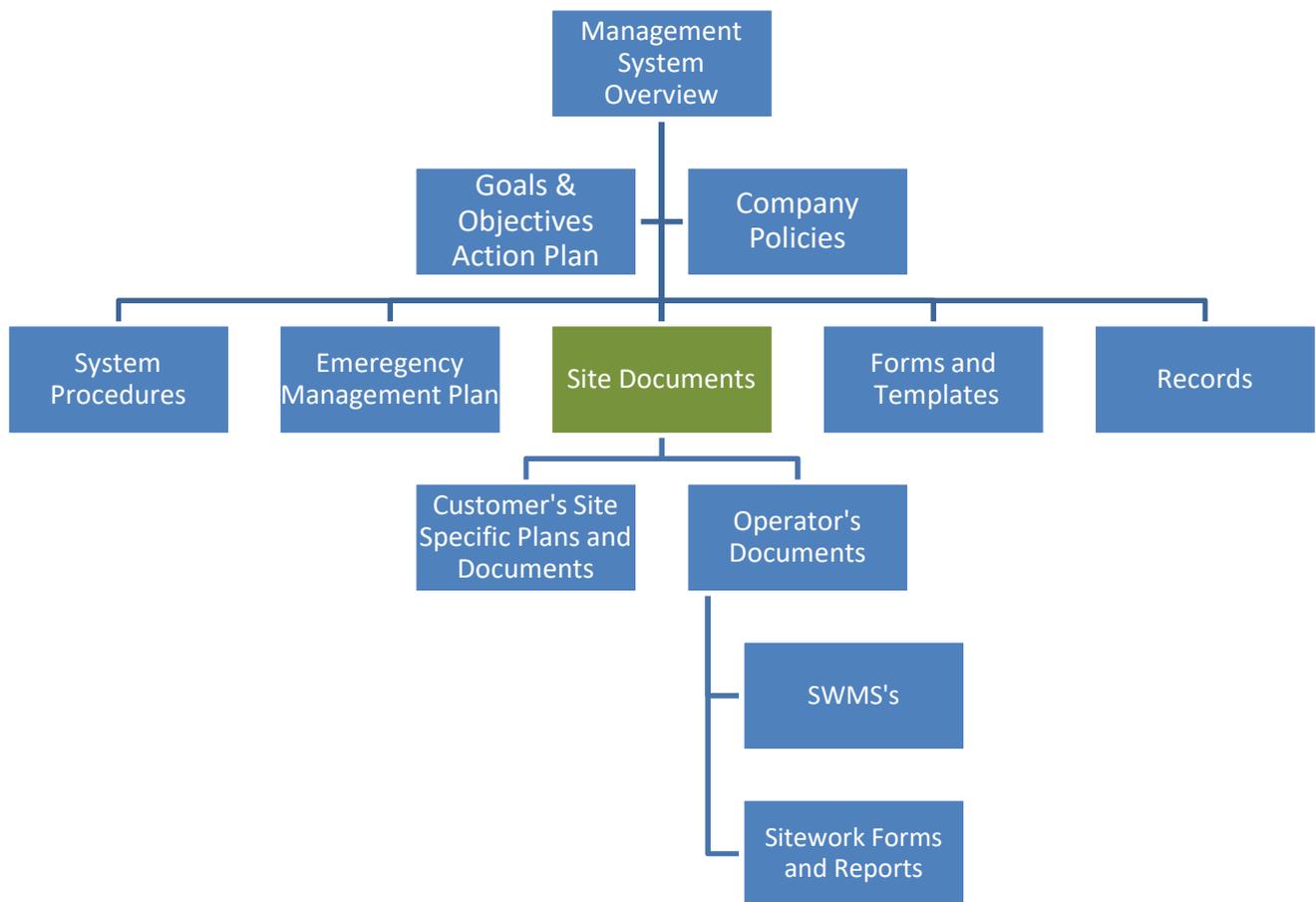
5.3 Management Systems (QMS, OHS & EMS) Responsibilities Table

Responsibility & Authority	MD	GM	Operations Superintendent	Personnel
Allocation of resources for implementation, training and continuous improvement.	✓	✓		
Comply with all legislation or statutory code of practice, which affects their work.	✓	✓	✓	✓
Reporting to regulatory bodies as required by legislation	✓			
Be familiar with emergency response equipment and established procedures in the event of a fire or other emergencies as per the Emergency Management Plan	✓	✓	✓	✓
Preventing, eliminating or reporting hazards within the work area	✓	✓	✓	✓
Foster by action and example a sense of OHS & Environmental awareness through all levels of operation.	✓	✓	✓	
Ensure that equipment meets all applicable OHS requirements before it is used.	✓	✓	✓	
Ensure all current and new employees have been given induction training on the OHS issues inherent within Fullbore.		✓	✓	
Ensure all housekeeping instructions are followed on site at Fullbore.			✓	✓
Ensure that Personal Protective Equipment complies with the location, OHS requirements and Safety Data Sheets (SDS’s).	✓	✓	✓	✓
Review system documentation for effectiveness and relevance.	✓	✓		
Subcontractors are required to comply with Fullbore’ Quality and OHS requirements. All Personnel are responsible to: <ul style="list-style-type: none"> • Perform their work as per the Job Sheet. • Report any potential OHS and/or environmental incident to Fullbore Management with minimum delay. • Take appropriate care in performing their duties and not create adverse environmental impacts or OHS risks. 				

6 Management System Documentation Structure

Fullbore management system is designed to ensure all works undertaken for customers by Fullbore conform to specified requirements. This objective is achieved by the effective implementation of an Integrated Management System, which is built around the requirements of Quality and Occupational Health and Safety Management Standards:

This system is documented according to the following structure:



7 Implementation of the HSEQ Management Plans

Fullbore believes that all incidents are preventable. The safety philosophy is based upon ethical conduct, mutual trust and teamwork. To ensure continuous improvement, the standards of excellence will be challenged, tested, re-evaluated and continually raised.

7.1 Risk Management

Management at Fullbore ensures adequate systems are implemented and resources provided **to eliminate or minimise Hazards/Aspects and all the associated Risks/ Impacts are controlled.** Fullbore Integrated Management System includes management, implementation and mitigation methods associated with risks.

The risk management strategies apply to the following areas (see sections 'a' to 'd' below):

a. Operational Risks (Quality Risks)

These types of risks relate to daily activities at Fullbore. Risks related to standard core activities (such as Sales, Administration, Site Work, Material Handling, etc) are controlled by implementation of the IMS Processes and monitored as part of the Internal Audit and Management Review processes. At higher levels, Business Risks are identified and managed through the regular monitoring of our objectives, targets and KPI's (refer to Goals & Objectives Action Plan document for more details).

b. Compliance to Legislative Requirements or Industry Standards

These risks and appropriate control have been captured in the Legal and Technical Compliance Register for each State.

The above registers also include provision on how Fullbore ensure compliance. For details of this process refer to Legal and Technical Compliance Procedure.

c. WHS Risks applicable to personnel, public and all sites

For Site works, a site specific plan shall be compiled for controlling hazards and risks onsite. In addition to the Site Specific HSE documentations task specific SWMS's are used in which a step by step description of the task is outlined and associated risks and risk control methods are identified. All those involved in the task are to be inducted onto the SWMS.

At Fullbore Office locations, WHS risks are minimal due to the very small no of employees and nature of the work being purely administrative. All office based personnel have had the same induction training as site personnel and appropriate Emergency Management Plans are implemented in the event of an emergency.

d. Environmental Risks (Aspects)

For Site works, Fullbore is fully controlled by the customers, hence the company is unable to influence any policy or procedure implemented onsite by the customer. However, Fullbore ensures it controls any potential environmental impact as part of its initial site risk mitigation process which includes addressing , environmental Risks as part of the SWMS process. Furthermore, environmental risks are included in the company HSEQ Risk Register.

At Fullbore Office locations, Environmental risks are limited to minimising the impact of our administrative activities (ie. Recycling what we can and being energy-wise with our consumptions).

Assessing the risk or 'significance' of each aspect allows a distinction to be made between those risks/aspects which need to be addressed urgently (preferably eliminated) and those being of a lower priority that can be controlled.

Risk Assessment results, both WHS and Environmental, and associated control measures are reviewed through regular audits and inspections and as part of the Management Review process.

Further details are included in SP05 Risk Management Procedure and Fullbore Risk Register.

Risk Assessment results and associated control measures are reviewed regularly as part of the Management Review process.

7.2 Consultation, Communication and Reporting

7.2.1 Consultation

Fullbore is committed to providing Fullbore' employees with opportunities to contribute to practices that may affect their health and safety and values employees' input and participation in making decision about health and safety matters. Fullbore will consult with all parties when:

- Identifying or assessing workplace hazards or risks;
- Making decisions on how to control risks;
- Making decisions about the adequacy of facilities for employees welfare (e.g. toilets, first aid);
- Making decisions about procedures to:
 - ❖ Consult on health and safety matters,
 - ❖ Resolve health and safety issues,
 - ❖ Monitor employees' workplace conditions,
 - ❖ Provide information and training.

Fullbore has established consultation arrangements, taking into consideration the nature of their operations and workforce. The most suitable methods for meaningful OHS consultation to take place within the Company are:

- Direct reporting to management (by phone, email or face to face),
- Consulting with employees during the course of each business day and seeking feedback, and
- Toolbox Meetings at site prior to the start of work on a daily basis.

7.2.2 Internal Communication

Personnel at each relevant level and function are kept aware of the following:

- The HSQ Management System requirements;
- The importance of conformance with the policies, procedures and other requirements;
- The potential consequences of system non-conformances;
- Individual roles and responsibilities in achieving conformance with procedures, including emergency Preparation and response;
- The significant environmental aspects associated with work activities and the environmental benefits of improved personal performance.

This is achieved through the induction process, meetings and notification via email and intranet.

Communication of changes to applicable legal and other requirements to employees shall be managed by the General Managers using various tools such as meetings or emails.

7.2.3 External Communications & Reporting

Communication with the external parties is managed by MD with assistance from GM, who are responsible for:

- Certification related matters concerning 3rd party Certification Bodies (providing auditing services for ISO 9001, ISO14001 and AS 4801).
- Reporting notifiable OH&S or Environmental incidents to the authorities (e.g. WorkCover, EPA, etc)
- Communications with all external media (e.g. newspapers, TV station, websites, etc.).

7.3 Management of Non-Conformities and Incidents

All Operational Non-Conformities and OH&S or Environmental Incidents are to be:

- a. Attended to immediately;
- b. Reported to General Managers for further action as required;
- c. Recorded on appropriate forms;
- d. Reported to the senior management as part of the Management Review process; and
- e. Reported to external authorities as required and depending on the type of the incident.

In addition to the above, a systematic root cause analysis is followed for all types of non-conformities, which assist Fullbore in developing suitable preventative action plans to ensure prevention of similar non-conformities.

For details of the process of handling non-conformities and incidents, refer to *SP13-Incidents and Non-Conformances Management* which covers all types of non-conformities including Operational Issues, OH&S or Environmental Incidents.

7.4 Emergency Management

Emergency situations at Fullbore are managed as follow:

- a. Head office

At the head office, the emergency situations include but not limited to Fire, Flood, Theft, Medical Emergencies, etc. Method of control for each of the above is captured in the Office Emergency Management plan.

- b. Work sites

For site works, Site Specific Emergency Management Plans developed by customers are the primary source of information for all personnel on site. In addition to the Customer's Site Emergency Management Plan, the standard emergency procedure for each Drill Rig is captured as part of the Drill Safe Work Method Statement which is to be reviewed prior to commencement of work at site.

All the above emergency procedures are defined based on:

- The initial Hazard Identification and Risk Assessment of the business;
- Current legal requirements; and
- The prior experience of the Company with incidents, accidents and emergencies.

Where practical, these emergency procedures are subject to a desktop review as well as practical drill on an annual basis.

Emergency procedures and plans are to be revised in the following cases:

- Following organisational changes (new activities, locations and/or services);
- Following corrective or preventive actions;
- Following changes made as a result of legal or other requirements;
- When drills and trials reveal shortcomings;
- Following a real emergency or serious incidents.

All personnel are to receive suitable emergency management training as part of their induction training and in the event of any changes to emergency procedures.

7.5 Training

Due to the nature of Fullbore operation, it is critical for the MD and GM to ensure only suitably qualified and competent personnel are engaged to perform the site work and operation of machineries.

In addition to this, specific Health, Safety and Environmental training shall be provided where necessary to ensure all personnel are capable of meeting company’s expectations with regards to safety and environment.

For more details refer to *SP06-Employment and Training Procedure*.

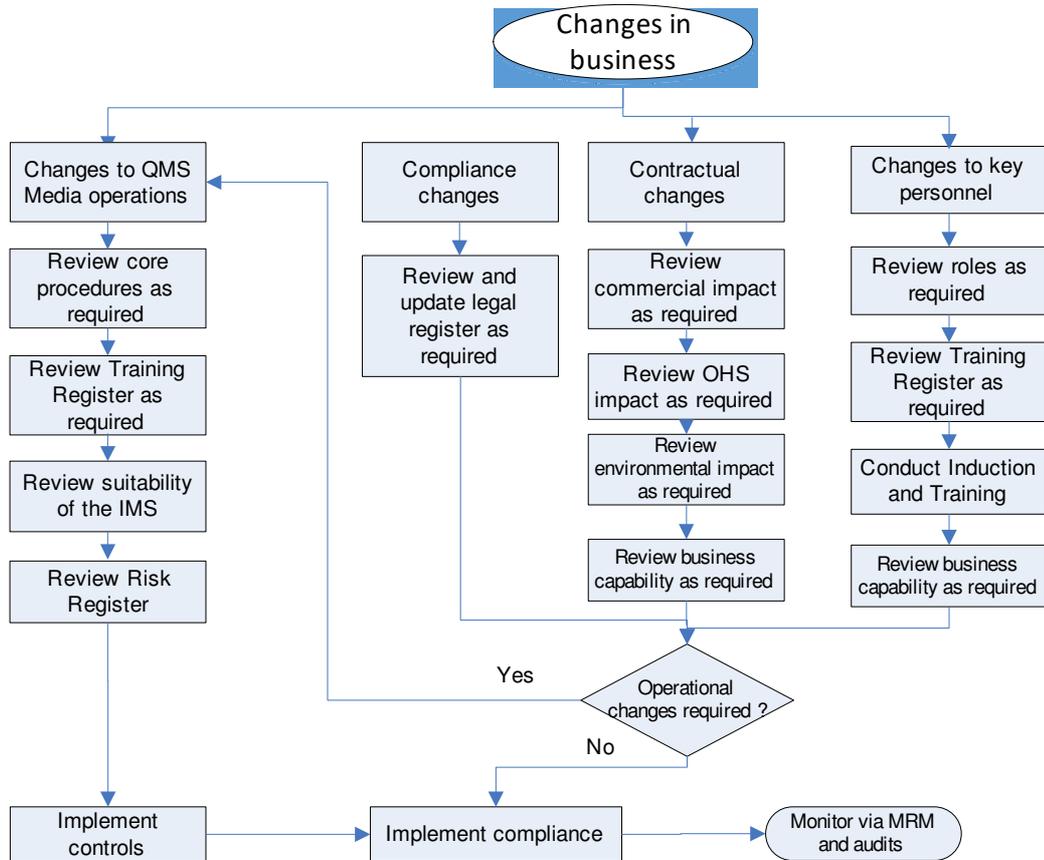
7.6 Health Surveillance

Health surveillance is not necessary for Fullbore employees as they do not engage in the activities that have this requirement. Pre-employment medical examinations are carried out for all site personnel prior to commencement of employment.

Hearing test will be conducted prior to employment and every 2 years for existing employees.

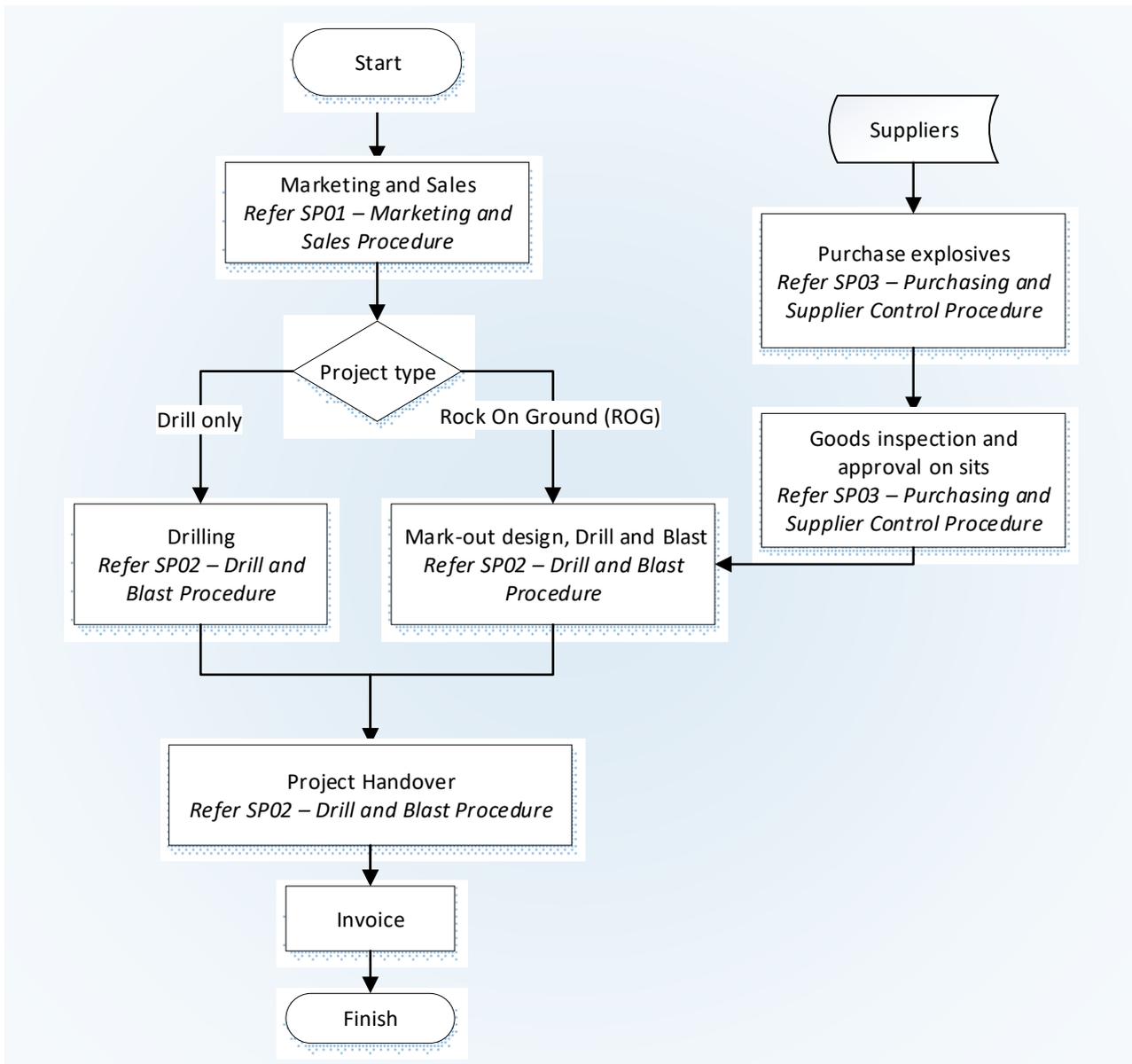
8 Management of Change

General Managers (Operations and/or Development) shall ensure changes to the business are managed as per the flowchart below:



9 Operation & Documentation Flowchart

The core operations at Fullbore have been defined in the following diagram:



All the above documents and associated records are controlled as defined in SP12-Document, Data and Record Control Procedure in order to ensure their currency and availability.

These processes are supported by other elements of the management system captured in the following system procedures:

SP04- Management System Administration Procedure

SP05-Risk Management Procedure

SP06-Personnel Training and Competency Procedure

SP07-Legal and Technical Compliance Procedure

SP08-Document, Data and Record Control Procedure

SP09-Incidents and Non-Conformances Management Procedure

SP10-Equipment Control Procedure

10 System Integration Table

AS/NZS 4801:2001	ISO 14001:2015	ISO 9001:2015	Fullbore IMS
4.1 General requirements	4.1 Understanding the organization and its context	4.1 Understanding the organization and its context	IMS Overview
4.3.1 Planning identification of hazards, risk assessment and control of risks	4.2 Understanding the needs and expectations of interested parties	4.2 Understanding the needs and expectations of interested parties	IMS Overview
4.4.4 Documentation	4.3 Determining the scope of the environmental management system 4.4 Environmental management system	4.3 Determining the scope of the quality management system 4.4 Quality management system and its processes	IMS Overview
4.1 General requirements	5.1 Leadership and commitment	5.1 Leadership and commitment	IMS Overview
4.2 OHS Policy	5.2 Environmental policy	5.2 Quality Policy	Policy Manual
4.4.1 Structure and responsibility	5.3 Organizational roles, responsibilities and authorities	5.3 Organizational roles, responsibilities and authorities	IMS Overview
4.3.1 Planning identification of hazards, risk assessment and control of risks 4.3.2 Legal and other requirements	6.1 Actions to address risks and opportunities 3.2.9 Compliance obligations	6.1 Actions to address risks and opportunities	SP05-Risk Management Procedure SP07-Legal and Technical Compliance Procedure
4.3.3 Objectives and targets 4.3.4 OHS management plans	6.2 Environmental objectives and planning to achieve them	6.2 Quality objectives and planning to achieve them 6.3 Planning of changes	Company KPI's
4.4.1 Structure and responsibility	7.1 Resources	7.1 Resources	IMS Overview
4.4.2 Training and competency	7.2 Competence	7.2 Competence	SP06-Personnel Training and competency Procedure
4.4.2 Training and competency	7.3 Awareness	7.3 Awareness	SP06-Employee Competency and Training Procedure
4.4.3 Consultation, communication and reporting	7.4 Communication	7.4 Communication	IMS Overview
4.4.5 Document and data control 4.5.3 Records and records management	7.5 Documented information	7.5 Documented information	SP08-Document Data and Record Control Procedure
4.4.6 Hazard identification, risk assessment and control of risks	8.1 Operational planning and control	8.1 Operational planning and control 8.2 Requirements for products and services 8.3 Design and development of products and services 8.4 Control of externally provided processes, products and services 8.5 Production and service provision 8.6 Release of products and services	SP01-Sales and Marketing Procedure SP02-Drill and Blast Procedure SP03-Purchasing and Supplier Control Procedure SP05-Risk Management Procedure
4.4.7 Emergency preparedness and response	8.2 Emergency preparedness and response	8.7 Control of nonconforming outputs	IMS Overview Emergency Management Plan SP09-Incidents and Non-Conformances Management
4.5.1 Monitoring and measurement	9.1 Monitoring, measurement, analysis and evaluation	9.1 Monitoring, measurement, analysis and evaluation	SP04-Management System Administration Procedure
4.5.4 OHSMS audit	9.2 Internal audit	9.2 Internal audit	SP04-Management System Administration Procedure
4.6 Management review	9.3 Management review	9.3 Management review	SP04-Management System Administration Procedure
4.5.2 Incident investigation, corrective and preventive action	10.1 General 10.2 Nonconformity and corrective action	10.1 General 10.2 Nonconformity and corrective action	SP09-Incidents and Non-Conformances Management
4.5.2 Incident investigation, corrective and preventive action	10.1 General 10.3 Continual improvement	10.1 General 10.3 Continual improvement	SP09-Incidents and Non-Conformances Management