

PETRONAS TECHNICAL STANDARDS

HEALTH, SAFETY AND ENVIRONMENT

GUIDELINE

PRODUCT STEWARDSHIP

PTS 60.4009

May 2011



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This new PTS **60.4009 – Product Stewardship (May 2011, Revision 0)** has been developed to provide an updated and integrated user friendly management of Product.

The custodian of this PTS is: Manager – Product Stewardship & Sustainable Development Capability, Group Sustainable Development Department, Group Health, Safety & Environment Division (GHSED).

Please direct any questions regarding this PTS to the above-mentioned.

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1.0 INTRODUCTION

1.1 Purpose

The purposes of Product Stewardship (PS Guideline) are as follows:

- Identify and assess potential hazards and risk related to Product throughout its life cycle,
- Plan programs to reduce the risks and mitigate the identified hazards, and
- Communicate the hazards and seek feedback from key stakeholders and product users.

This guideline encompasses the requirements of the Chemical Industries Council of Malaysia (CICM) Responsible Care Product Stewardship Code of Management Practices.

1.2 Scope

The coverage for PS Guideline shall be extended as far as it is practical to go throughout product life cycle. **Figure 1** shows the typical Product Life Cycle.

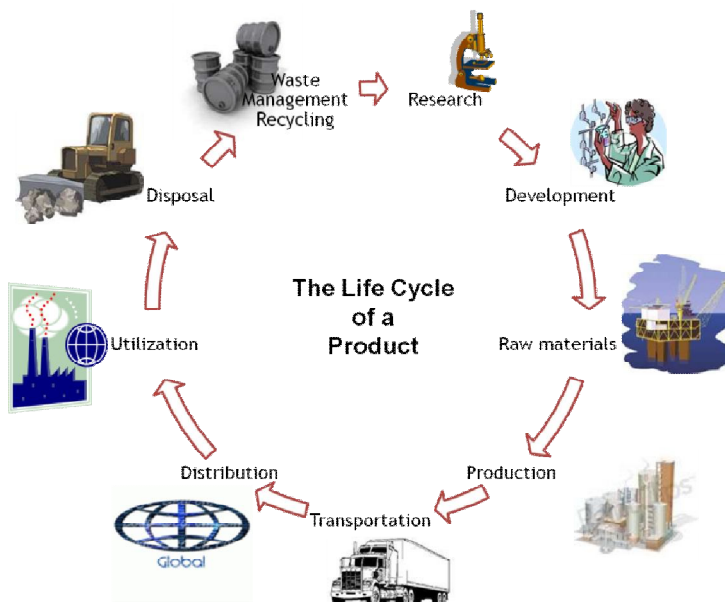


Figure 1: The typical Product Life Cycle

The entire product life cycle as depicted may not be within PETRONAS' control and as such the responsibility for effective PS Guideline implementation may be limited. However, if PETRONAS is in a position to assert its influence, the consideration for effective implementation of PS Guideline shall prevail.

1.3 Applicability

This guideline shall be applicable to all Hydrocarbon & Chemical Products, produced, formulated, manufactured and/or marketed, by PETRONAS OPUs or JV companies.

2.0 DEFINITION OF PRODUCT STEWARDSHIP

PETRONAS defined Product Stewardship as an act to systematically assess, control and communicate HSE risks throughout product life cycle.

Key element:

- a) **Assess** – A system to identify, assess and evaluate potential HSE hazards and risks associated with new products, existing products and changes to existing products.
- b) **Control** – A risk control system to eliminate, reduce or mitigate to ALARP level based on PETRONAS Risk Matrix.
- c) **Communicate** – To work with customers, consumers, distributors, carrier, suppliers to foster a safe and secure use, transport and disposal of chemicals and provide hazard & risk information that can be assessed and applied in their operation & products.

3.0 PRODUCT STEWARDSHIP GOVERNANCE

3.1 Leadership and Commitment

Product Stewardship shall be incorporated into the culture and core philosophy of the business and implementation require senior management commitment through written policy, active participation and communication.

Requirements:

- a) Management shall be regarded as being fully committed to product stewardship by all staff and other external stakeholder. They are to be seen as providing a leading role towards constant improvement through leadership and action planning.
- b) Each Business may adopt this document as guideline to implement Product Stewardship.
- c) A written Product Stewardship guiding principle shall be established, endorsed and communicated to all employees and other stakeholders where appropriate. This can be a stand-alone document or it can be integrated with HSE, Quality and other organizational policies.
- d) Each business to demonstrate continuous improvement throughout the life cycle of its products and services.

Supporting Documentation:

- PTS 60.0101 HSE Management System (HSEMS) element on Leadership and Commitment.
- PETRONAS Health, Safety and Environment Policy Statement.
- Product Stewardship Guiding Principles or Business Product Stewardship plan endorsed by the Business management.
- A sample of Product Stewardship Guiding Principles is as per in Appendix 2.
- Management Review of the Product Stewardship Programme.

3.2 Resources

Define and commit the appropriate financial, time and human resources necessary to implement, maintain and continually improve product stewardship practices, commensurate with product risks.

Industry best practice for a general set up of Product Stewardship Governance is as given in **Figure 2**. Although PETRONAS is yet to adopt this structure, the governance of Product Stewardship activities is in line with industry best practice. Business Unit should consider to adopt similar structure for effective implementation of Product Stewardship