



BUSINESS MANAGEMENT SYSTEM

Document Number

BMS-LEA-POL-001

LEADERSHIP

Document Revision

00

BUSINESS MANAGEMENT POLICY

Document Issue Date

25 September 2018

**ABSG** (Algoa Bay Ship Guards) offers services specifically related to the shipping industry. The company has been operational within the Port Elizabeth area for more than 17 years and are dedicated in providing the shipping lines and agencies we represent with outstanding services.

### ***Determining Our Strategic Direction***

**ABSG** has reviewed and analyzed key aspects of itself to determine the strategic direction of the company. This involves:

- Understanding our core services, and the scope of the Business management system.
- Identifying "interested parties" (customers, regulatory, employees etc.) who receive our Services or who may be impacted by them, or those parties who may otherwise have a significant interest in our company. These parties are identified in the document COTO Log.
- Understanding internal and external issues that are of concern to **ABSG** and its interested parties; also, identified in the document COTO Log. Many such issues are identified through an analysis of risks facing either **ABSG** or the interested parties. Such issues are monitored and updated as appropriate and discussed as part of management reviews.

Top management then uses this information to determine the company's strategic direction. This is defined in records of management review, and annually updated as conditions and situations change.

### **SCOPE**

Based on an analysis of the above issues of concern, interests, needs, expectations, obligations and in consideration of our services, **ABSG** has determined the scope of the Business management system as follows:

This Business policy applies to:

Internal and External issues are reviewed to ensure that they are relevant to **ABSG**. We consider our authority and ability to exercise control and influence of our interested parties. We also pledge to implement and operate the Business Management System to further enhance our performance through risk-based thinking throughout our services, which include:

- Security
- Transportation of crew
- OPL (Off port limits) Escort
- Cash to Master
- Collection & Delivering of Ship spares
- Stowaway searches

### ***Permissible Exclusions***

The following were determined not to be applicable to **ABSG**.

Clause 8.3 Design and development of products and services.

**ABSG** is a service provider mostly to the shipping industry, and there is no design activity carried out by the organization.

This policy will be communicated to all parties in the performance of our Business Management System and will be made available on the company webpage, notice boards and will be part of the yearly company Induction program.

### **CORPORATE PRINCIPLES OF BUSINESS CONDUCT**

Management shall lead in an ethical way by conducting business in an environmentally responsible manner, in a manner not detrimental to health and safety, and considering customer requirements whilst adhering to the following principles:

- Conduct our business with respect and care for people and the environment
- Responsibly make use of our natural resources;
- Adopt a safety, health, environmental and quality policy that meets the needs of its people and interested parties;
- Manage safety, health, environmental and quality risks in a manner that meets applicable legal requirements;
- Operate our facilities in a safe, secure and environmentally sound manner;
- Instil a culture throughout all levels of the organization to continually identify, reduce and manage safety, health, environment and quality hazards and risks;



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- Work towards our goal of zero accidents, injuries and harm to human health and the environment;
- Audit and Evaluate performance against policies, standards, and procedures and to report;
- Provide appropriate resources required to implement this undertaking;

We, as the management team, are therefore committed:

- To provide safe and healthy working conditions for the prevention of work related injury or health illnesses included in the company's risks and opportunities.
- To protect the Environment, including prevention of pollution
- To satisfy applicable legal and other requirements
- To control risks
- To participate and involve workers.
- The implementation and continual improvement of the Business Management System based on the OHS Act, ISO 9001 and all other required legislation and require that all employees to work according to the system, procedures, authorities, and responsibilities contained in the documented system.

Our objectives will be focused at minimising:

- Personal Injury
- Property Damage
- Unplanned Interruptions to Operations or Processes
- Non-conformance to Legislation, Codes, and Standards
- Ground, air, and water pollution that may be caused by waste materials and procedures resulting from our business activities
- Customer Complaints

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