 CEBU PORT AUTHORITY	Document No.: CPA-IMR-01	Revision No.: 01
INTEGRATED MANAGEMENT SYSTEM MANUAL	Effective Date: October 26, 2015	Page 1 of 15

Section 3.0 – Introduction

CEBU PORT AUTHORITY is committed to continuously provide quality service and protect the environment and natural resources relevant to the market through its highly committed and dedicated personnel. For this purpose, our organization establishes and implements an Integrated Management System that will assure achievement of this commitment.

The Integrated Management System shall cover all processes of Cebu Port Authority’s Services, which is the organization’s main line of business. This quality and environmental manual documents Cebu Port Authority’s Integrated Management System to demonstrate the organization’s ability to consistently provide friendly services that meet and eventually exceeds customer satisfaction and expectation, protect the environment, and secure the welfare of our employees.

This manual also ensures that the Integrated Management System is current and relevant and will serve as our guide to guarantee the quality of service that we do.

PURPOSE

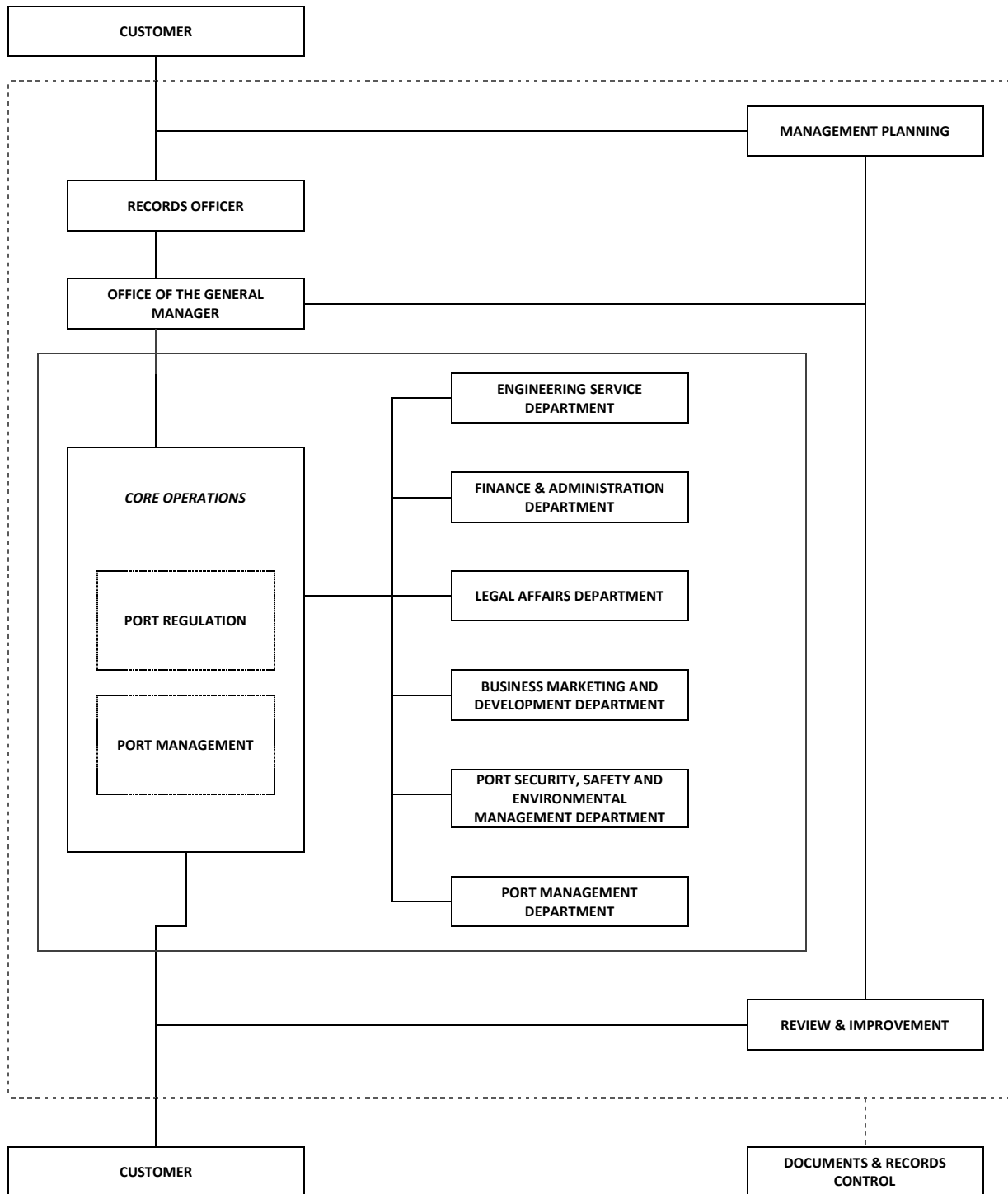
This manual defines the scope of the Cebu Port Authority’s Integrated Management System and provides a linkage of system documents to the various elements of the ISO 9001:2008, 14001:2004 standards.

The principal elements of the system described in this manual are:

- Quality and Environmental Policy
- Environmental Aspects, Risk Assessment and Risk Control
- Legal and Other Requirements
- Identification and setting of Environmental and Quality Objectives, Targets, and Programs
- Control of Document
- Control of Records
- Management Responsibility
- Customer Focus
- Resource Management, Roles and Responsibility
- Competence, Training, and Awareness
- Infrastructure
- Work Environment
- Communication
- Operational Control
- Customer Related Processes
- Purchasing
- Emergency Preparedness and Response
- Monitoring and Measurement and Improvement
- Environmental Management System Internal Audit
- Evaluation of Compliance
- Corrective and Preventive Action
- Management Review




Business Process Map



PROPRIETARY NOTICE

THIS DOCUMENT CONTAINS INFORMATION PROPRIETARY TO CEBU PORT AUTHORITY. No part of this document may be reproduced in any form without written authorization of CPA. All inquiries regarding this manual shall be directed to the Integrated Management Representative who is responsible for its control.

MASTER COPY

 CEBU PORT AUTHORITY	Document No.: CPA-IMR-01	Revision No.: 01
INTEGRATED MANAGEMENT SYSTEM MANUAL	Effective Date: October 26, 2015	Page 3 of 15

SECTION 4.0 - SCOPE, APPLICATION, AND EXCLUSION

The **CEBU PORT AUTHORITY** provides a mechanism for quality and environmental management throughout the Main Office and the Quality Management System of the two (2) procedures of the Port Management Department namely, **Process for Drydocked Vessels Applying for Exemption from Vessel's Charges of PMO's 5, 6, 8 and 9** and **Processing Requests for Extension of Free Storage Period of PMO 1.**

The Integrated management system is designed to cover quality and environmental aspects which a facility can control and directly manage, and those it does not control or directly manage but can be expected to have an influence.

The CPA's Integrated Management System aligns its approach to all clauses under the ISO 9001:2008 and 14001:2004 standard except for 7.3 Product Design and Development of ISO 9001:2008. Our organization does not have any activity related to designing products. Our procedures comply with all applicable standards and procedures including statutory requirements.

ISSUE AND UPDATE

The control of this Manual is in accordance with the Cebu Port Authority's IMS Document Control Procedure CPA-DC-02. All copies of this Manual not marked "CONTROLLED COPY" are uncontrolled and should be used for reference purposes only. Amendments to this manual will be issued by the DC following approval by the General Manager.


INTEGRATED MANAGEMENT SYSTEM POLICY

The Cebu Port Authority's Quality and Environmental Policy is endorsed by the General Manager. The policy covers all activities at the facility. The Policy includes a commitment to prevention of pollution and commitment to meet or exceed relevant quality and environmental legislation, regulations and other requirements. The Policy will be reviewed annually by top management, communicated to all employees and made available to the public in accordance with the Quality and Environmental procedures.

PROPRIETARY NOTICE

THIS DOCUMENT CONTAINS INFORMATION PROPRIETARY TO CEBU PORT AUTHORITY. No part of this document may be reproduced in any form without written authorization of CPA. All inquiries regarding this manual shall be directed to the Integrated Management Representative who is responsible for its control.

MASTER COPY

 CEBU PORT AUTHORITY	Document No.: CPA-IMR-01	Revision No.: 01
INTEGRATED MANAGEMENT SYSTEM MANUAL	Effective Date: October 26, 2015	Page 4 of 15

SECTION 5.0 - ENVIRONMENTAL ASPECTS, RISK ASSESSMENT AND RISK CONTROL

The **Cebu Port Authority**. Integrated Management System & Security (IMS & S) Core Group identifies the environmental aspects which the facility controls and over which it may be expected to have an influence, and determines which of those aspects are considered significant. Discussions regarding significance are recorded in IMS meeting minutes. These aspects are reviewed at least annually by the IMS steering committee or when there is a new or changed process, development, and services or activity at the facility. The IMR maintains the IMS minutes and other records. A list of all aspects and hazard(s) identified by area and department is included in CPA-EMR-01 Environmental Aspects-Impacts

Reference Material
 ISO 14001 Standards (4.3.1)


Applicable Procedures:
 CPA-EMR-01: Environmental Aspects-Impacts
 Environmental Review of Projects

SECTION 6.0 - LEGAL AND OTHER REQUIREMENTS

The **Cebu Port Authority** has established an environmental procedure for the purpose of identifying, accessing and communicating legal and other requirements that are applicable to the facility. Additional information is also available through legal publications. Local regulations are identified, accessed and communicated by CPA's Integrated Management System Manual. Annually, the IMR will review the most current national, regional, provincial, state and local legal and other requirements as applicable to CPA.

Reference Materials
 Legal and Other Requirements
 ISO 14001 Standards (4.3.2)

Applicable Procedures
 CPA-EMR-02 Legal and Other Requirements

 CEBU PORT AUTHORITY	Document No.: CPA-IMR-01	Revision No.: 01
INTEGRATED MANAGEMENT SYSTEM MANUAL	Effective Date: October 26, 2015	Page 5 of 15

SECTION 7.0 - IDENTIFICATION AND SETTING OF IMS OBJECTIVES, TARGETS AND PROGRAMS

The IMS Steering Committee has developed Quality and Environmental objectives and targets. These objectives and targets define:

1. The performance objectives (Investigate/Study, Control/Maintain, or Improve) for each significant quality and environmental aspect;
2. The specific, quantified targets which define those performance objectives; and
3. Designation of responsibility and planned deadlines for the achievement of those targets.

Objectives and targets are developed considering significant quality and environmental aspects, technological options and financial, operational and business plans, and the views of interested parties. CPA-IMR-02 Objectives & Targets identification procedure identifies the facility's objectives and targets

The IMS Steering Committee establishes Quality and Environmental management programs as a means for achieving objectives and targets. These programs define the principal actions to be taken, those responsible for undertaking those actions and the scheduled times for their implementation. The IMS Program(s) are developed by the IMS Steering Committee, approved by the Management Team and are reviewed at regular and planned intervals and maybe adjusted as necessary to achieve the objectives and targets.

Reference Material
 ISO 9001:2008 Standard
 ISO 14001 Standards

Applicable Procedures
 CPA-IMR-02 Identification and Setting of Quality and Environmental Objectives, Target and Programs



SECTION 8.0 - ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY

Integrated management system roles, responsibilities and authorities are defined at relevant functions and levels within the organization. The Cebu Port Authority IMS & S Core Group jointly provides the resources essential to the implementation and control of the integrated management system, including: training, human resources, port services financial resources, technical and informational services. The IMR has primary responsibility for establishing, operating and maintaining the IMS and reports to top management on its performance for review. A Cross Functional Team provides routine IMS support and reports directly to the IMR. Documentation, which describes various positions, is included in CPA-QMR-01 (Resource, Roles, Responsibilities and Structures).

Responsibilities and Authorities

IMS Function	Roles and Responsibilities
<p>Top Management/ General Manager</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Shall establish plan and directions to which the organization shall strive to achieve. <input type="checkbox"/> Communicating to the organization the importance of meeting customer as well as statutory and regulatory requirements, <input type="checkbox"/> Establishing the quality and environmental policy, <input type="checkbox"/> Ensuring that quality and environmental objectives are established, <input type="checkbox"/> Conducting management reviews. <input type="checkbox"/> Ensuring the availability of resources. <input type="checkbox"/> Top management shall ensure that customer requirements are determined and are met with the aim of enhancing customer satisfaction.
<p>Integrated Management Representative</p> <p>Also include the responsibility of QMR and EMR, IMS Steering Committee</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensuring that processes needed for the Quality and Environmental Management System are established, implemented and maintained. <input type="checkbox"/> Reporting to top management on the performance of the IMS and any need for improvement. <input type="checkbox"/> Ensuring the promotion of awareness of customer requirements throughout the organization. <input type="checkbox"/> Liaison with external parties on matters relating to the Quality and Environmental Management System.
<p>Lead Internal Auditor</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The lead auditor is responsible for ensuring the efficient and effective conduct and completion of the audit within the audit scope and plan approved by the top management.
<p>Internal Auditors</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Following the directions of and supporting the lead auditor <input type="checkbox"/> Planning and carrying out the assigned task objectively, effectively and efficiently within the scope of the audit

PROPRIETARY NOTICE

THIS DOCUMENT CONTAINS INFORMATION PROPRIETARY TO CEBU PORT AUTHORITY. No part of this document may be reproduced in any form without written authorization of CPA. All inquiries regarding this manual shall be directed to the Integrated Management Representative who is responsible for its control.

MASTER COPY



	<ul style="list-style-type: none"> <input type="checkbox"/> Collecting and analyzing relevant and sufficient audit evidence to determine audit findings <input type="checkbox"/> Preparing working documents under the direction of the lead auditor <input type="checkbox"/> Documenting individual audit findings <input type="checkbox"/> Assisting in writing the audit report.
Document Controller	<ul style="list-style-type: none"> <input type="checkbox"/> Assists the IMR for the creation and revision of documents. <input type="checkbox"/> Responsible for the issuance, maintenance, retrieval and control of controlled documents. <input type="checkbox"/> Responsible for the assignment of document numbers and other coding controls for document <input type="checkbox"/> Responsible for the coordination and information on any changes on documents.
Records Officer	<ul style="list-style-type: none"> <input type="checkbox"/> Ensures the implementation of control of records
All Employees	<ul style="list-style-type: none"> <input type="checkbox"/> Implements all programs and activities to ensure achievement of Quality and Environmental objectives and adherence to the organization's IMS Policy.


Reference Material
 ISO 9001:2008 Standard
 ISO 14001 Standards (4.4.1)

Applicable Procedures
 CPA-QMR-01: Resource, Roles, Responsibilities and Structures.

PROPRIETARY NOTICE

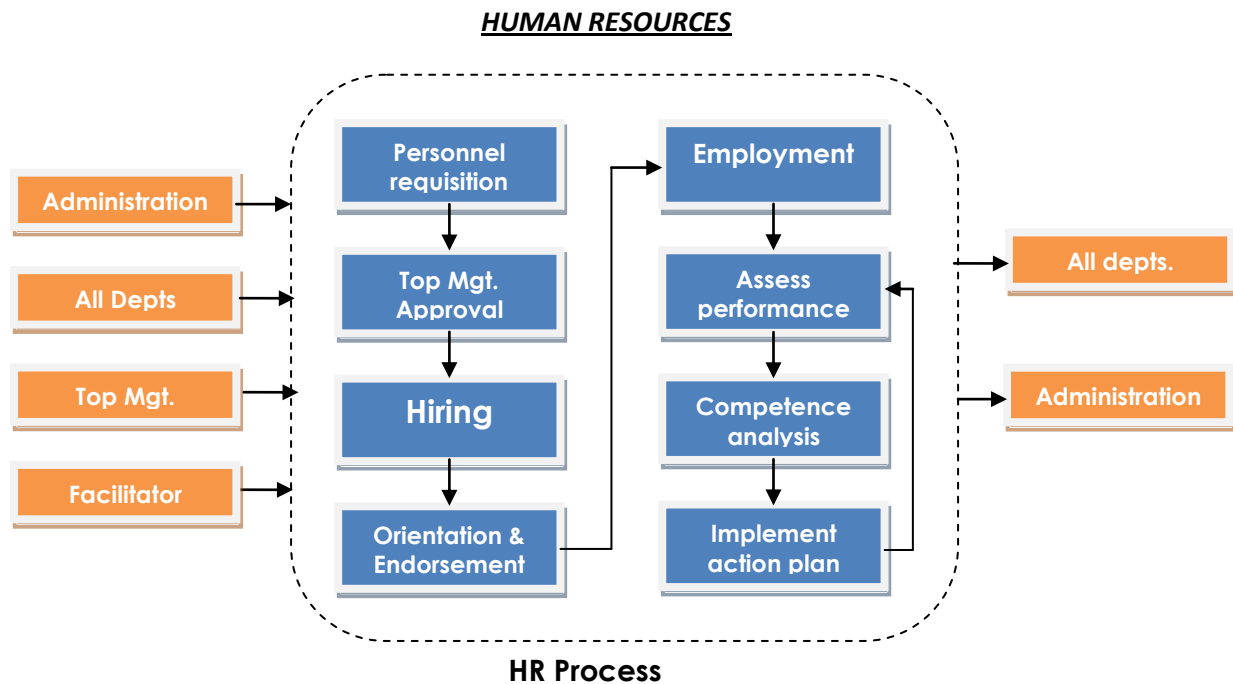
THIS DOCUMENT CONTAINS INFORMATION PROPRIETARY TO CEBU PORT AUTHORITY. No part of this document may be reproduced in any form without written authorization of CPA. All inquiries regarding this manual shall be directed to the Integrated Management Representative who is responsible for its control.

MASTER COPY

 CEBU PORT AUTHORITY	Document No.: CPA-IMR-01	Revision No.: 01
INTEGRATED MANAGEMENT SYSTEM MANUAL	Effective Date: October 26, 2015	Page 8 of 15


SECTION 9.0 - COMPETENCE, TRAINING AND AWARENESS

Cebu Port Authority identifies plans, monitors, and records training needs for personnel whose work may create a significant impact upon the quality and environment factors of the workplace. *Cebu Port Authority* has a quality and environmental procedure to train employees at each relevant function and level so they are aware of the IMS policy, significant quality and environmental aspects, their roles and responsibilities in achieving conformance with the policy and procedures, and with the requirements of the integrated management system and potential consequences of departure from specified procedures. The Industrial Relations Management Officer (IRMO) is responsible for maintaining employee training records and likewise monitor and review appropriate records on a scheduled basis. Competency is determined by the employee’s supervisor as specified in CPA-QMR-02.



Reference Material
 ISO 9001:2008 Standard
 ISO 14001 Standards (4.4.2)

Applicable Procedures
 CPA-QMR-02 Competence Training and Awareness

 CEBU PORT AUTHORITY	Document No.: CPA-IMR-01	Revision No.: 01
INTEGRATED MANAGEMENT SYSTEM MANUAL	Effective Date: October 26, 2015	Page 9 of 15

SECTION 10.0 - COMMUNICATION, PARTICIPATION AND CONSULTATION

Cebu Port Authority has established and will maintain a procedure for internal and external communications regarding quality and environmental information. This procedure addresses communication within Cebu Port Authority including contractors and visitors, as well as receiving, documenting and responding to relevant communication from external interested parties. Employees will be informed of all quality and environmental related issues and involved in processes to improve performance and reduce risks. Information will be shared with external parties as required by law and in accordance with our commitment to good corporate citizenship.

The organization’s decision to either communicate externally or not its significant quality and environmental aspects shall be documented.

Reference Material
 ISO 9001:2008 Standard
 ISO 14001 Standards (4.4.3)

Applicable Procédure
 CPA-IMR-07 Communication, Participation and Consultation

SECTION 11.0 – INTEGRATED MANAGEMENT SYSTEM DOCUMENTATION


This Manual identifies all documents relevant to the IMS. A copy of IMS documents, other than visual aids and records, can be obtained from the Documents Controller. System procedures and forms are provided in Procedures and Work Practices.

Reference Material:
 ISO 9001:2008 Standard
 ISO 14001 Standards (4.4.4)

Applicable Procédure
 CPA-DC-01 Documentation

SECTION 12.0 - DOCUMENT CONTROL

Cebu Port Authority has established an IMS procedure for controlling all documents related to the Integrated Management System. This procedure describes where documents can be located and how and when they are revised, reviewed and approved. The procedure ensures that current versions are available and that obsolete documents are promptly removed from use or are suitably identified. Controlled documents are obtainable from the Document Controller . Relevant documents of external origin are identified and their distribution

 CEBU PORT AUTHORITY	Document No.: CPA-IMR-01	Revision No.: 01
INTEGRATED MANAGEMENT SYSTEM MANUAL	Effective Date: October 26, 2015	Page 10 of 15

controlled per Department, to be consolidated monthly by the Documents Controller. A list of controlled documents is provided in Master Document List.

Reference Material
ISO 9001:2008 Standard
ISO 14001 Standards (4.4.5)

Applicable Procedures
Formatting Procedures, Work Practices & Forms
CPA-DC-02 Document Control

SECTION 13.0 - OPERATIONAL CONTROL

The IMS representatives are responsible for identifying operations and activities associated with significant quality and environmental aspects and hazards where the implementation of operational controls in procedures, work practices or environmental management programs are necessary to manage environmental aspects. This shall include the management of change.

Cebu Port Authority shall implement and maintain

- a. Controls related to purchase materials, equipment and services
- b. Controls related to contractors and other visitors to the workplace
- c. Documented procedures, to cover situations where their absence may lead to deviations from the Environmental Policy and the objectives.
- d. Stipulated operating criteria where their absence would lead to deviations from the Environmental Policy and the objectives.


System Procedures: Cover the management and control of the IMS and the principal quality and environmental aspects identified which the system manages. These procedures are applied to all Cebu Port Authority operations.

Work Practices or Departmental Procedures are included in identification of Environmental Aspects and assessments of impacts. Control measures for environmental impacts with significant risk are implemented and monitored.

These documents define the mechanisms for the establishment, implementation and maintenance of the IMS and ensure that the system is maintained in accordance with the quality and environmental policy and objectives and targets. Applicable procedures and requirements will be communicated to suppliers and contractors.

Operational controls are summarized on the Environmental Aspects and Safety Matrix.

Reference Material
ISO 14001 Standards (4.4.6)

 CEBU PORT AUTHORITY	Document No.: CPA-IMR-01	Revision No.: 01
INTEGRATED MANAGEMENT SYSTEM MANUAL	Effective Date: October 26, 2015	Page 11 of 15

Applicable Procedures
CPA-EMR-05 Operational Control

SECTION 14.0 - EMERGENCY PREPAREDNESS AND RESPONSE

The **Cebu Port Authority** has an environmental procedure to identify potential for and respond to accidents and emergency situations, and for preventing and mitigating the environmental impacts and consequences that may be associated with them. Emergency methods are developed and reviewed by the IMS Committee on an annual basis and after the occurrence of accidents or emergency situations. Emergency procedure is periodically tested involving relevant interested parties as appropriate.

Reference Material
ISO 14001 Standards (4.4.7)

Applicable Procedures
CPA-EMR-03 Emergency Preparedness and Response

SECTION 15.0 - PERFORMANCE MONITORING AND MEASUREMENT

The **Cebu Port Authority** has established quality and environmental procedure(s) to monitor and measure performance of the key characteristics of its operations and activities that can have a significant impact on the environment of CPA personnel on a regular basis. This procedure includes calibration and maintenance requirements and ensures that records will be retained.

Reference Material
ISO 9001:2008 Standard
ISO 14001 Standards (4.5.1)


Applicable Procedures
CPA-IMR-03 Performance Monitoring and Measurement

SECTION 16.0 - EVALUATION OF COMPLIANCE

Cebu Port Authority has established an Environmental Regulatory Compliance Program. Procedure CPA-EMR-04 outlines the requirements of the program and to periodically review regulatory compliance and report results to management on a yearly basis. Records of the results of the periodic evaluations are kept by Records Controller.

Reference Material
ISO 14001 Standards (4.5.2)

Applicable Procedures
CPA-EMR-04 Evaluation of Compliance

 CEBU PORT AUTHORITY	Document No.: CPA-IMR-01	Revision No.: 01
INTEGRATED MANAGEMENT SYSTEM MANUAL	Effective Date: October 26, 2015	Page 12 of 15

SECTION 17.0 - CORRECTIVE AND PREVENTIVE ACTION

The *Cebu Port Authority* has established a procedure for handling and investigating accidents and incidents, dealing with actual and potential nonconformity(ies) defining responsibility and authority for handling and investigating nonconformance, for taking action to mitigate impacts, and for initiating, completing and reviewing the effectiveness of corrective and preventive action. Any changes in procedures resulting from corrective and preventive actions are implemented and recorded. The Lead Internal Auditor maintains these records.

Reference Material
 ISO 14001 Standards (4.5.3)

Applicable Procedures
 CPA-IMR-05 CORRECTIVE AND PREVENTIVE ACTION PROCEDURE

SECTION 18.0 - CONTROL OF RECORDS

The Cebu Port Authority has a quality and environmental procedure for the identification, storage, retrieval, retention, archiving, maintenance and disposal of quality and environmental records. These records include training records and the results of audits and reviews. They are readily retrievable (legible, identifiable, traceable) and protected against damage, deterioration and loss. The Departments maintain their own environmental records. Record and document retention is also specified in the procedure. A list of relevant records is provided in the Master Records List.


Reference Material
 ISO 9001:2008 Standard
 ISO 14001 Standards (4.5.4)

Applicable Procedures
 CPA-DC-03 Control of Records

SECTION 19.0 - INTEGRATED MANAGEMENT SYSTEM AUDIT

Periodic system audits are conducted to ensure that the integrated management system has been properly implemented and maintained. The results of these audits are provided to management. Audits are performed according to a schedule, which is based on the quality and environmental importance of an activity, the results of previous audits and the audit schedule. All auditors are trained and audit records are kept with the Lead Internal Auditor.

Reference Material
 ISO 9001:2008 Standard
 ISO 14001 Standards (4.5.5)

 CEBU PORT AUTHORITY	Document No.: CPA-IMR-01	Revision No.: 01
INTEGRATED MANAGEMENT SYSTEM MANUAL	Effective Date: October 26, 2015	Page 13 of 15

Applicable Procedures
CPA-IMR-04 Internal Quality Audit

SECTION 20.0 - MANAGEMENT REVIEW

The IMS Core Team reviews all elements of the IMS annually to ensure its continuing suitability, adequacy and effectiveness. Review includes assessing opportunities for improvement and the need for changes to the IMS management systems including the IMS policy, objectives and targets. Minutes of the meeting will record these reviews and will be kept by the IMR through the Document Controller.

Reference Material
ISO 9001:2008 Standard
ISO 14001 Standards (4.6)

Applicable Procedures
CPA-IMR-06 Management Review



Section 21.0 – Clause Mapping and List of Procedures

Sect. No.	QM Section Title	Related Procedures		ISO 9001 : 2008
		Procedure No.	Procedure Title	
1.0	Table of contents	Not Applicable	Not Applicable	
2.0	Revision history	Not Applicable	Not Applicable	
3.0	Introduction	Not Applicable	Not Applicable	
4.0	Application and Exclusion	Not Applicable	Not Applicable	
5.0	Environmental Aspects, Hazard Identification, Risk Assessment and Control	CPA-EMR-01	Environmental Aspect-Impacts Procedure	4.3.1
6.0	Legal and Other Requirements	CPA-EMR-02	Legal and Other Requirements Procedure	4.3.4
7.0	Identification & Setting of EMS Objectives, Targets & Programs	CPA-IMR-02	Identification and Setting of Environmental Objectives, Target and Programs	4.3.3
8.0	Organizational Structure & Responsibility	CPA-QMR-01	Resource, Roles, Responsibilities and Structures	4.4.1
9.0	Competence, Training, and Awareness	CPA-QMR-02	Competence, Training and Awareness	6.1
10.0	Communication, Participation, & Consultation	CPA-IMR-07	Communication, Participation and Consultation	4.0
11.0	Integrated Management System Process	CPA-DC-01	Documentation	4.0
12.0	Control of Documents	CPA-DC-02	Document Control Procedure	4.2.3
13.0	Operational Control	CPA-EMR-05	Operational Control Procedure	
14.0	Emergency Preparedness and Response	CPA-EMR-03	Emergency Preparedness and Response Procedure	
15.0	Performance	CPA-IMR-05	Corrective / Preventive Action	8.0

PROPRIETARY NOTICE

THIS DOCUMENT CONTAINS INFORMATION PROPRIETARY TO CEBU PORT AUTHORITY. No part of this document may be reproduced in any form without written authorization of CPA. All inquiries regarding this manual shall be directed to the Integrated Management Representative who is responsible for its control.

MASTER COPY



	Monitoring and Measurement		Procedure	
			Customer Satisfaction Procedure	
16.0	Evaluation of Compliance	CPA-EMR-04	Evaluation of Compliance	4.5.2
17.0	Incident Investigation, Nonconformity, Corrective & Preventive Action	CPA-IMR-05	CORRECTIVE AND PREVENTIVE ACTION PROCEDURE	8.0
18.0	Records Control	CPA-DC-02	Document Control Procedure	4.2.3
19.0	Management Audit	CPA-IMR-04	Internal Quality Audit Procedure	8.0
20.0	Management Review	CPA-IMR-06	Management Review Procedure	4.1, 5.0, 6.1

PROPRIETARY NOTICE

THIS DOCUMENT CONTAINS INFORMATION PROPRIETARY TO CEBU PORT AUTHORITY. No part of this document may be reproduced in any form without written authorization of CPA. All inquiries regarding this manual shall be directed to the Integrated Management Representative who is responsible for its control.

MASTER COPY