



EGYTRANS

Egyptian Transport & Commercial Services Co. S.A.E.
Integrated Global Transport Services & Solutions

ENVIRONMENTAL MANUAL

We make integrated transport easy and cost effective for businesses and people

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1. PURPOSE

The purpose of this manual is to identify all of the environmental aspects that may result from the company's services and activities and which may have a significant impact on the environment (whether negative or positive) then measure those aspects and periodically evaluate their severity and degree of impact in order to eliminate their negative impact and maintain the development of the aspects with the positive impact.

2. APPLICATION SCOPE

- All of the company's activities and services
- All of the company's branches

3. RESPONSIBILITY

Managers of all the branches and departments together with the employees responsible for the Occupational Health and Safety and the environment in each branch are to identify, measure and evaluate the aspects periodically.

4. DOCUMENTS USED AND THE DURATION OF FILING

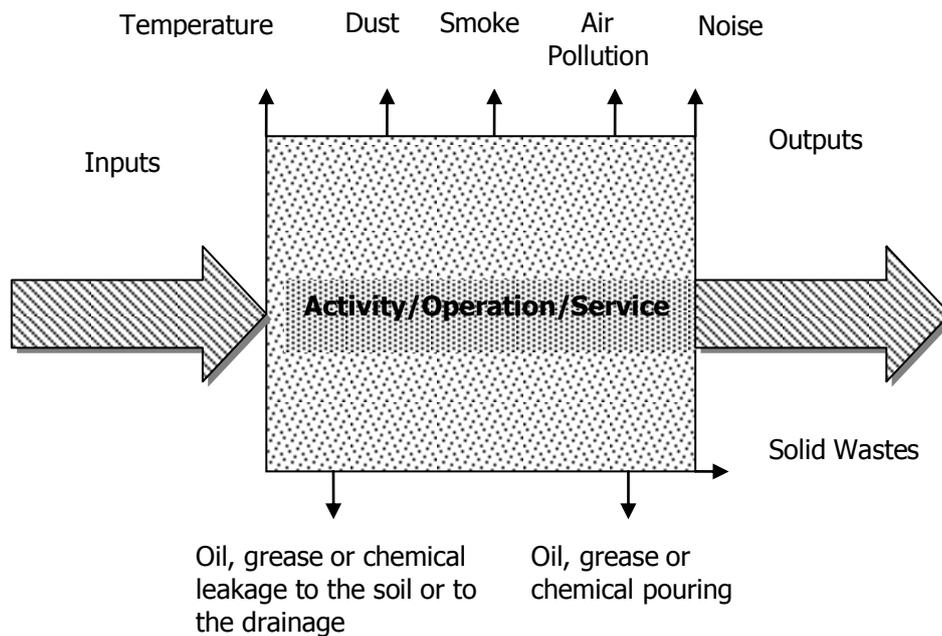
Document Name	Document Code	Filing Period
Environmental Aspects Register	(EGY-EN-01)	Permanent (Filing to be updated)
Consumption Tracking Register	(EGY-EN-02)	Permanent (Filing to be updated)

5. DEFINITIONS

Environmental Aspects are the impacts of the operations, activities or services provided by the company on the surrounding environment (whether the work environment is within the company or outside it). The environmental aspect may have a significant negative impact on the environment such as air pollution, noise, pollution of soil due to liquid or solid waste, etc...

6. STEPS

- The environmental aspects that may result from the activity or service provided by any department or branch are identified using the below figure in which the box represents the activity or service performed, the horizontal arrows represent the inputs and outputs of the activity or operation and the vertical arrows represent the environmental impacts of the activity or service.



The environmental aspects are divided into two sections:

a) **First Section:**

Aspects that are difficult to measure and are called (Attributes) such as liquid waste, solid waste, energy conservation, and soil pollution with oil, grease or chemicals. These aspects are evaluated as follows:

- Aspects subject to the Environmental Law No. 4 / 1994 and associated regulations and laws.
- Aspects with impacts that could lead to environmental complaints
- Aspects with significant size or weight
- Aspects with negative impacts which can be detrimental to the company's image to the public or the parties concerned with the environment
- Aspects that may cause environmental risks

b) Second Section

Aspects that can be easily measured and the measurement results can be compared with the allowances mentioned in the Environmental Law 4/1994, such as:

- Noise
- Air pollution or gaseous emissions from car exhaust.
- Suspended dust particles in the air (work environment).
- Etc...

2. The environmental aspects (in the second section) are evaluated and can be easily measured as follows:

a) The severity (s) can be calculated as follows:

1	If the measurement results are less than 80% of the limits imposed by the law.
2	If the measurement results within 80% -100% of the limits imposed by the law.
3	If the measurement results are higher than the limits imposed by the law.

b) The Likelihood (L) is calculated by determining the frequency of deviation of the environmental aspects from the limits of the environmental legislation according to one of the following choices:

1	When the aspect appears once (in the last three measurements)
2	When the aspect appears twice or more intermittently
3	When the aspect appears continuously

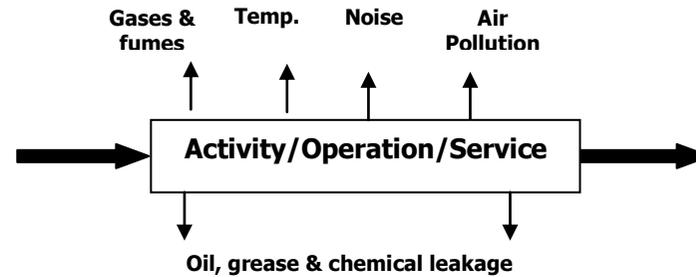
c) The evaluation (E) is calculated by multiplying $S \times L$ and the output will be represented by a number from 1 to 9 as follows: $E = S \times L$

1-3	Low Significance
4-6	Moderate Significance
8-9	High Significance

3. Measurement of the environmental aspects such as noise and gaseous emissions (CO₂, CO) from car exhaust is done once every 6 months.
4. The measurement results and the evaluation of the environmental aspects evaluation are to be recorded in the environmental register form (EGY-EN-P-01) which should be retained by the branch manager and the department representative in all departments and branches should have a copy.
5. Each branch manager should monitor and track the energy consumption rates; such as electricity, water, gas and diesel, monthly. He should also compare the monthly consumption, take corrective and preventive actions, and develop the necessary work instructions to rationalize the consumption and record the findings and instructions in the form (EGY-EN-P-02).
6. In case of aspects of high significance, the manager in charge must take the necessary corrective action to reduce the negative impacts to be within the limits imposed by the law.
7. In case of the emergence of a new activity, operation or service, the manager in charge must follow the same steps mentioned above to measure and evaluate the environmental aspects and update the company's environmental register form (EGY-EN-P-01).

Branch:
 Date: / /

Likelihood	L
Severity	S



No.	Environmental Aspects	Measured Aspects					Evaluation					Final Evaluation			Comments
		Law Limits	Measurement results	S	L	S*L	1	2	3	4	5	L	M	H	

- | | |
|---|--|
| <ul style="list-style-type: none"> 1 Aspects subject to the Environmental Law No. 4 / 1994 and associated regulations and laws. 2 Aspects with impacts that could lead to environmental complaints 3 Aspects with significant size or weight | <ul style="list-style-type: none"> 4 Aspects with negative impacts which can be detrimental to the company's image to the public or the parties concerned with the environment. 5 Aspects that may cause environmental risks |
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