

National Milling Company Inc. AmCham HSSE Presentation



History

- ▶ Subsidiary of Seaboard Corporation based in Shawnee Mission, Kansas City, USA.
- ▶ Seaboard owns over 18 mills in the Caribbean, South America and many countries in Africa.
- ▶ NAMILCO was officially opened on May 17, 1969 by the then Prime Minister Forbes Burnham.
- ▶ In 1969- capacity was 150 tons of flour daily with just two product types- Life flour and Supreme flour

Changes over the years

- ▶ 2021 (present day- capacity is 180 metric tons of flour per day,
- ▶ 26 different product types
- ▶ under two main brands- **Thunderbolt and Maid Marian** namely: Thunderbolt Bakers flour, All Purpose, Whole wheat, Multigrain, Self-Rising and most recently on the market is our Maid Marian Cake flour.
- ▶ Employment increased from 33 to 130 employees.[over the 50 years].
- ▶ Bagging process- from manual to a largely-automated [untouched by hands]

Testing & Inspections

- ▶ Before we can make a quality and safe product, the QA personnel have to ensure all the incoming raw materials are meeting specifications (physical, chemical and microbiological)
- ▶ Pre-start up inspections such as checking on correct expiration dates, right packaging materials, clean equipment etc are done.
- ▶ Finished products are tested before releasing for delivery. Delivery is done on a FIFO.
- ▶ Trucks are inspected before loading.

Quality, Food Safety & Certifications

- ▶ In 2009, Namilco achieved ISO 9001 certification and has maintained that certification since
- ▶ ISO 9001 is a quality management standard that focuses on customer requirements.

whether it is with the actual products (intended use), services we provide, getting the quantities etc.

- ▶ Jan 2021, we have passed our re-certification audit with zero finding

Benefits of standards

- ▶ Food Safety compliance has become a major requirement and as such we are audited annually by the RBI and YUM! Group for Food Safety compliance.
- ▶ Being a certified YUM! Supplier has its advantages- we can distribute our flour to KFC and Pizza Hut franchisees both inside and outside of Guyana.
- ▶ Expansion of the market- our products are being sold regionally -Brazil, Antigua, Barbados and internationally -Canada.
- ▶ Consistency of products
- ▶ Being able to maintain Quality, Safety and provide Assurance.
- ▶ Improvement of processes

After sales services

Our motto is “More than just flour” which encompasses not just the selling of the product but also the services relating to the use of the product

- ▶ Return policy
- ▶ Technical support- QA Manager, Marketing Manager and Operations Manager who visit Bakeries and other customers.
- ▶ We sponsor Baking seminars using our suppliers or consultants

Re-Packaging of flour

- ▶ Practice of resellers re-packaging of imported 45 kg bags of flour into smaller packets. This is fraught with many dangers.
- ▶ Awareness through radio programs and media ads
- ▶ Cooperate with GAFFD to regulate the sale of flour to the public.
- ▶ Some of the dangers of buying re-packaged flour includes contamination in the re-packaging process, loss of traceability, introduction of pathogens, breaches of legal requirements.



SGS

Certificate US0915687
The management system of

National Milling Company of Guyana Inc.

Agricola, East Bank Demerara, Guyana

has been assessed and certified as meeting the requirements of

ISO 9001:2015

For the following activities:

The production, sale and distribution of flour and specialty flour products.

Further clarifications regarding the scope of this certificate and the applicability of ISO 9001:2015 requirements may be obtained by consulting the organization.

This certificate is valid from 30 April 2016 until 30 April 2021 and remains valid subject to satisfactory surveillance audits. Recertification audit due a minimum of 60 days before the expiration date. Issue 4: 15 March 2016. Certified since May 2009.

The audit leading to this certificate commenced on 29/01/2016. Previous issue certificate validity date was until 30/04/2016.

Authorized by



Ralph McLoughlin
Vice President of Accreditation, North America
SGS North America, Inc.
281 Route 17 North, Rutherford, NJ 07070, USA
t (201) 566-3500 f (201) 536-4656 www.sgs.com

This certificate remains the property of SGS and shall be returned upon request

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Some Food Safety and Quality systems in place

Good Manufacturing Practices (GMPs)

Prevents adulteration/cross-contamination

Including:

1. Personal Hygiene practices
2. Building and facility maintenance
3. Sanitation of building and surroundings
4. Production Areas
5. Equipment and Utensils

Hazard Analysis/Critical Control Points(HACCP)

Monitors CCPs

Food Defense & Food Security

This is supplemented by our ISPS – maritime program which will be discussed later.

HEALTH AND SAFETY PRESENTATION

PRESENTER: PARVESH BHOLA
(EMERGENCY CO-ORDINATOR, OSH EXECUTIVE COMMITTEE MEMBER)



OCCUPATIONAL SAFETY & HEALTH COMMITTEE

- ▶ 14 MEMBERS FROM MANAGEMENT AND EMPLOYEES
- ▶ CHAIRPERSON & CO-CHAIRPERSON
- ▶ SECRETARY
- ▶ EXECUTIVE MEMBERS
- ▶ OTHER COMMITTEE MEMBERS FROM DIFFERENT DEPARTMENTS

- ▶ **KEY AREAS DISCUSSED IN PERIODIC MEETINGS**
- ▶ MATTERS FROM PREVIOUS MEETING AND NEW BUSINESS
- ▶ REPORT ON ACCIDENTS
- ▶ NUMBER OF ACCIDENT-FREE DAYS
- ▶ RESOURCES & TRAINING NEEDS
- ▶ CORRECT USAGE OF PPE
- ▶ PEER EDUCATORS ACTIVITIES (HIV/AIDS)
- ▶ ACTION PLAN



PERIODIC DEPARTMENTAL INSPECTIONS

- ▶ THIS IS DONE AT LEAST ONCE PER YEAR BY A TEAM COMPOSED OF FIVE (5) OR MORE COMMITTEE MEMBERS.
- ▶ TWELVE (12) LOCATIONS/DEPARTMENTS ARE INSPECTED
- ▶ FINDINGS SUMMARISED AND SHARED WITH DEPARTMENTAL SUPERVISORS/MANAGERS.
- ▶ REPORT PREPARED WITH FINDINGS AND PROPOSED CORRECTIVE ACTIONS THEN SUBMITTED TO TOP MANAGEMENT FOR REVIEW AND ACTION.
- ▶ OCCUPATIONAL SAFETY ALSO COVERED IN ISO INTERNAL AUDITS

What is PPE?
Personal Protective Equipment (PPE) is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, flame resistant clothing, safety footwear and safety harnesses.

Types of PPE Offered by PORTWEST

- Head Protection**
Head protection such as industrial safety helmets, bump caps, hair nets and hairnets/bonnets can help protect against hazards such as impact from falling or flying objects, risk of head bumping, hair getting tangled in machinery, chemical spills or splash, climate or temperature.
- Ear Protection**
Ear protection such as earplugs, earmuffs, and behind-earmuffs can help protect against hazardous noise and reducing noise below acceptable and safety values.
- Eye Protection**
Eye protectors such as safety spectacles, goggles, face screens, face shields and visors can help protect against hazards such as impact of different materials, optical radiation, molten metal and hot liquids projections, splashes and splatters, dust, gases and short circuit electric arc.
- Hand Protection**
Hand protection such as gloves, gauntlets and sleeves can help protect against hazards such as abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, radiation, vibration, biological agents and prolonged immersion in water.
- Foot Protection**
Foot protection such as safety shoes, boots and Wellington boots, which can incorporate steel or composite protective toe caps and anti-penetration plates, EN rated slip-resistant outsoles, to help protect against work place hazards including impacts, compression, slips, tripped/punctures and exposure to chemicals. Footwear can also include Antistatic or Conductive properties, depending on end user environment.
- Respiratory Protection**
Respiratory protection such as disposable masks, full face and half face masks with filters, can help protect against hazards such as dusts, gases and vapours of different nature.
- Fall Protection**
Fall protection is put in place to prevent the risks associated with falling from heights, reducing impact force, restricting obstacles/ground reaction and restricting users from fall hazard areas.
- Clothing Protection**
Clothing protection such as flame resistant, high visibility, rainwear/chemical and ESD clothing can help protect against hazards including laser, electric arc, chemical, molten metal, sparks, heat, cuts, low light hazards, rain and ESD.

With over 1100 SAFETY PRODUCTS
Certified to the latest international safety standards, Portwest have you covered from head to toe with all types of PPE. Visit www.portwest.com to view our full range now.

ACCIDENT REPORTING

- ▶ IN THE EVENT OF AN ACCIDENT, IT MUST BE REPORTED IMMEDIATELY TO THE RESPECTIVE SUPERVISOR.
- ▶ THE SUPERVISOR MUST THEN ASSESS THE ACCIDENT AND ARRANGE FOR THE EMPLOYEE(S) TO RECEIVE FIRST AID AND IF NECESSARY MEDICAL TREATMENT.
- ▶ AN ACCIDENT REPORT MUST BE COMPLETED BY THE SUPERVISOR THEN SUBMITTED TO MANAGEMENT WITHIN 24 HOURS OF THE EVENT. A COPY OF THE REPORT IS ALSO SENT TO THE MINISTRY OF SOCIAL PROTECTION (OSH DEPARTMENT)
- ▶ AN INVESTIGATION IS CARRIED OUT BY THE RELEVANT PERSONNEL AND THE CORRECTIVE ACTION TAKEN TO PREVENT ANY RE-OCCURRENCE



FIRE PREVENTION

- ▶ FIRE EXTINGUISHERS INSPECTION DONE PERIODICALLY (46 FIRE POINTS).
- ▶ SERVICING DONE ANNUALLY BY QUALIFIED EXTERNAL SERVICE PROVIDERS.
- ▶ FIRE DRILLS AND DEMONSTRATION ARE DONE OCCASIONALLY IN COLLABORATION WITH THE GUYANA FIRE SERVICE.
- ▶ TRAINING PROVIDED FOR NEW EMPLOYEES AND KEY PERSONNEL
- ▶ Dust explosion prevention – Hot work Permits, covers on Conveyors, aspiration and filtration



EMERGENCY PLAN

- ▶ ACTION PLAN DEVELOPED & IMPLEMENTED OVER 10 YEARS AND WAS CREATED FOR THE SAFETY OF ALL EMPLOYEES, SUPPLIERS, SITE CONTRACTORS, VISITORS AND CUSTOMERS.
- ▶ KEY AREAS COVERED IN THE PLAN ARE AS FOLLOWS:
- ▶ EXTERNAL & INTERNAL CONTACT INFORMATION INCLUDING TOP MANAGEMENT & EMERGENCY CO-ORDINATORS & FLOOR MONITORS.
- ▶ EVACUATION ROUTES & ASSEMBLY POINTS
- ▶ PROCEDURES FOR EMERGENCIES SUCH AS MEDICAL/ACCIDENT, FIRE PREVENTION & EXPLOSION , SEVERE WEATHER & NATURAL DISASTERS , BOMB THREATS , EXTENDED POWER LOSS , ROBBERY/TERRORIST ATTACK, CIVIL DISTURBANCE , TRAINING & RESPONSIBILITY MATRIX
 - ▶ CONSIDER INCLUDING PANDEMIC DURING NEXT REVISION.



HOSTING & PARTICIPATION OF ACTIVITIES & EVENTS

- ▶ BLOOD DRIVES
- ▶ ANNUAL OSH & WORLD AIDS DAY WALK-A-THONS
- ▶ BASIC HEALTH CHECKS
- ▶ VOLUNTARY COUNSELLING AND TESTING (VCT)
- ▶ FIRST DAY SAFETY BRIEFING & INDUCTION SESSIONS FOR NEW EMPLOYEES
- ▶ PLAN ACTIVITIES FOR INTERNATIONAL OBSERVANCE OF OSH MONTH
- ▶ OUTREACH IN NEIGHBOURING COMMUNITIES (Mc DOOM, AGRICOLA & ECCLES)
- ▶ HEALTH FAIR @ THE DEMERARA HARBOUR BRIDGE IN COLLABORATION WITH OTHER COMPANIES FOR OUR 50TH ANNIVERSARY IN APRIL, 2019.



National Milling Company of Guyana Inc.



PORT FACILITY OVERVIEW

IMO#: GYGEO-0016

Location

- ▶ NAMILCO is located in Agricola, East Bank Demerara, Guyana, South America **adjoining the Demerara River:**
- ▶ Latitude: 6° 46.48' N Longitude: 58° 10.30' W.
- ▶ It is bordered to the north by SOL Guyana Inc, to the south by Massey Gas, to the East by Agricola Village and to the west by the Demerara River.

Facility Description

- Namilco is equipped with T-head jetty approximately 65 meters in length with 6 linked fender dolphins.
- The system is designed to handle bulk wheat which is shipped mainly from United States of America and Canada.

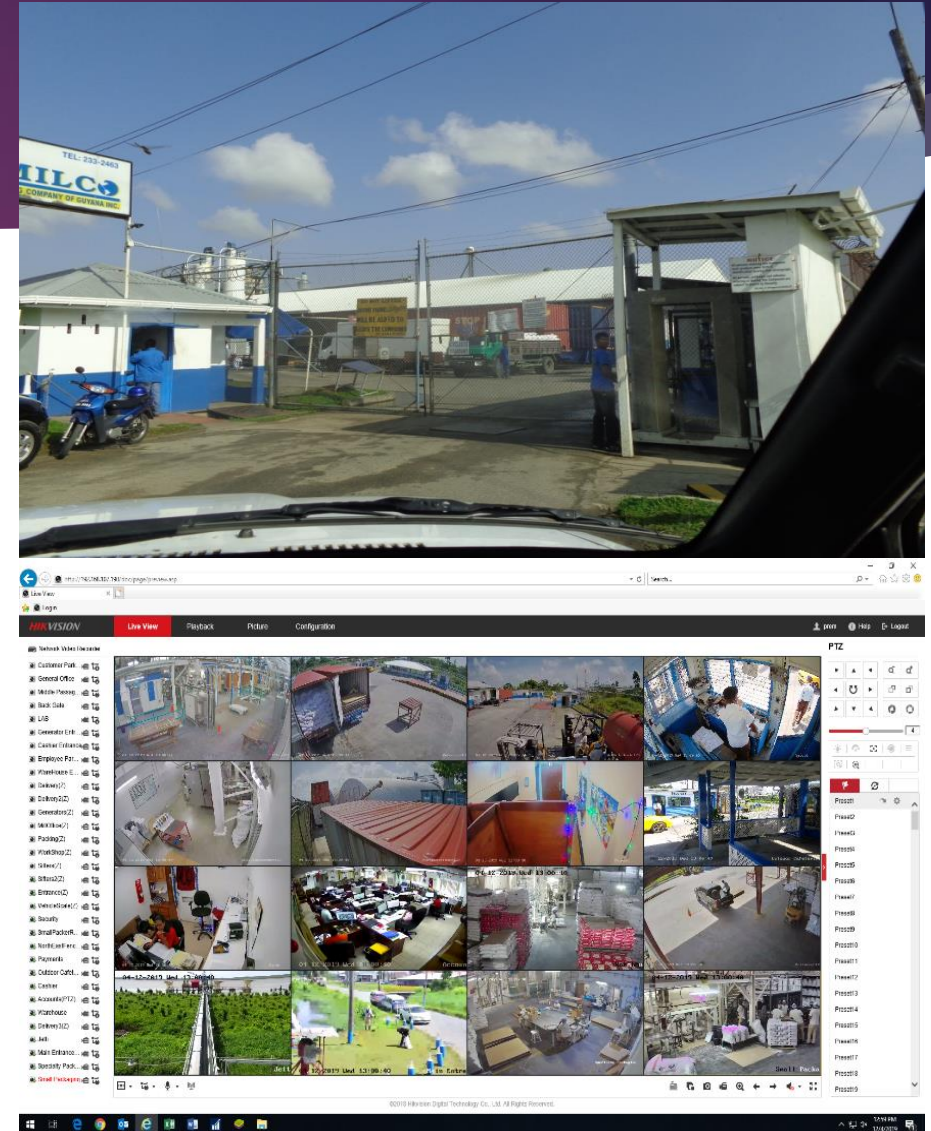
Location

The Berth is equipped with three (3) bulk intake hoppers and mechanic conveyor system which discharges into eight (8) silos, which are located approximately one hundred and sixty metres (160m) from berth face .



Physical Security

- ▶ The entire facility is cordoned off with three point five (3.5m) high chain link fencing topped with razor wire.
- ▶ access gates are locked
- ▶ vehicles conformance with the ISPS code upon entering.
- ▶ (Valid National ID, Passport or Driver's license) required
- ▶ body scan/searched, baggage checks and vehicle searches are done
- ▶ Facility protected 24 hours by armed security guards.
- ▶ monitored by sixty four (64) CCTV cameras
- ▶ Cashiers are protected by bullet proof glass and steel walls. Steel door kept locked. Offices need a security code to enter.



Namilco Port Security


- ▶ International Ship & Port Facility Security (ISPS) Compliant since 2009.
- ▶ Required to have Port Facility Security Plan (PFSP) developed to ensure the application of measures designed to protect the facility, ship, person & cargo within the port from risks of security incidents.
- ▶ Subject to annual audit and inspection by US Coast Guard (USCG) & or the Maritime Administration Department of Guyana (MARAD).
- ▶ If not in compliance port can be black listed by the International Maritime Organization and no ship will be allowed into port.



Namilco Port Security



**GOVERNMENT OF GUYANA
MARITIME ADMINISTRATION
DEPARTMENT
(MARAD)**



STATEMENT OF COMPLIANCE OF A PORT FACILITY

Statement Number: **SOC PF/0035**

Issued under the provisions of Part B of the
**INTERNATIONAL CODE FOR THE SECURITY OF SHIPS AND OF PORT
FACILITIES (ISPS CODE)**

Name of the port facility: **National Milling Company of Guyana Inc.**


Address of the port facility: **National Milling Company, Agricola, East Bank Demerara**

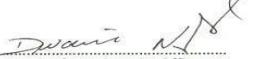
THIS IS TO CERTIFY that the compliance of this port facility with the provisions of Chapter XI-2 and part A of the International Code for the Security of Ships and of Port Facilities (ISPS Code) has been verified and that this port facility operates in accordance with the approved Port Facility Security Plan. This plan has been approved for the following:

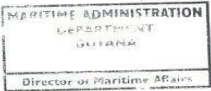
Passenger ship	<input type="checkbox"/>	Oil tanker	<input type="checkbox"/>
Passenger high-speed craft	<input type="checkbox"/>	Chemical tanker	<input type="checkbox"/>
Cargo high-speed craft	<input type="checkbox"/>	Gas carrier	<input type="checkbox"/>
Bulk carrier	<input checked="" type="checkbox"/>	Mobile offshore unit	<input type="checkbox"/>
Cargo ships other than those referred to above	<input checked="" type="checkbox"/>		

This Statement of Compliance is valid until **2025/03/22** subject to verifications

Issued at: **MARAD** Date of issue: **2020/ 03/23**


 Director General
Maritime Affairs


 Chief Port Security Officer



MARITIME ADMINISTRATION
DEPARTMENT
GUYANA
Director of Maritime Affairs

MARSEC 1
SECURITY MEASURES IN EFFECT

Minimum appropriate protective security measures shall be maintained at all times in accordance to the Vessel or Facility Security Plan.

MARSEC 2
ELEVATED SECURITY MEASURES IN EFFECT

Appropriate additional protective security measures shall be maintained for a period of time as a result of heightened risk of a transportation security incident.

MARSEC 3
HIGHEST SECURITY MEASURES IN EFFECT

Further specific protective security measures shall be maintained for a limited period of time when a transportation security incident is probable or imminent, although it may not be possible to identify the specific target.

This Vessel or Facility is currently operating at
MARSEC LEVEL 1

This Vessel or Facility is currently operating at
MARSEC LEVEL 2

This Vessel or Facility is currently operating at
MARSEC LEVEL 3
Security Level

Further specific protective security measures shall be maintained for a limited period of time when a transportation security incident is probable or imminent, although it may not be possible to identify the specific target.

Report transportation security incidents or suspicious people, objects or activities to:

U.S.C.G. National Response Center
1-800-424-8802

Namilco Port Security cont.

- ▶ **Namilco Port Security Committee**
- ▶ **Chairman (Managing Director) – Mr. Bert Sukhai**
- ▶ **Vice Chairman(Operations. Manager/PFSO)–Mr. Ralf Hemsing**
- ▶ **Secretary(Internal Auditor/DPFSO) – Mr. Prahalad Dwarka**
- ▶ **Committee Members –**
 - ▶ **Mr. Vincent Wadilie (Asst. to the OM)**
 - ▶ **Ms. Waleema Kamaluddin (Quality Coordinator)**
- ▶ **PFSO & DPFSO received training though seminars and workshops organized by MARAD through USCG and other internationally recognized Maritime departments/agencies.**
- ▶ **Conduct bi-annual training with employees to make them security conscious.**
- ▶ **Monthly training with security personnel to update them on any changes and refresh them in the ISPS code.**
- ▶ **Member of the Guyana Port Facility Security Officers Association (GPFSA), which meet monthly to share information, offer advices to other facilities and collaborating with other state agencies to tackle national issues relating to security**



Conclusion

- ▶ NAMILCO is committed to providing a secure and safe working environment. The Company's policy requires security measures to be established and maintained with the aim of preventing illegal activities or hostile acts which endanger the safety and security of persons, and are a threat to property and the environment.



National Milling Company of Guyana Inc.

Environmental Controls in the wheat milling
industry

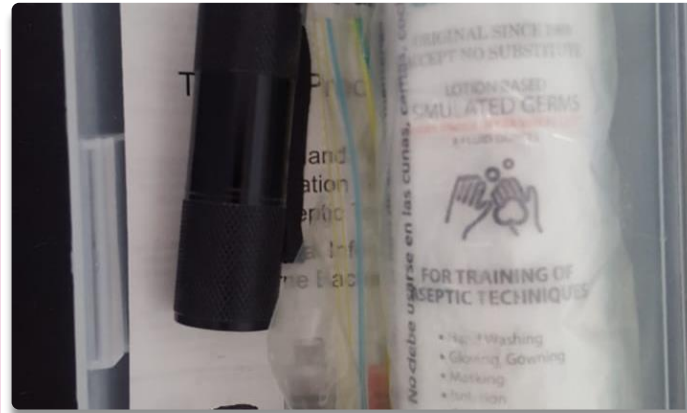


Sanitation Personal Hygiene



Hand washing

Hot water stations are available for washing hands before entry into production area. Also effective for Covid-19



Hand washing training

This is done using a glow kit.

Purpose:

1. Food safety
2. Covid-19



Sanitizing

Sanitizing stations are available at several points through out the facility and everyone is encouraged to wash and sanitize as often as possible.

Building and facility maintenance

- ▶ We have all maintenance scheduled monitored effectively by our Enterprise Asset Management (EAM) software.
- ▶ It accounts for Non-Scheduled, Schedule and Preventive maintenance.

Temperature Control

This is very important since:

1. High temperature of machinery can alter the taste of the finished product.
2. Alter the nutritional content of the flour.
3. Create a perfect environment for the growth of pests.

To help with this, temperature checks are being done on machinery from time to time

Extraction fans are installed in the Silo/Flat storage, warehouse. Mill house uses natural ventilation.



Waste Disposal

- ❑ Discharges are in accordance with the Guyana National Bureau of Standards Interim Guidelines for Industrial Effluent Discharge into the Environment General Environmental Guidelines for.



Dust Control

In milling operations, at least five factors requires the need for dust controls:

Product degradation or loss

Endangerment of the plant facilities

Endangerment of human health

Worker discomfort

General Housekeeping(pest control)



Noise Control Measures

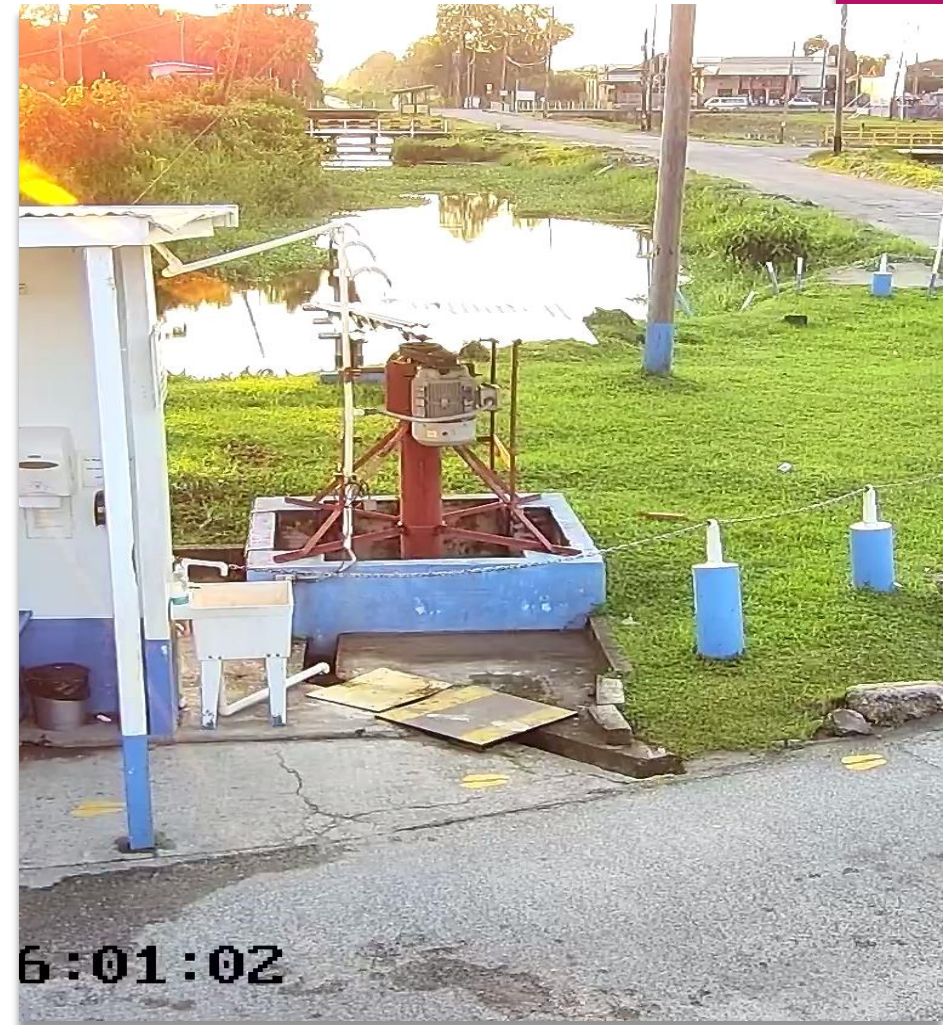
A Noise Quality Management document was prepared and the following measures were put in place by Namilco to reduce the risk of on-site and off-site noise emission in keeping with the industrial Noise Limits.

- All machinery and equipment are located on concrete base to dampen the vibrations eg. Our generators.
- Generators are outfitted with sound attenuating devices
- The operation is conducted within a concealed environment that is built to mitigate the noise emitted from operation
- Regular servicing of equipment is conducted by our site personnel to ensure that equipment is performing optimally.



Water

The Water Quality Monitoring System was developed as directed by the EPA and is monitored by Guyana National Bureau of Standards Interim Guidelines of Industrial Effluent Discharge into the environment.



Drainage



All these measures are in compliance with EPA requirements and are being checked annually.

Conclusion

- ▶ Our HSSE program is a continuous evolving project
- ▶ We have given a small synopsis of it but we continuously try to improve our documentation, customer service and to ensure all employees adapt a safe, security conscious and productive mindset.