

CICM Responsible Care Awards 2017/2018

General Information and Terms and Conditions of Participation

Organizer:



Sponsor:



**Chemical Industries Council of Malaysia (CICM) (82699-T)
Wisma FMM, No. 3, Persiaran Dagang, PJU 9,
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Background

Responsible Care is the chemical industry's commitment to continuous improvement in all aspects of health, safety and environment protection of their operations, processes and products in manner responsive to the concerns of the public. The Responsible Care was initiated in the mid-1980's in Canada and has been adopted by more than 66 countries worldwide, including Malaysia. It is the "voice" and ethics of the global chemical industry that values the health, safety and environmental aspects throughout the life cycle of each chemical product; from its initial research and development, production, utilization to the end-user and waste stage. It reflects the chemical industry's noble ethics and self-esteem in order to regain the image and trust of the people, as well as build pride among the employees and stakeholders of the chemical industry. It is a principle driven performance initiative of the global chemical industry that must be implemented through a management system.

Responsible Care is one of the Chemical Industries Council of Malaysia's (CICM) flagship activities. The voluntary initiative was launched by the Council in Malaysia in 1994. To date, more than 130 signatories or chemical companies have pledged their commitment to Responsible Care. The CICM Responsible Care Committee and its Regional Committees, namely, the Central, Eastern, Northern and Southern Zone Committees were established to further enhance the promotion and implementation of Responsible Care among the chemical industry players in Malaysia.

Between 1995 – 1999, the Six Codes of Management Practices were developed and launched by CICM. The Codes developed are the Distribution Code, Process Safety Code, Pollution Prevention Code, Product Stewardship Code, Community Awareness and Emergency Response Code and the Employee Health and Safety Code. In December 2017, the Security Code was launched to provide guidance for the protection of people, property, products, processes, information and information systems by enhancing security, including security against potential terrorist attack throughout the chemical value chain. Implementation of the Code by signatories or chemical companies is expected to begin in the second half of 2018 and targeted to be included into the Awards by year 2020.

The Responsible Care Management System (RCMS) was also developed and launched in year 2010. It was developed as part of the Responsible Care Global Charter requirements and to assist chemical companies to measure their health, safety and environmental performance against a structured management system which can be integrated into the company's overall management and culture. The RCMS will be used for third party auditors to evaluate a member's implementation of Responsible Care and provide a report which includes area of strength and recommendations for improvement.

The Responsible Care Awards is an annual flagship activity by CICM, which was introduced in year 2002. This year marks the 15th Award organised by CICM and it is sponsored by Lotte Chemical Titan Holding Bhd, one of the Responsible Care signatories in Malaysia.

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Objectives

The objectives of the Awards are to promote greater awareness of the Responsible Care Programme and its principles and to give recognition to those organisations that have made most progress in implementing the Responsible Care's Six Codes of Management Practices in Malaysia.

Categories of CICM Responsible Care Awards 2017/2018

RESPONSIBLE CARE SIGNATORIES

❖ Corporate Awards for the Six Codes of Management Practices

This category would be contested according to chemical sub-sectors and Responsible Care signatories would be required to **choose one (1) sector** that they would like to participate in, i.e.:

- Petrochemicals
- Oleochemicals
- General Chemicals

Gold and Silver will be awarded for each of the Codes of Management Practices in the above-mentioned 3 categories (*subject to the final decision by the CICM Executive Committee*). All participants and finalists for the 3 categories meeting the cut-off points at the documentation assessment level would be considered for the Merit Award.

❖ Platinum Award

Responsible Care signatories who are able to sustain their performance consistently for 3 consecutive years, i.e. winning 3 consecutive Gold Awards for a particular Code of Management Practice will be considered for the Platinum Award. Once a company has been given the Platinum Award, the company will only be considered for another one for the same Code of Management Practice, if they continue to win the Gold Award for another 3 consecutive years.

❖ Grand Award (NEW!)

The RCP Technical Committee has decided to introduce a new Award category this year i.e. the Grand Award. It will be given to a participating company in recognition of their outstanding performance. **Participating companies must participate in at least 4 Codes under the Corporate Awards for the Six Codes of Management Practices to be considered for the Grand Award.** The winner will be determined based on the number of Awards (highest number of Gold, followed by Silver & Merit) won by the participating company.

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SMALL AND MEDIUM ENTERPRISES (SMEs)

❖ Special Award for the Small and Medium Enterprises (SMEs)

Opened to all chemical companies categorised as small and medium enterprises (SMEs). **Apart from the existing 5 Codes of Management Practices, the RCP Technical Committee has decided to include the Product Stewardship Code to be contested in this category.** Gold and Silver would be awarded for each Code of Management Practice and Merit Awards will be given to SMEs meeting the minimum cut-off point at the site assessment level.

INDIVIDUAL

❖ CICM Responsible Care Leadership Award 2017 / 2018

CICM welcomes nominations from Responsible Care signatories for the Leadership Award. The final selection of the winner will be decided by the CICM Executive Committee.



Eligibility

Corporate Awards for the Six Codes of Management Practices, Platinum Award & Grand Award

- Only chemical companies that have signed up as Responsible Care signatories with CICM will qualify to participate in the Corporate Awards for each of the Six Codes of Management Practices and also in contention for the Platinum Award and Grand Award.

Special Award for Small and Medium Enterprises (SMEs)

- SME chemical companies, not necessary a CICM member or a Responsible Care signatory, but categorised as a SME by the SME Corp (<http://www.smecorp.gov.my/index.php/en/policies/2015-12-21-09-09-49/sme-definition>), can apply to participate in the Special Award for the Small and Medium Enterprises (SMEs)

IMPORTANT NOTE: Companies are required to declare in the *Application Form* whether they have fatality cases and penalties from Government authorities (concerning safety, health and environment) during the period of assessment. Declaration will be based on plant site. Entries will not be accepted (based on the relevant Codes) if they have the above cases.

CICM Responsible Care Leadership Award 2017 / 2018

- Responsible Care signatories are invited to nominate an individual or their own employees that has attained significant achievements and contributed enormously to the advancement of Responsible Care beyond its own organisation. The nominee / candidate should possess the following:

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- ❖ At least 5 years involvement and execution of Responsible Care activities and programme within the chemical industry.
- ❖ At least 3 years active involvement in Responsible Care promotional activities in the local community (e.g. dissemination of Responsible Care awareness through seminars, talks, public forums and other community outreach activities, publication of Responsible Care related articles and also supporting Responsible Care activities organized by CICM).
- ❖ Strong leadership in implementing Responsible Care initiatives and a practitioner either at senior or middle management level.
- ❖ Executed programs / initiatives that brought positive impact and changes; for the betterment of the community.

Application

Corporate Awards for the Six Codes of Management Practices & Special Award for Small and Medium Enterprises (SMEs)

Responsible Care signatories / companies wishing to be considered for the above Awards can apply for participation **by completing and submitting the application form and the CICM Responsible Care Annual Self-Evaluation 2017 / 2018 Form (including the Responsible Care Indicators of Performance form)**, as well as other relevant supporting documents.

CICM Responsible Care Leadership Award 2017 / 2018

For nominations to the CICM Responsible Care Leadership Award 2017 / 2018, **the application form must be accompanied with a brief CV of the candidate, as well as a write-up of the candidate's contribution and achievements on the promotion of Responsible Care.**

All documents for participation in the Awards will have to be downloaded from the CICM website (at the CICM Responsible Care section) at <http://www.cicm.org.my>.

Participation Fee

A participation fee of **RM 300 (inclusive of GST at 0%) per Code** will be applicable for companies participating under the **Corporate Awards for the Six Codes of Management Practices**. The payment (in cheque form) should accompany the Awards submission and be made payable to the "*Chemical Industries Council of Malaysia*". The participation fee is charged to defray administrative expenses incurred for both documentation and site assessments of the Awards.

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Guidelines for Completing the CICM Responsible Care Self-Evaluation 2017 / 2018 Forms

- Responsible Care signatories / SMEs would be given an option to participate in either all the Codes of Management Practices **OR** a Code / Codes of their choice. ***Please indicate this in the Application Form.***
- Tick the appropriate box to indicate your company's level of implementation for each of the management practice item in the form. Please refer to the last part of every form for explanation of the stages of implementation. To better understand the requirements of the items in the form, please refer to the Codes of Management Practices and the implementation guide in the respective Codes. ***The Codes of Management Practices are available in the CICM website (www.cicm.org.my) for reference.***
- Please provide all relevant documents / information and implementation evidences for all the management practices listed in the annual self-evaluation form. (Note: Please contact the Secretariat if there are constraints in submitting the supporting documents due to confidentiality reasons) Kindly numerically mark all attachments for reference to their respective management practices.
- Please attach additional pages for those items that require brief description. ***This should be typewritten.***
- Please indicate the reference number of the documents attached in the given column on the right of the annual self-evaluation form, for the CICM RCP Technical Committee's easy reference.



Submission of Entries

- **Applicants are to submit their Awards Application Form, completed Indicators of Performance and also the completed Self-Evaluation 2017 / 2018 forms in HARD COPY and PRINTED in single-sided A4 papers.**
- **For the submission of supporting documents, companies are required to submit in SOFT COPIES (either CD or DVD format or pen drive).** This is to reduce paper usage and in line with the objectives of protecting the environment.
- Entries in **soft copies** should be submitted based on the following:
 - a) Preferably as PDF files (to ensure documents are un-editable or to prevent revisions and deletions)
 - b) Submission to be made in CD / DVD form or pen drive and in **2 copies** (please ensure these are free from virus)
 - c) Soft copy documents for submission of a particular Code should be grouped and named accordingly and saved in 1 folder **OR** as 1 file.



Method of Judging

Assessment to select the winners for the CICM Responsible Care Awards 2017/2018 will be carried out by the CICM RCP Technical Committee. The assessment process for the Corporate Awards for each of the Six Codes of Management Practices and the Special Award for the Small and Medium Enterprises (SMEs) category will be divided into two stages and will be based on the period of assessment from **January 2017 – June 2018:**

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- ***First Stage (Documentation Assessment)***

Assessment will be conducted on signatory's / company's submission of the Responsible Care Self-Evaluation Form and related supporting implementation documents by the CICM RCP Technical Committee. Finalists for each of the Six Codes of Management Practices Awards and Special Award for the Small and Medium Enterprises (SMEs) category will be determined at this stage.

- ***Second Stage (Site Assessment)***

This stage will be conducted through site assessments by a team of assessors at companies of the finalists for the Corporate Award for the Six Codes of Management Practices and Special Award for the Small and Medium Enterprises (SMEs) category. Winners for the categories contested in the Awards will be determined at this stage.



Closing Date

Corporate Awards for the Six Codes of Management Practices & Special Award for Small and Medium Enterprises (SMEs)

The application form and the CICM Responsible Care Annual Self Evaluation 2017/2018 Form, as well as all relevant implementation supporting documents must reach the CICM Secretariat **by July 25, 2018 (Wednesday)**. *Early submission is encouraged.*

CICM Responsible Care Leadership Award 2017 / 2018

The nominations for the CICM Responsible Care Leadership Award 2017 / 2018 should reach the CICM Secretariat **by November 2, 2018 (Friday)**. *Early submission is encouraged.*

Please submit the completed forms to the following address:

Secretariat

**Chemical Industries Council of Malaysia (CICM)
Wisma FMM, No. 3, Persiaran Dagang, PJU 9,
Bandar Sri Damansara, 52200 Kuala Lumpur**



CICM Responsible Care Awards 2017/2018 Presentation Ceremony

The CICM Responsible Care Awards 2017/2018 will be presented to the winning companies at the Chemical Industry Dinner scheduled in early December 2018 in Kuala Lumpur.



Enquiries

For further clarifications or enquiries, please contact Ms Chan Pek Wan or Ms Tan Bee Chin of the CICM Secretariat at Tel: 03-6286 7200 / Fax: 03-6277 6714 / Email: pek_wan@fmm.org.my / bee_chin@fmm.org.my.
