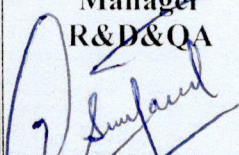
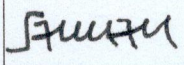


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## EXECUTIVE SUMMARY

The document covers contingency plans as per the Philip Morris Supplier Guidelines and Packages limited operation system feedback.

The Contingency Plan is intended to provide a framework for constructing plans to ensure the safety of employees and the resumption of time-sensitive operations and services in the event of an emergency (fire, power, utilities or communications blackout, machine breakdown, flood, earthquake, civil disturbance, explosions, chemical contamination, bomb threat, strikes, massive fluctuation in demands, rejection of complete production batch, loss of raw material supplier, war etc.)

## INTRODUCTION

*This document contains the Contingency Plan for the Business Unit Folding Cartons.*

*It is intended to facilitate the management's decision-making process and its timely response to any disruptive or extended interruption of the department's normal business operations and services.*

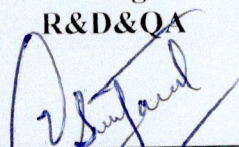
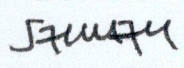
*It is especially important if the cause of the interruption is such that a prompt resumption of operations cannot be accomplished by employing only normal daily operating procedures.*

*The management has recognizes the potential financial and operational losses associated with service interruptions and the importance of maintaining viable emergency response, resumption, recovery and restoration strategies.*

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*Although the Contingency Plan provides guidance and documentation upon which to base emergency response, resumption, and recovery planning efforts, it is not intended as a substitute for informed decision-making.*

*The Contingency Plan is an on-going business activity also encompassing resources required to:*

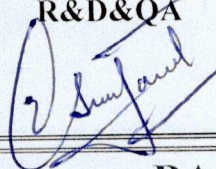
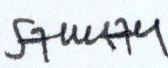
- *Train and retrain employees*
- *Develop and revise policies and standards as the department changes*
- *Exercise strategies, procedures, team and resources requirements*
- *Re-exercise unattained objectives*
- *Report on-going continuity planning to senior management*
- *Research processes and technologies to improve resumption and recovery efficiency*
- *Perform plan maintenance activities*

## **PURPOSE**

*The purpose of this plan is to enable the sustained execution of mission critical processes and information technology systems for Business Unit Folding Cartons in the event of an extraordinary event that causes these systems to fail minimum production requirements. The Contingency Plan will assess the needs and requirements so that the department may be prepared to respond to the event in order to efficiently regain operation of the systems that are made inoperable from the event.*

## **SCOPE**

*The specific systems, locations, Facility divisions, technical boundaries and physical boundaries associated with Philip Morris Pakistan products manufacture in Business Unit Folding Cartons .*

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## PLAN INFORMATION

The Contingency Plan contains information in two parts related to the frequency of updates required. The first part contains the plan's **static information** (i.e. the information that will remain constant and will not be subject to frequent revisions). The second part contains the plan's **dynamic information** (i.e. the information that must be maintained regularly to ensure that the plan remains viable and in a constant state of readiness). This dynamic information is viewed as the action plan. The action plan should be considered a living document and will always require continuing review and modification in order to keep up with the changing environment.

The primary focus of a contingency plan revolves around the protection of the two most important assets of any organization: personnel and data. All facets of a contingency plan should address the protection and safety of personnel and the protection and recovery of data.

The primary objective of this plan is to establish policies and procedures to be used for information systems in the event of a contingency to protect and ensure functioning of those assets. The plan seeks to accomplish the following additional objectives:

- Minimize the number of decisions which must be made during a contingency
- Identify the resources needed to execute the actions defined by this plan
- Identify actions to be undertaken by pre-designated teams
- Identify critical data in conjunction with customers that will be recovered during the recovery operations
- Define the process for testing and maintaining this plan and training for contingency teams

## ORGANIZATION

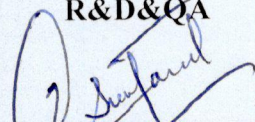
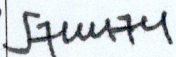
In the event of a disaster or other circumstances which bring about the need for contingency operations, the normal organization of Business Unit Folding Cartons will shift into that of the contingency organization.

The contingency organization's primary duties are:

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- To protect employees and information assets until normal business operations are resumed.*
- To ensure that a viable capability exists to respond to an incident.*
- To manage all response, resumption, recovery, and restoration activities.*
- To support and communicate with employees, system administrators, security officers, and managers.*
- To accomplish rapid and efficient resumption of time-sensitive business operations, technology, and functional support areas.*
- To ensure regulatory requirements are satisfied.*
- To exercise resumption and recovery expenditure decisions.*
- To streamline the reporting of resumption and recovery progress between the teams and*

## CONTINGENCY PHASES

The Business Unit Manager will act as a Contingency Plan Coordinator, in conjunction with the Managing Director & General Manager of Packages limited. The Coordinator will activate the Teams/Team responsible for each function during each phase of emergency. As tasking is assigned, additional responsibilities, teams, and tasks may be created to address specific functions during a specific phase.

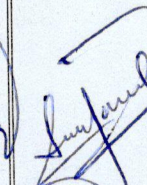
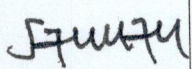
### RESPONSE PHASE

- To establish an immediate and controlled presence at the incident site.*
- To conduct a preliminary assessment of incident impact, known injuries, extent of damage, and disruption to the services and business operations.*
- To find and disseminate information on if or when access to the facility will be allowed.*

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- *To provide top management with the facts necessary to make informed decisions regarding subsequent resumption and recovery activity.*

**RESUMPTION PHASE**

- *To establish and organize a management control center and headquarters for the resumption operations.*
- *To mobilize and activate the support teams necessary to facilitate and support the resumption process.*
- *To notify and appraise time-sensitive business operation resumption team leaders of the situation.*
- *To alert employees, vendors and other internal and external individuals and organizations.*

**RECOVERY PHASE**

- *To prepare and implement procedures necessary to facilitate and support the recovery of time-sensitive business operations.*
- *To coordinate with top management to discern responsibilities that will fall upon Business Operations Recovery Teams and Technology Recovery Teams*
- *To coordinate with employees, vendors, and other internal and external individuals and organizations.*

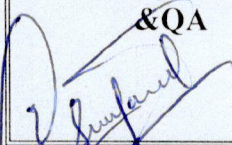
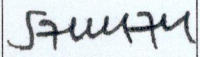
**RESTORATION PHASE**

- *To prepare procedures necessary to facilitate the relocation and migration of business operations to the alternate new or repaired location.*

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- Implement procedures necessary to mobilize operations, support and technology departments.
- Manage the relocation/migration effort as well as perform employee, vendor, and customer notification before, during, and after relocation or migration.

#### THREATS

The entire range of probable and possible threats that present a risk to an organization have been considered in the contingency plan. The disaster recovery plan is flexible enough to respond to extended business interruptions, as well as major disasters.


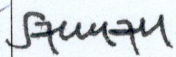
The table depicts the threats most likely to impact BUFC. The specific threats that are represented by (XX) are considered the most likely to occur.

PROBABILITY OF THREATS			
Probability of Occurrence:	High	Medium	Low
Utilities Failure		X	
Aircraft Accident			X
Vendor loss		X	
Bomb Threats		X	
Chemical Spills / HazMat	X		
High Rejections			X
Communications Loss		X	
Data Destruction		X	
Earthquakes			X
Fire	XX		
Flooding / Water Damage			X
Fluctuation in Demand			X
Power Loss / Outage	XX		
Machine breakdown		X	
Sabotage / Terrorism		X	

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Storms / Hurricanes			X
Vandalism / Rioting		X	

#### INCIDENT NOTIFICATION

For the sake of this contingency plan the incidents will be divided in to two groups:

1. Safety & security Incidents
2. Operational Incidents

Safety incidents include Fire, Explosion, Floods, Chemical spillage, Leakage, Bomb threat, wars and medical instances. The incident notification in this case will be done as per IMS-IP-P-07, IMS-IP-P-04 safety and environmental procedure.

The operational incidents shall include power shortage, strikes, machine breakdown, utilities breakdown, IT/Data loss, Vendor loss, rejections and demand fluctuations.

#### MEDIA RELEASES

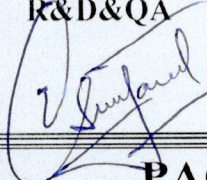
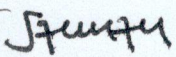
*All incident related information (printed or spoken), concerning the Business Unit folding Cartons will be coordinated and issued through the General Managers office.*

#### TEAMS

##### INCIDENT INVESTIGATION TEAM

*For safety incidents the team will be as per safety procedure IMS-IP-P-04. This team will primarily be responsible for initial damage assessment, accounting of damage assessment, loss minimization, salvage and procurement of necessary replacement equipment and interfaces. This team may include vendor representation.*

*The Team shall enter the facility as soon as they have received permission to do so from emergency services. A written detailed account should be made of the general status of the work area, with specific attention to the condition of personnel, hardware, software, furnishings, civil works and fixtures.*

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#### OPERATIONS TEAM

*The Operations Team consists of operators responsible for running production for critical systems, coordinating with Backup Team to ensure that applications system data and operating instructions are correct, and with the Liaison Team to advice of the production status and any unusual problems requiring assistance.*

*The operations team will consist of the following:*

*Production manager BUFC Assistance Manager Rotoline  
Assistance Manager Maintenance  
Assistant Manager Offset  
Assistant Manager FG & cup Making  
Assistant Manager Planning  
Assistant Manager Cutting Creasing & die making*

#### RECOMMENDED TESTING PROCEDURES

*The Contingency Plan will be maintained routinely and exercised/tested at least annually where possible. The purpose of exercising and testing the plan is to continually refine resumption and recovery procedures to reduce the potential for failure. In case of actual emergencies the plans effectiveness may be checked on real time basis.*

