



Sustainability Report

2023-24

**ADEC Innovations Oceania
Marine & Maritime**

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Introduction and History

For purposes of this report, 'ADEC Marine & Maritime' refers jointly to Kedge Pty Ltd and Southern Ocean Carbon Company (SOCC). Both companies have developed their base in Tasmania and are expanding globally. The head office of these two companies is co-located in Hobart.

Kedge Pty Ltd was founded in 2016 to provide marine surveying and related marine services. After early years of steady growth and in response to the global climate crisis, Kedge Pty Ltd founded SOCC in 2020. SOCC has a multi-faceted role, one aspect of which is growing seaweed – e.g. for food, nutrient management, to directly and indirectly support carbon sequestration, to directly and indirectly support marine environmental qualities including biodiversity, and other purposes. The respective foci of the companies is provided in the table below.

While the two companies are separate entities, their co-location and history is such that SOCC adheres to the basic principles that Kedge Pty Ltd. was founded on. For purposes of sustainability, this is most evident in office culture and their shared commitment to ISO accreditations.

Kedge Pty Ltd	Southern Ocean Carbon Company
<ul style="list-style-type: none"> • Marine survey and compliance • Naval architecture • Decarbonisation strategies for current and future fleets • Investigation • Incident response • Marine technical training • Demolition and deconstruction • Insurance, assurance and expert witness work • ESG solutions • Consultancy and advisory services 	<p>Marine (growing seaweed):</p> <ul style="list-style-type: none"> • Food and food security • Carbon off-sets • Supply chain alternatives (bioplastics, pharmaceuticals, fertiliser, animal feed, biochar, etc) • Natural capital accounting • Environmental services <p>Terrestrial:</p> <ul style="list-style-type: none"> • ESG advisory services • Carbon reporting • Mitigation/impact investments

In 2023, Kedge Pty Ltd and SOCC were purchased by ADEC Innovations. Thus, while Kedge Pty Ltd and SOCC (jointly referred to as 'ADEC Marine & Maritime') are locally grown and based small businesses specialising in maritime and marine services, they have global opportunity and reach.

Further information about Kedge Pty, SOCC, and ADEC Innovations can be found at www.kedge.com.au, www.southernoceancarbon.com, and www.adec-innovations.com.



Ethos

Integrity of service is paramount to ADEC Marine & Maritime. They work in every environment we service. They service with a mind to protecting the standards of all the environments they work in.

Since 2019, the proactive commitment of Kedge Pty Ltd to integrity of service has been demonstrated and benchmarked by accreditation to the following International Organization for Standardization (ISO) standards:

- Environmental Management System (ISO 14001:2015),
- Occupational Health and Safety Management System (ISO 45001:2018), and
- Quality Management System (ISO 9001:2015).

The documents and procedures maintained and adhered to under these accreditations relate directly to this report and are listed in Appendix A.

Ambition

ADEC Marine & Maritime aims to grow by

- retaining and developing business in the Oceania
- taking local services and expertise to meet global needs and demands.

Kedge Pty Ltd focuses exclusively on the maritime industry, and domestic and commercial vessels.

SOCC provides seaweed solutions for all sectors. As examples: a marine sector interest may be habitat restoration; a food security interest may be met by seaweed farming, with the two interests being mutually beneficial.

Purpose of this Report

This report is structured to ensure the companies' interests in sustainability align with market and regulatory expectations, particularly in relation to environmental, social and governance (ESG) indicators.

This report will complement ISO certifications as the way Kedge and SOCC understand and track the sustainability of operations. It is how they will:

- benchmark and track our Environmental, Social and Governance (ESG) behaviours and impacts,
- identify opportunities to adapt business operations for better outcomes,
- quality-assure the awareness of risks and opportunities within the sector,
- demonstrate leadership and ability to provide maritime and marine clients with sustainability monitoring and reporting services.

Kedge and SOCC’s commitment to ensuring this report acts as a genuine benchmark of sustainability performance and ambition is based on:

- wanting to see sustainability values reflected in strong performance via ESG indicators, and
- being aware that areas of low performance will provide good opportunities for future improvement.

Sustainability Benchmarking


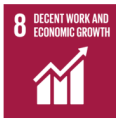

This report represents the benchmark for sustainability reporting of Kedge Pty Ltd and SOCC. Shared reporting of these companies reflects the history, co-location, and interests in a coordinated approach to sustainability.





It is anticipated that Kedge Pty Ltd and SOCC will produce separate sustainability reports as of 2027. The structure of sustainability reports will evolve to this effect across the intervening years.

Sustainability Development Goals and Circular Economy

Sustainability Development Goals (SDGs) provide businesses with a roadmap to transition into responsible, profitable, and sustainable business models. Kedge and SOCC’s focal SDGs reflect:

- where business opportunities lie,
- how value is created, and
- how risk will be reduced.

Relevant SDG	Kedge Pty Ltd	Southern Ocean Carbon
	Adherence and promotion of relevant legislation and standards.	Kelp solutions for cleaning sewage outflows.
	Adopt and apply the highest possible employment standards	Develop projects to support growth of local jobs
	Provide and promote services that lift industry standards to help the maritime industry transition to a low carbon economy	Innovating marine seaweed farming

	<p>Provide advice to clients that prioritises their transition to low carbon, environmentally friendly options.</p>	<p>Provide low carbon, environmentally friendly options for food, feed and energy.</p>
	<p>Decarbonisation of maritime industry.</p>	<p>Produce lower impact goods and services.</p>
	<p>Taking good care of our oceans, particularly in relation to vessel care and advice.</p>	<p>Habitat restoration, improvement of biodiversity, nutrient rebalancing.</p>
	<p>Provision of high quality consultation services.</p>	<p>Biochar and land/soil remediation including improved nutrient cycling from ocean to land.</p>

ADEC Marine & Maritime aims to support a circular economy, and to help our clients, communities and local economies do likewise. This requires our reporting, planning, and actions (for ISO and sustainability processes) to target:

- designing out waste and pollution
- keeping products and materials in use
- regenerating natural systems.

Key Stakeholders

The key stakeholders for this report are:

- Kedge Pty Ltd and SOCC staff
- Current and future clients
- ADEC Innovations (parent company) colleagues and company
- The community
- The environmental regulators and authorities.

Regulatory Framework

ADEC Marine & Maritime operates with a primary focus on regulations relating to:

- Maritime industry (Kedge Pty Ltd)
- Marine environment (SOCC)
- Tasmanian and Australian economic reforms such as they apply to small businesses, including sustainability
- Broader economic reforms (e.g. climate and nature-related financial disclosures) such as they relate to national and international opportunities to grow.

In accordance with ISO accreditations the companies actively maintain a register of legislative and policy requirements pertaining to the above dot points.

Materiality Assessment

Materiality refers to the basis by which a company decides how to be bound to sustainability for reporting purposes. The materiality for ADEC Marine & Maritime has been determined by identifying the impacts most relevant to our stakeholders and, those which Kedge Pty Ltd or SOCC have some influence over.

This materiality has been informed by reviewing sustainability reports being produced in the marine sector and by other SMEs. Our sustainability considerations are those that:

1. Support consistent sustainability priorities of the marine sector and our value chains (e.g. carbon reporting),
2. Impact our company values (i.e. existing commitments, practices and planning relating to ESG), and
3. Impact our external stakeholders such as our clients, communities, and the environment.

Assets and Activities covered by the Report

This sustainability report covers the following ADEC Marine & Maritime assets and activities:

- Staff,
- Field activities (such as the local Kedge managed industrial site) and travel,
- Office,
- 4 vehicles (1 petrol, 1 diesel, 2 hybrid),
- 2 vessels (both petrol),
- Service focus and partnerships (NetZero; demolition and deconstruction; vessel design and recommendations),
- Hatchery,
- Biochar kiln, and
- SOCC marine assets.



CARBON

Scope 1

ADEC Marine & Maritime Scope 1 carbon emissions for 2023-24 are 14.84 tonnes.

Method of calculation:

$(\text{Total fuel bill for 2023-24}) \times (\text{carbon released per litre of fuel}) / (\text{average cost per litre of fuel})$

The nature of our records for 2023-24 necessitates a benchmark estimation that does not separate fuel purchased for specific vehicles or vessels.

Vehicles:

- Ford Falcon Ute (petrol; 2015)
- Toyota Corolla ZE2HJ (hybrid; 2020)
- Toyota Kluger AWDXU7 (hybrid; 2022)
- Toyota Hilux 8Gen (diesel; 2024)

Vessels:

- Nick B' (15 HP petrol)
- Chris Jones NS' (70 HP petrol)

Management actions:

- Transition to hybrid or electric vehicles wherever vehicle requirements and options allow
- Regularly service all vehicles and vessels

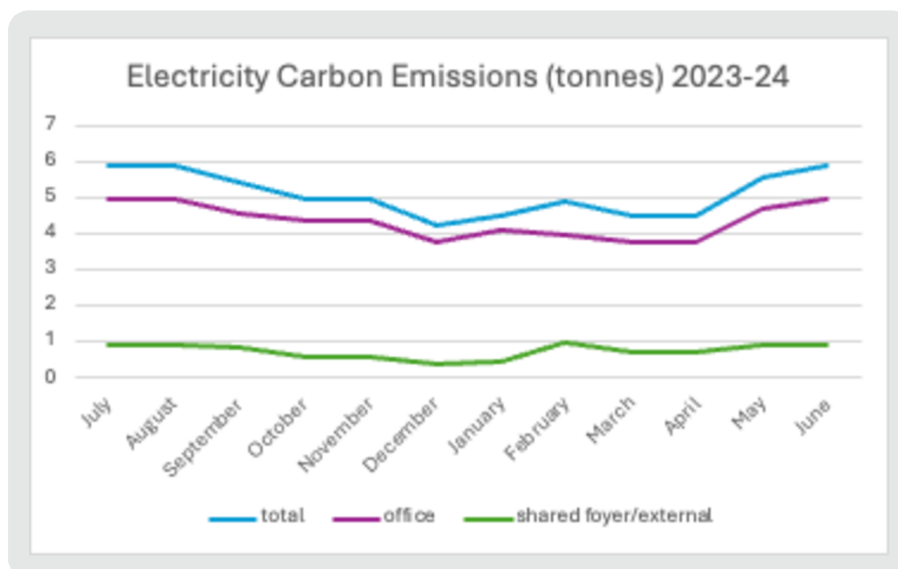
Scope 2

ADEC Marine & Maritime Scope 2 carbon emissions for 2023-24 are 61.2 tonnes, based on usage of 322,073 kWh.

Method of calculation:

The company converted kWh to CO₂ using the upper limit of the Tasmanian conversion range (0.19 kg) as reported in the Australian Government National Greenhouse Accounts Factors, 2023.

Changes in ownership of our office building and energy provider mean our electricity usage was inconsistently reported across 2023-24. Usage estimates for July and August (2023) were estimated on the basis of energy usage for June 2024.



Management actions:

- Introduce a weekly check of the timer on the office air temperature control
- Compile information about electricity conservation measures taken within the office
- Turn off air-conditioner if no tangible difference/open a window.

Scope 3

For this first report, our Scope 3 priority was to understand what is needed to start measuring. In future years we anticipate reporting the carbon footprint we are responsible for and can help address via:

- Business travel: this is a significant consideration for Kedge Pty Ltd and SOCC as our businesses grow
- Waste disposal:
 - >Office waste via building cleaning contracts
 - >E-waste - negligible to date, but of future interest
 - >Kedge managed industrial site- waste and vessel cleaning; Kedge Pty Ltd activities at this site are set by the site’s Environmental Management Plan
 - >Commercial servicing accountabilities and metrics – unknown
- Refrigeration and kitchen supplies
- IT (hardware and data management, including server/cloud implications)
- Office materials
- Vessel and vehicle maintenance
- Marine equipment purchases

Management action:

- Identify, agree on, and put in place mechanisms that allow future reporting and managed improvements of Scope 3 emissions.

ENVIRONMENT

Sharing responsibility for 'safety and environment' is our highest organisational value (ADEC Kedge, 2023). This is evident through:

- Accreditation to ISO 14001:2015 (Environmental Management System standard) since 2022;
- Creation of SOCC in 2020.

ISO 14001:2015 (Environmental Management System Standard) requires monitoring and continual improvement of environmental performance, and integration of these improvements into everyday work decisions.

The following section outlines the environmental practices and measures relevant to Kedge Pty Ltd and SOCC operation.

Operational Environmental Incidents and Impacts

The primary pathway by which Kedge Pty Ltd addresses operational incidents and impacts is by how we service our clients. We proactively invest to ensure our staff are effective in helping our sector confidently recognise, track, and address carbon emissions and other sustainability metrics. This is directly evident in our prioritisation of recruiting a sustainability officer, engagement with partners specialising in alternative fuels, and development of expertise in emissions assessment and ESG reporting.

CASE STUDY

In 2023-24, Kedge Pty Ltd produced an emissions report for a fleet of passenger ferries. Emissions considered were carbon dioxide, methane, nitrous oxide, and sulphur oxide. These were converted to their carbon dioxide equivalence for global warming potential. Kedge Pty Ltd was then able to help the client to develop their pathway to NetZero. This pathway involves a combination of engine adaptations, fuel alternatives, vessel upgrades, and new NetZero vessels. In this particular instance, off-sets were not deemed appropriate for the client.

Office Waste

ADEC Marine & Maritime waste is disposed of via an office building cleaning contract which is shared with other tenants of our office building.

Waste at the Kedge managed industrial site is currently disposed of by an external contractor in accordance with the site's EMP.

Management action:

- Explore mechanisms to measure and manage waste awareness and metrics via the shared cleaning contract for the office building.

Ecological Impact

In the maritime sector, these impacts relate to management of things such as: ballast water, anti-fouling chemicals, waste management, spills, new builds and ship part recycling. As a surveying and compliance service provider, promotion and requirement of practices which prevent the maritime sector from having negative ecological impacts is core commercial business for Kedge Pty Ltd. We use our compliance, advisory and management services to raise standards and implement the world's best practice in vessel and vessel operations.

CASE STUDY

In 2023-24, Kedge Pty Ltd removed hydrocarbons from a vessel that had sunk in a well-used Tasmanian river. This prompt action prevented a potential environmental catastrophe of the hydrocarbons spilling into the river and did not disrupt recreational use of the river at all.

Relevant training requirements of all Kedge Pty Ltd and SOCC staff is reviewed annually in accordance with our ISO 45001:2018 (OHS Management System) and ISO 14001:2015 (Environmental Management System) accreditations. Kedge's operational staff are accredited through the Australian Maritime Safety Agency, in accordance with the International Convention for the Prevention of Pollution from Ships (MARPOL). Training covers safety and management codes relevant to field materials, which may include handling of materials such as paints, chemicals, oils, machine works, and grit (garnet).

One spill occurred at the Kedge managed industrial site. Contractors were pressure washing their vessel, and knocked over the pressure washer which contained approximately 2 litres of hydraulic fluid, which subsequently leaked. The liquid was contained and cleaned up using pre-located spill kits/bins and disposed of as controlled waste via an external contractor.

SOCC aims to generate opportunities that will afford positive ecological impacts, without the need for a "negative" event, but recognises that action must be taken where this is not possible.

CASE STUDY

In 2023-24, SOCC collaborated with various interested parties to secure a scientific site near Tinderbox (Tasmania) to grow seaweed. The Tinderbox project demonstrates opportunities of local seaweed temperature tolerant strains. SOCC uses these sorts of projects and partnerships to highlight opportunities of local environments and local impediments to realising those opportunities - which may include things like regulatory constraints or low community awareness.

Management actions:

- Support business awareness of the importance of training for and reporting of business activities with ecological impact.

Environmental and Biodiversity Management

A direct environmental initiative of ADEC Marine & Maritime has been to create SOCC and provide client services, in part by growing seaweed. SOCC's commercial capacity has been accelerated by partnering with the Blue Economy Cooperative Research Centre.

Management action:

- Identify mechanisms to report SOCC operations covered by confidentiality agreements.

CASE STUDY

ADEC Marine & Maritime is committed to supporting the development of environmentally responsible jobs and industry in Tasmania. We proactively look for opportunities to showcase how our younger staff are developing new industry opportunities. A good example is our engagement in working with maritime industry peers via the Working on Water (WoW) program. ADEC Marine & Maritime became an active participant of this program in October 2023. WoW is a 3-day 'hands on' career awareness program, coordinated by Seafood Industry Tasmania. It introduces students in Years 9 and 10 to occupations and professions in, on, or near water. Through the program, younger ADEC Marine & Maritime staff are able to take students out by boat to SOCC's demonstration site where they can see local seaweed species being farmed. This allows participants the opportunity to understand emerging marine farming activities that contribute to good environmental and biodiversity outcomes.

Seaweed

For the period of 2023-24, SOCC environmental activities included:

- Hatchery capability demonstrated.
- Grow-out of multiple species demonstrated.
- Securing of potential expansion sites and opportunities for 2024-25.

Management action:

- Identify and agree on mechanisms to separate environmental metrics from SOCC commercial operations.

Biochar

Via SOCC, ADEC Kedge has developed the capacity to sequester carbon by producing biochar. This included purchasing a transportable biochar kiln in 2023-24.

Management action:

- Develop use of the biochar kiln.

SOCIAL

Since Kedge Pty Ltd was first founded (2016), it has taken leadership in anti-discrimination and inclusiveness. This is most clearly demonstrated in their prioritisation (as a small business) of being ISO accredited. This accreditation is a commitment to document and share the thinking behind what governs our values, and to track and improve our performance with a focus on customers. Associated policies and documents that ADEC Marine & Maritime adheres to are provided in Appendix A.

ADEC Marine & Maritime works hard to ensure these are not just documents, but the living workplace culture. In addition to an open office environment of equality, ADEC holds inclusive all-staff meetings every month. The meetings are central to our governance as a business, providing a structured means to introduce new staff, and review and report: workloads, hazard and incident reports, and the like. However, the social value for ADEC Marine & Maritime is more than this: the meetings facilitate peer networking across geographically distributed staff.

Early in 2024, ADEC Marine & Maritime created a new ESG/Sustainability Manager position, which commenced in May 2024. Part of this role is to develop staff awareness of sustainability as a value and opportunity for business growth.

CASE STUDY

ADEC Marine & Maritime has been able to use our sustainability investments to expand business opportunities. This is particularly evident in partnerships (local and global) and tendering, all of which are trending to require demonstrated awareness and investment in sustainability.

Management action:

- Sustainability will be introduced as an all staff meeting agenda item in 2024-25.



Social Impact

Kedge Pty Ltd and SOCC are local businesses that prioritise growth of people first and foremost. The value of delivering a better planet through better business requires directly investing in people so they can deliver better services to customers and ensuring all interested parties are motivated and equipped to do what is good for the planet. Kedge is proud of how business capabilities, focal expertise, and operations increase the impact and reach of ADEC Innovation's global operations.

Human rights, equality, and anti-slavery are central to ADEC Marine & Maritime practices. These are outlined in the Integrated Management Policy, which forms part of the staff induction. ADEC Marine & Maritime applies these processes through recruitment, pay rates, training, purchasing, the social environment of the workplace, and the manner in which staff respect and interact with clients.

CASE STUDY

ADEC Marine & Maritime actively seeks to engage and purchase from social enterprises to support meaningful training and employment opportunities for people with disabilities. A social enterprise has been chosen for secure document and data destruction and disposal.

Modern Slavery Statement

ADEC Marine & Maritime considers a demonstrated understanding of modern slavery and commitment to identify, assess and address associated risks to be an essential component of a sustainability report.

It is understood that modern slavery is the exploitation of individuals by others for personal or commercial gain. Kedge understands that addressing modern slavery is not just about ensuring that staff have good conditions – but that efforts must also be made to examine what is supported indirectly through supply chains and the conduct of peers, sector and clients. Kedge has identified actions to incorporate these considerations and appropriate responses into the way staff assess options and make decisions, (business and personal).

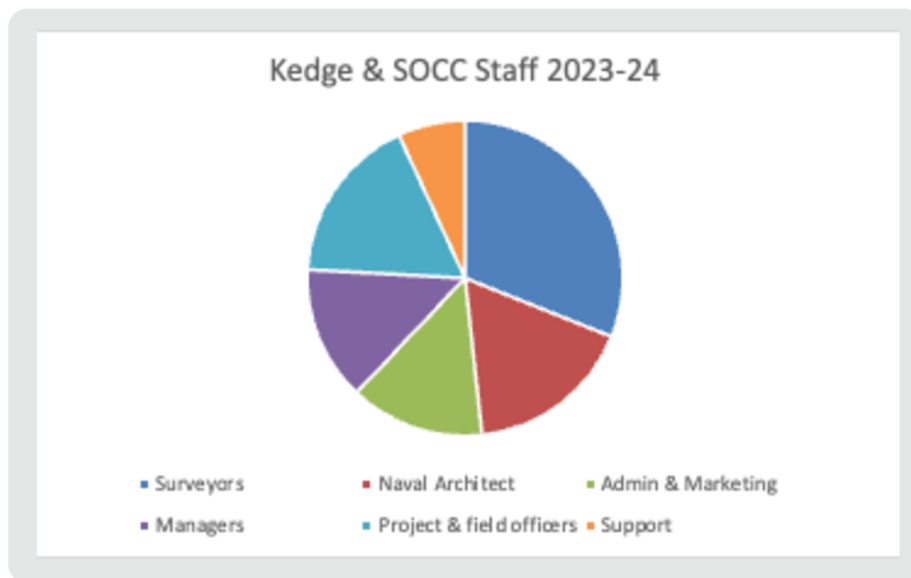
Management actions:

- Include awareness of human rights, equality, and anti-slavery via the sustainability survey of staff;
- Engage and support the adoption of Diversity and Inclusion as an agenda item for AMSA’s Regional Safety Committee.

Staff: Diversity, Retention, and Training

As at 1st July 2024, ADEC Marine & Maritime employed 29 people. In 2022-23 this was 26 individuals. These figures reflect a combination of growth in permanent jobs and movement of casual staff.

The breakdown of roles across the 29 active positions of ADEC Marine & Maritime is shown in the pie chart below. Future sustainability reports will include comparisons from previous years to show how the make-up of staff is evolving.

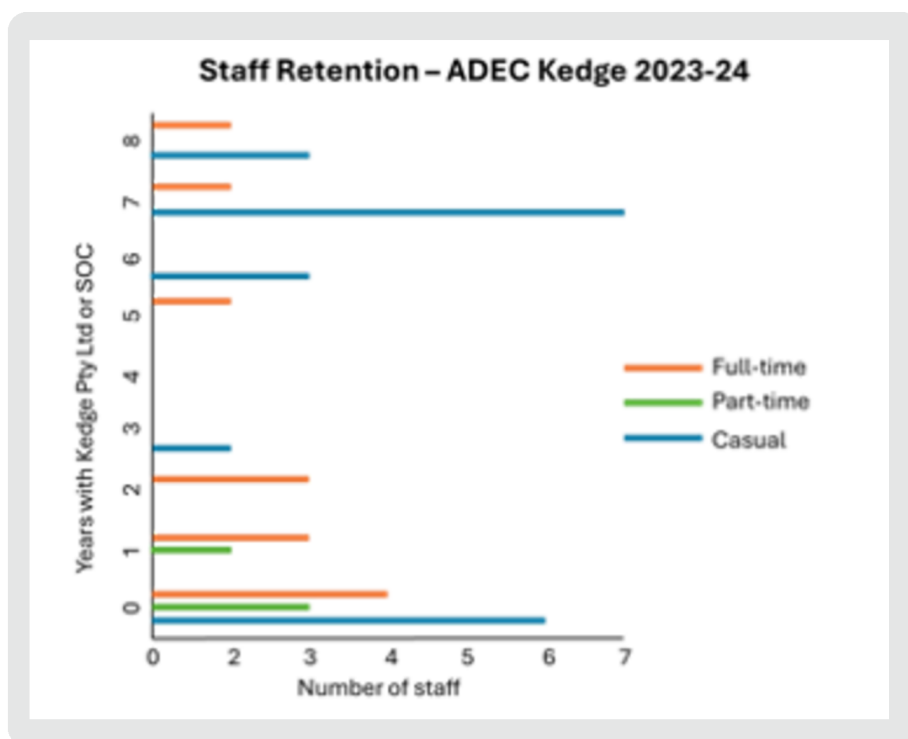


Most staff work from a Tasmanian base. There are two casual staff members operating from NSW, and one permanent and one casual staff member operating from QLD.

Ages range from 19 to 79, with a mean of 48 (44 for permanent staff, 50 for casual staff).

A diverse range of backgrounds including Australian, British, German, Sri Lankan, New Caledonian, Indian, and Italian is represented within Kedge and SOCC.

The graph below shows time and nature of service with Kedge.



Management action:

- streamline and continue reporting staff metrics.

Gender

ADEC Marine & Maritime is a leader in gender equality within the maritime sector. While the majority of staff (73%) are male, most permanent staff (54%) are female. The willingness to employ the best candidates regardless of gender is evident in how Kedge’s gender statistics perform against national industry averages (see table below).

Sector	Female (national)	Female (ADEC Marine & Maritime)
Marine Surveyors	2% (ABS Census 2016)	10%
Maritime Sector (shorebased)	3% (MIAL Diversity Census, 2020)	21%

CASE STUDY

Pania Smogavec is a full-time permanent Marine Surveyor based in Queensland. Pania is Kedge's second female Marine Surveyor (the first is now an Ore Carrier Captain), starting as a cleaner on super yachts, moving on to become a stewardess and now an AMSA accredited surveyor due to a natural curiosity of how things work and some not so chance encounters with Marine Surveyors. No one day is ever the same according to Pania and it is a respectful and constantly evolving environment to be part of – how could you not love it?

Workplace Culture

ADEC Marine & Maritime supports an actively friendly workplace culture. Activities to this effect for 2023-24 have included:

- Celebrating staff birthdays and milestones,
- Sharing garden produce with each other,
- Stocking the kitchen with diverse goodies,
- Organising extra-curricular staff activities such as dinners,
- Providing opportunity for office staff to visit field sites,
- Sponsoring of sports that staff are involved with or passionate about,
- Car pooling,
- Allowing staff to negotiate access to work-sponsored car parking or bus passes.

Kedge's recent (August 2024) staff survey indicates that most people in the organisation are aware of the term ESG and its value to the future success of Kedge but prefer the term 'sustainability' and feel it more accurately reflects the intention of the stated goals. Nearly all staff members felt that they had a role to play in developing sustainability goals within the organisation as well as in their personal choices, seeing sustainable practices as potentially creating opportunities rather than barriers.

All staff viewed the creation of SOCC as a direct result of the intention of Kedge to 'do and be better'. There was general consensus that Kedge is a diverse, respectful and inclusive organisation that cares about the development and wellbeing of all staff.

Management action:

- Continue to monitor and report workplace culture insights,
- Canvassing staff to ascertain what other activities Kedge could promote.

Training

The training requirements of all Kedge and SOCC staff is reviewed annually in accordance with our ISO 45001:2018 (OHS Management System) and ISO 14001:2015 (Environmental Management System) accreditations.

All staff are qualified as required by their roles. Where relevant, this includes maintaining individual membership with organisations such as:

- Royal Institution of Naval Architects,
- International Institute of Marine Surveyors,
- Australian Institute of Marine Surveyors.

Management action:

- monitor and continue reporting delivery of training in accordance with ISO accreditations,
- consult with staff regarding training that they would like to complete and that would add value to Kedge.

Safety, Incidents, and Conditions

Safety is a key component of staff induction, which is undertaken in accordance with ISO 14001:2015, ISO 45001:2018, and ISO9001:2015. The Operations Manager is the primary point of all reporting for incidents and hazards. Incidents and hazards are documented and filed via a template. Incidents and hazards are reported for information and discussion at staff meetings.

Over 2023-24, three field hazard reports were made. These all related to field operations:

- 1.Unsafe means of access onto a client's vessel for inspection (hazard, mitigation action taken),
- 2.Unsafe location used by client to enable vessel inspection (hazard, mitigation action taken),
- 3.Unsafe access to a confined place requested by client (hazard, mitigation action taken).

Kedge and SOCC aim to have no incident reports. The submission of hazard reports is encouraged, especially as Kedge works in locations that Kedge does not manage (e.g. client's vessels) as well as locations that Kedge is directly responsible for (e.g. the office).

Management action:

- monitor and continue reporting safety, incidents and conditions,
- promote a reporting culture within the organisation.

Community Engagement

ADEC Marine & Maritime attracts and recruits staff who are actively involved in the community. Most staff volunteer in some capacity – eg through community services, volunteer event coordinators, wildlife care, etc.

During 2023-24, ADEC Marine & Maritime extended this culture of 'giving' beyond the workplace through the following sponsorships:

- Tasmanian Rugby Union
- Tasmanian Cricket
- Tasmanian Seafood Awards
- Working on Water training (speaker and field site access)

At the end of 2023-24 ADEC Marine & Maritime staff raised an interest in doing more with First Nations and scheduled relevant activities into their 2024-25 calendar.

Management actions:

- monitor and report on engagement with First Nations,
- include job satisfaction and well-being (physical, emotional and mental) as a metric for reporting on the sustainability staff survey,
- use the sustainability staff survey to encourage community services, and to explore interest in payroll giving schemes, business engagement in community services, and the like,
- Engage with the University of Tasmania by offering work experience placements for sustainability students.

GOVERNANCE

The governance of Kedge Pty Ltd (including housing and administration of SOCC) has been accredited with and conforms to the following standards since 2019:

- ISO 14001:2015 (Environmental Management System standard). Kedge Pty Ltd is committed to continually improving its environmental performance. Having an Environmental Management System helps benchmark performance, and to integrate improvements into everyday work decisions.
- ISO 45001:2018 (Occupational Health and Safety Management System standard). This standard enables Kedge Pty Ltd to better protect workers and manage OH&S risks by: enhancing the commitment of a workplace to OHS, reducing risk through systemic hazard assessment and control, ensuring legal conformity, strengthening organisational resilience via clear protocols, and supporting continual improvement.
- ISO 9001:2015 (Quality Management System standard). Having a quality management system helps us consistently provide products and services that meet customer and regulatory requirements.

Compliance with these accreditations, professionalism, ethics, and legal reporting requirements underpin accountability and transparency. A significant component of Kedge Pty Ltd's work involves high levels of client confidentiality – this priority is necessarily paramount and is a significant contributor to the structure of the companies and how we monitor and regulate our governance.



In accordance with ISO accreditation, Kedge Pty Ltd maintains an up-to-date register of legislative and policy requirements pertaining to the business as a service provider in the maritime sector. This includes legal and policy changes triggered by reforms relating to sustainability.

CASE STUDY

To help small businesses survive and thrive, Kedge Pty Ltd is actively encouraging the Australian Small Business and Family Enterprise Ombudsman (ASBFEO) to maintain and provide a checklist of which Australian legislation is scheduled for amendment as a result of global economic reforms associated with sustainability. We complement this by supporting stronger policy awareness and response by 'walking the talk', developing sustainability services tailored to our maritime and marine sectors, and helping lift the performance of our sector through relevant industry networks.

Management action:

- Renew ISO accreditations
- Aim to exceed minimum ISO requirements

Peak Body Memberships and Affiliations

The networking of ADEC Marine & Maritime with its sector is formally supported through the following commitments:

- Member of the Regional Safety Committee (Australian Marine Safety Authority)
- Partner of the Blue Economy Cooperative Research Centre
- Member of the Tasmania Maritime Network
- Member of the Australian Commercial Vessel Operators Association

Management action:

- SOCC to join the Australian Sustainable Seaweed Association.

APPENDIX A: ISO Accreditation Documents & Procedures

ISO Element	Document Title
Context of the organisation	Kedge Action Plan
	Kedge Strategic Plan
	Marketing Plan
	Organisational Chart
	Kedge Objectives and Targets
	Induction Check List
	Training needs Statement
	Kedge Pty Ltd Work Health & Safety Manual
	Kedge Pty Ltd General Policies
	Kedge Pty Ltd Standard JSA Procedure
	Position Descriptions
	Stakeholder Matrix
	Operation Guidelines During Corona Virus Pandemic
	Risk and Opportunity Register
	IMS Manual
ISO Project Plan	
Project Tasks	
Leadership	Meeting Attendance Sheet
	TEMPLATE meeting minutes
	TEMPLATE meeting agenda
	Integrated management policy
	Quality Policy
	Standard Terms and Conditions Kedge Pty Ltd WEF
	Monitor and Measuring Procedure
	Legal & other Requirements Register
Planning	Management of Change Procedure
	Management of Change Template

Support	Equipment and Calibration Register
	Lock Out Tag Out Procedure
	Skills Matrix
	Survey Accreditation Matrix
	Employee Skills Self-Assessment
	Employee Skills Self-Assessment (Surveyor Only Form)
	Training Needs Analysis
	Communications and Consolation Process
	Internal Document Control Process
	Document Control Register
Operation	Process for Purchasing
	Process Flow for Periodic Surveys and Renewals (Surveyors)
	Process for Periodic Surveys (Admin)
	Process Flow for Intermediate Surveys (Surveyors)
	Process for Intermediate Surveys (Admin)
	Process Flow for C+V Condition Evaluation (Surveyors)
	Process for C+V Condition Evaluation (Admin)
	Process for Disputed Surveys
	Guide and Guidelines for Survey Coordination
	Hazard Report From
	WHS Incident Report Form
	Office Emergency Drill Record
	Control of Customer Property Policy
	Customer Property Tracking Log
	Specifications for Suppliers and Contractors
Approved Supplier List	

Performance Evaluation	Evaluation of Compliance Process
	WHS Performance Measure and Indicators
	Management Review Process
	Management Review Agenda and Minutes Template
	Kedge Management Review Template
	Audit Selection and Process Plan
	Approved Auditor List
	Audit Plan Template
	Audit Report Template
	Internal Audit
	Internal Audit Schedule
	Improvement
Customer Survey	
Customer Survey Data	
Complaints Register	
Non-conforming services process	
Corrective Action Report (CAR) Form	
ISO 9001:2015	
ISO 14001:2016	
ISO 45001:2018	

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