

ISSUE RECORDED TO



MANAGEMENT SYSTEMS DESIGNED
EQUAL.COM AND ISOBIZ.COM



ENVIRONMENTAL POLICY MANUAL

Issue 1 May 2006 Revision A

IN ACCORDANCE WITH INTERNATIONAL STANDARD BSENISO14001:2004
MECHANICAL ENGINEERING MANAGEMENT SYSTEMS

CONTROLLED COPY NO

UNCONTROLLED COPY

PREPARED BY

PARTRIDGE DOCUMENTS QUALITY LIMITED
Lakeview.House,Wood.End Way, Chandlers Ford
HAMPSHIRE.SO53.4LN ©

AUTHORISED BY

MANAGING DIRECTOR

APPROVED BY

QUALITY REPRESENTATIVE

INDEX

1 OF 1

1/2006

A

MANUAL
SECTION
REFERENCE

CONTENTS

BSENISO
14001 2004
CLAUSE
REFERENCE

FRONT	Manual Contents and Index	4.4.5
	Environmental Policy	4.1/4.2
	Listing Related Procedures and Forms	4.4.4b
	Appendix A Manual Configuration Control	4.4.5
	Appendix B Correlations with International Environmental Standard BSENISO 14001 2004	4.0
1.0	Environmental Policy Management	4.2
2.0	Environmental Planning	4.3
3.0	Environmental aspects	4.3.1
4.0	Legal and other requirements	4.3.2
5.0	Objectives and targets	4.3.3
6.0	Environmental management programme(s)	4.3.3
7.0	Implementation and Operation	4.4
8.0	Structure and responsibility	4.4.1
9.0	Training, awareness and competence	4.4.2
10.0	Communication	4.4.3
11.0	Environmental management system documentation.	4.4.4
12.0	Document control	4.4.5
13.0	Operational control	4.4.6
14.0	Emergency preparedness and response	4.4.7
15.0	Checking and corrective action	4.5
16.0	Monitoring and measurement	4.5.1
17.0	Evaluation of compliance	4.5.2/3
18.0	Records	4.5.4
19.0	Environmental management system audit	4.5.5
20.0	Management Review	4.6

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL POLICY

BSENISO
14001 2004
CLAUSE
REFERENCE

- 0.1 **MISSION** 4.2
We aim to become, and remain, a respected authority in the field of Mechanical Engineering in which connection we recognise the importance of the impact that our products and processes make on the environment.
- We seek to maximise the use of technologies which contribute to the to the well-being of the environment whilst reducing the need to employ practices, materials or processes which are environmentally negative. 4.2
- 0.2 **METHODS** 4.2
We shall establish and maintain an environmental management system to the specified requirements of the international standard ISO14001:2004. This has been adopted as a directive for the conduct and improvement of our environmental management system so that we can contribute positively to environmental well-being and the conservation of resources.
- 0.3 **OBJECTIVES** 4.2
We shall:
- a) Establish management systems integrating environmental care within the individual's accountabilities and business decisions; 4.2
 - b) Comply with, and exceed when relevant, all applicable statutory legislative and environmental requirements and set good standards where none exist; 4.2
 - c) Prioritise and continually improve our environmental performance and management system by moving towards a more sustainable and effective manufacturing operation; 4.2
 - d) Equip and train our workforce to recognise and manage all significant environmental aspects, risks, incidents and opportunities for the prevention of pollution to land, sea, water or air attributed to our products, equipment, practices and operational activities; 4.2
 - e) Work with our contractors, customers, suppliers and partners to achieve similar effective environmental stewardship and improvements; 4.2
 - f) Openly review the results and opportunities of our environmental performance with community, government, research and special interest organisations to share understandings and initiatives; 4.2
 - g) To set, audit, review and reset business-specific environmental targets; 4.2
- 0.4 **REVIEW** 4.2/4.6
We realise these objectives by ensuring that they are converted into identifiable targets which are monitored and pursued at all levels within the organisation. They will be reviewed and changed only after thorough technical evaluation and assessment.

Senior Executive

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL OBJECTIVES

BSENISO
14001 2004
CLAUSE
REFERENCE

- | | | |
|-----|---|-----|
| 0.4 | We shall dedicate our efforts and resources to reducing the need to employ materials and processes which are environmentally negative and are of detriment to the ecological resources of the world and its inhabitants. | 4.2 |
| 0.5 | We have elected to pursue the following objectives with a view to minimising the impact of our operations on the environment through a programme of continuous improvement. In particular our company will: | 4.2 |
| | a) meet and, where appropriate, exceed the requirements of all current and future relevant legislation - where no regulation exists we shall set our own exacting standards with the guidance of our suppliers and customers; | 4.2 |
| | b) seek to reduce consumption of materials in all operations, reuse rather than dispose whenever possible, and promote recycling and the use of recycled materials; | 4.2 |
| | c) design energy efficiency into our use of power, water and air used in our operations as well as the equipment we develop and design, our manufacturing processes, operation services, production equipment and tools, so that we can manage energy wisely in all our operations; | 4.2 |
| | d) reduce wherever practicable the level of harmful emission, disposal of waste on land, air or sea and fuel consumption; | 4.2 |
| | e) use materials and equipment which are safe, make efficient use of resources, and which can be reused, recycled or disposed of safely; | 4.2 |
| | f) work with and monitor our suppliers to minimise the impact of their operations on the environment; | 4.2 |
| | g) site our buildings, equipment, operations and plant so that we minimise noise, emissions, traffic and other impacts on the local environment; | 4.2 |
| | h) support through our quality programme the promotion of environmental protection; | 4.2 |
| | i) include environmental issues in all programmed meetings which includes management reviews, discussions with our customers and suppliers, training programmes, and improvement teams or groups. We encourage the implementation of sound environmental practices with all our interested parties; | 4.2 |
| | j) set and review our environmental objectives on an annual basis. | 4.2 |
| 0.6 | These environmental objectives are an appendix to the company environmental policy as specified objectives for the period of 1st January 2006 to the 31st December 2006. | 4.2 |

Senior Executive

MANUAL
SECTION
REFERENCE

RELATED PROCEDURE AND DOCUMENTS

BSENISO
14001 2004
CLAUSE
REFERENCE

ENVIRONMENTAL MANAGEMENT PROCEDURES

ENV01/001	Management and Control of Company Environmental Policy.	4.1/4.2
ENV02/001	Environmental Planning	
ENV02/002	Design, Control, Maintenance and Updating Environmental Plans	4.3
ENV03/001	Identifications and Registering of Environmental Aspects	4.3.1
ENV04/001	Registering of Environmental Legislation, Statutory Instruments and Other Regulations.	4.3.1 4.3.2
ENV04/002	Monitoring Changes and Improvements in Environmental Legislation and Other Regulations	4.3.2
ENV05/001	Setting and Achieving Environmental Objectives and Targets	4.3.3
ENV05/002	Monitoring Environmental Targets and Achievements.	4.3.3
ENV06/001	Control and Application of Company Environmental Programmes	4.3.3
ENV07/001	Implementation and Operation	4.4
ENV08/001	Management System Structure and Responsibility	4.4.1
ENV08/002	Environmental Resources	4.4.1
ENV08/003	Environmental Representative	4.4.1
ENV09/001	Environmental Training, Awareness and Competence	4.4.2
ENV10/001	Environmental Communications	4.4.3
ENV11/001	Management System Documents	4.4.4
ENV11/002	Environmental Manual Issue, Revision and Control	4.4.4/5
ENV11/003	Environmental Procedures Manual Control	4.4.4/5
ENV12/001	Document and Data Control	4.4.5
ENV13/001	Operational Control	4.4.6
ENV14/001	Emergency Preparedness and Response	4.4.7
ENV15/001	Checking and Corrective Action	4.5
ENV16/001	Monitoring and Measurements	4.5.1
ENV17/000	Evaluation of Compliance	4.5.2
ENV17/001	Non-Conformance	4.5.3
ENV17/002	Corrective Actions	4.5.3
ENV17/003	Preventive Measures	4.5.3
ENV18/001	Environmental Records	4.5.4
ENV19/001	Environmental Audits	4.5.5
ENV20/001	Environmental Management Review Meetings	4.6

ENVIRONMENTAL MANAGEMENT SYSTEM FORMS

ENVO001	Register of Policy Issue and Locations.	4.1/2/4.4.5
ENVO002	Records of Policy Changes and Reviews.	4.1/2/4.4.5
ENVO003	Company Environmental Plan.	4.3
ENVO004	Objectives and Targets Programme.	4.4/4.3.3
ENVO005	Environmental Aspects Register.	4.3.1/2
ENVO006	Environmental Aspects Identification Record.	4.3.1/2
ENVO007	Significant Aspects Assessment Record.	4.3.1/2
ENVO008	Environmental Legislation and Regulations Register.	4.3.2
ENVO009	Environmental Audits and Testing Record.	4.5.5
ENVO010	Environmental Programmes Register	4.3.3
ENVO011	Environmental Authorisation Matrix	4.4.1
ENVO012	Environmental Training Record	4.4.2
ENVO013	Environmental Performance Analysis Form Record.	4.4.1b/4.5.1
ENVO014	Environmental Communications Register	4.4.3
ENVO015	Environmental Manuals Configuration (Appendix B)	4.4.5
ENVO016	Controlled Environmental Document Register	4.4.4
ENVO017	Environmental Work Instruction Register	4.4.6
ENVO018	Environmental Incident Report and Record	4.4.6/7
ENVO019	Environmental Corrective Action Form	4.5.3
ENVO020	Environmental Records Register	4.5.4

ENVIRONMENTAL MANUAL CONFIGURATION CONTROL

SECTION NO	CONFIGURATION CONTROL							
	PAGE	A	B	C	D	E	F	G
FRONT								
INDEX	1	A						
POLICY	1	A						
	2	A						
REL/PRO	1	A						
APPX A	1	A						
APPX B	1	A						
	2	A						
	3	A						
SECN 1	1	A						
	2	A						
SECN 2	1	A						
	2	A						
SECN 3	1	A						
	2	A						
SECN 4	1	A						
	1	A						
SECN 5	1	A						
	2	A						
SECN 6	1	A						
	2	A						
SECN 7	1	A						
	2	A						
	3	A						
SECN 8	1	A						
	2	A						
	3	A						
SECN 9	1	A						
	2	A						
	3	A						
SECN 10	1	A						
	2	A						
SECN 11	1	A						
	2	A						
	3	A						

SECTION NO	CONFIGURATION CONTROL							
	PAGE	A	B	C	D	E	F	G
SECN 12	1	A						
	2	A						
	3							
SECN 13	1	A						
	2	A						
SECN 14	1	A						
	2	A						
SECN 15	1	A						
	2	A						
SECN 16	1	A						
	2	A						
SECN 17	1	A						
	2	A						
SECN 18	1	A						
	2	A						
	3	A						
SECN 19	1	A						
	2	A						
SECN 20	1	A						
	2	A						

30/5/2006

Issue 1/2006 Revn A
Initial issue for review,
approval and authorisation

Prepared By ©

PARTRIDGE DOCUMENTS
QUALITY LIMITED
Chandlers Ford Hants SO53 4ZT

Approved by

Authorised By

Date

Comments

30/05/2006

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL POLICY MANAGEMENT

BSENISO
14001 2004
CLAUSE
REFERENCE

- | | | |
|-----|---|---|
| 1.1 | <p>POLICY
Our environmental policy management is to manage the content, distribution and changes to our environmental policy document in line with the International Environmental Standard BSENISO 14001:2004 and the expectation of our customers and interested parties.</p> | 4.2 |
| 1.2 | <p>WHAT THE STANDARD REQUIRES
The international Environmental Management Standard BSENISO 14001 2004 requires our top management to define our organisation's environmental policy and ensure that it:</p> <ul style="list-style-type: none"> a) is appropriate to the nature, scale and environmental impacts of our activities and mechanical engineering equipment products; b) includes our commitment to continual improvement and prevention of pollution; c) includes our commitment to comply with the relevant environmental legislation and regulations, and with other local and general requirements with which we should be aware; d) provides our company with a framework for setting and reviewing environmental objectives and targets; e) is documented, implemented, maintained and communicated to all employees. It shall also be available to the public. | <p>4.1
4.2
4.2a
4.2b
4.2c
4.2d
4.2e
4.2f</p> |
| 1.3 | <p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS
We have published our Environmental Policy which is found in the front of this environmental manual.</p> <p>It is also issued to our customers and displayed in our offices, in registered locations within the company. We also ensure it is published on our web site.</p> <p>Its design, content, maintenance, review and changes are managed by the application of the following procedures:</p> <p style="margin-left: 40px;">ENV01/001 Management and Control of Company Environmental Policy.</p> | <p>4.2
4.2e
4.2e
4.2f
4.4.5
4.4.6
4.2
4.3.1</p> |

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL POLICY MANAGEMENT

BSENISO
14001 2004
CLAUSE
REFERENCE

1.4	RESPONSIBILITIES		4.4.1
		The following positions and personnel accept authority for the environmental matters associated with the management and control of the environmental policy:	
	Policy		4.4.1
		The Managing Director accepts responsibility for the authorisation and content of our environmental policy document.	4.2
	Procedures		4.4.1
		The Environmental Representative is responsible for the maintenance and control of the Environmental Policy Management Procedures.	4.3.1 4.4.6
	Implementation		4.4.1
		The responsibility for implementation of the environmental policy management procedures is delegated to the Heads of Departments.	4.4.3
	Records		4.4.1
		Responsibility for maintaining records of the environmental policy management is entrusted to the Environmental Representative.	4.5.4
	These consist of:		
	ENVO001	Register of Policy Issue and Locations.	4.4.5
	ENVO002	Records of Policy Changes and Reviews.	4.6

END OF SECTION 1

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL PLANNING

BSENISO
14001 2004
CLAUSE
REFERENCE

2.1	<p>POLICY We employ environmental planning on all our activities associated with and contributing to the environmental policy of our organisation. This is done in line with Clause 4.3 of the International Environmental Standard to ensure that they are managed effectively.</p>	<p>4.2 4.3 4.3.1 4.3.2 4.3.3/4</p>
2.2	<p>WHAT THE STANDARD REQUIRES The international Environmental Management Standard BSENISO 14001 2004 requires us to plan our environmental activities and intentions to ensure they are effectively managed and can be steered to realise agreed objectives. Our plan must include:</p> <p>a) Environmental Aspects which includes procedures to identify environmental aspects of our work Process, equipment and activities.</p> <p>b) Legal and other Requirements identifying and having access to legal and other requirements applicable to the environmental aspects of our industry and activities.</p> <p>c) Objectives and targets Establishing and maintaining documented environmental objectives and targets, identified at all levels within the company.</p> <p>d) Compliance Assessment The planned assessment and report on compliance with legislative and statutory requirements as well as all other issues on an annual basis.</p> <p>When we review our objectives and set our targets, we must consider the legal and other requirements arising from the major environmental aspects of our operations.</p> <p>We must produce and maintain a programme to assist us in the management and achievement of reaching our environmental objectives and targets.</p> <p>This must be as important to our senior management as financial, operational and business requirements which should also consider the views of interested parties and be consistent with our environmental policy, including the important commitment to preventing pollution.</p>	<p>4.1 4.3.1 4.3.2 4.3.3 4.3.1 4.3.2 4.3.3 4.5.2 4.6 4.3.1 4.3.3 4.3.3</p>

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL PLANNING

BSENISO
14001 2004
CLAUSE
REFERENCE

2.3	<p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS</p> <p>Our company has set aside the following subsections within this manual to address the practices of our environmental planning. They are detailed as follows:-</p> <p>3.0 Environmental aspects</p> <p>4.0 Legal and other requirements</p> <p>5.0 Objectives and targets</p> <p>6.0 Environmental management programme(s)</p> <p>The following procedures are applied in connection with our environmental planning activities and policy:</p> <p style="padding-left: 40px;">ENV02/001 Design, Control, maintenance and Updating of Company Environmental Plans</p> <p style="padding-left: 40px;">ENV03/001 Identifications and Registering of Environmental Aspects</p> <p style="padding-left: 40px;">ENV04/001 Setting and Achieving Environmental Objectives and Targets</p> <p style="padding-left: 40px;">ENV05/001 Control and Application of Company Environmental Programmes</p>	<p>4.2e</p> <p>4.4.6a</p> <p>4.3.1</p> <p>4.3.2</p> <p>4.3.3</p> <p>4.3.3</p> <p>4.4.1</p> <p>4.4.6</p> <p>4.3</p> <p>4.4.5</p> <p>4.3.1</p> <p>4.3.3</p> <p>4.3.3</p> <p>4.4.5</p>
2.4	<p>RESPONSIBILITIES</p> <p>The following positions and personnel accept authority for the environmental planning matters:</p> <p>Policy</p> <p>The Managing Director accepts responsibility for the authorisation and content of our environmental plans and programmes.</p> <p>Procedures</p> <p>The Environmental Representative is responsible for the maintenance and control of the Environmental Planning Procedures.</p> <p>Implementation</p> <p>The responsibility for implementation of the environmental plans and programmes is delegated to the Heads of Department.</p> <p>Records</p> <p>Responsibility for maintaining the environmental plans and programmes is entrusted to the Environmental Representative.</p> <p>These consist of:</p> <p style="padding-left: 40px;">ENVO003 Company Environmental Plan.</p> <p style="padding-left: 40px;">ENVO004 Objectives and Targets Programme.</p>	<p>4.4.1</p> <p>4.4.1</p> <p>4.3</p> <p>4.3.3</p> <p>4.4.1</p> <p>4.4.6</p> <p>4.3</p> <p>4.4.1</p> <p>4.4.3</p> <p>4.4.6</p> <p>4.4.1</p> <p>4.3</p> <p>4.4.6</p> <p>4.5.4</p> <p>4.3</p> <p>4.3.3</p>

END OF SECTION 2

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL ASPECTS

BSENISO
14001 2004
CLAUSE
REFERENCE

- | | | |
|-----|---|--|
| 3.1 | <p>POLICY
We identify all environmental aspects of our operations at our organisation in line with Clause 4.3.1 of the International Environmental Standard to ensure that they are managed effectively.</p> | 4.2
4.3.1 |
| 3.2 | <p>WHAT THE STANDARD REQUIRES
The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to establish and maintain documented procedures which describe how we identify the environmental aspects of our equipment, process, activities, operations and products.</p> <p>We must register all such aspects so we can exercise control over those areas which we can be expected to have an influence.</p> <p>We must do this in order to determine those aspects which have or can have significant impacts on the environment. We must ensure that the aspects related to these major impacts are considered and given priority when setting our environmental objectives.</p> <p>The details and information registered must be current, regularly reviewed and kept up-to-date.</p> | 4.1
4.3.1

4.3.1

4.3.1 |
| 3.3 | <p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS
Our organisation has put in hand an initial checklist of environmental objectives as a baseline for our environmental programme.</p> <p>This checklist has identified a number of tasks which we have agreed to complete within the defined time scales.</p> <p>The checklist operates as a marshal of environmental projects, objectives and intentions.</p> <p>It is complimented with new objectives as they arise and has completed projects deleted from the listing, only with the consent of the Environmental Representative.</p> <p>The following procedures are applied in connection with our environmental planning activities and policy:</p> | 4.2/4.2e
4.3.1
4.3.3

4.3.1

4.3.1

4.3.1
4.3.3

4.4.5
4.4.6 |
| | <p>ENV03/001 Identifications and Registering of
Environmental Aspects</p> | 4.3.1 |

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL ASPECTS

BSENISO
14001 2004
CLAUSE
REFERENCE

3.1.4	<p>RESPONSIBILITIES</p> <p>The following positions and personnel accept authority for the environmental planning matters relating to environmental aspects:</p> <p>Policy The Managing Director accepts responsibility for the environmental aspects policy.</p> <p>Procedures The Environmental Representative is responsible for the maintenance and control of the Environmental Aspects Procedures.</p> <p>Implementation The responsibility for the identification and registering of environmental aspects is delegated to the Heads of Departments and their Management Team.</p> <p>The Heads of Department together with their departmental and production supervisors are responsible for ensuring any environmental aspect within their area is correctly registered.</p> <p>Records Responsibility for maintaining the environmental aspects register and records is entrusted to the Environmental Representative.</p> <p>These consist of:</p> <p style="margin-left: 40px;">ENVO005 Environmental Aspects Register.</p> <p style="margin-left: 40px;">ENVO006 Environmental Effects Identification Record.</p> <p style="margin-left: 40px;">ENVO007 Significant Effects Assessment Record.</p>	<p>4.4.1 4.3.1</p> <p>4.4.1 4.3.1</p> <p>4.4.1 4.3.1 4.4.6</p> <p>4.4.1 4.4.5 4.4.6</p> <p>4.4.1 4.4.5 4.4.6</p> <p>4.4.1/6 4.5.4</p> <p>4.5.4</p> <p>4.3.1 4.4.6b 4.4.6c</p>
-------	--	---

END OF SECTION 3

MANUAL
SECTION
REFERENCE

LEGAL AND OTHER ENVIRONMENTAL REQUIREMENTS

BSENISO
14001 2004
CLAUSE
REFERENCE

- | | | |
|-----|--|--|
| 4.1 | <p>POLICY</p> <p>We shall identify all legislative and statutory instruments which relate to our operations at our organisation in line with Clause 4.3.2 of the International Environmental Standard to ensure that we are in an informed situation and capable of determining our compliance with our statutory and other obligations. We shall periodically evaluate our compliance in accordance with the provisions outlined in section 17 of this manual.</p> | <p>4.2
4.3.2</p> |
| 4.2 | <p>WHAT THE STANDARD REQUIRES</p> <p>The international environmental management standard BSENISO 14001 2004 requires our organisation to establish and maintain a procedure to identify and have access to legal and other requirements to which our organisation subscribes and which are applicable to the environmental aspects of our industry, markets, products, equipment, processes, activities, operations and services.</p> | <p>4.1
4.3.2</p> |
| 4.3 | <p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS</p> <p>Our organisation maintains a register of legislative and statutory requirements which apply to our manufacturing and administrative operations.</p> <p>This register has been compiled with the assistance of our customers, suppliers, environmental agencies, our company solicitors and our local environmental officers and national authorities.</p> <p>This register is reviewed every 6 months at our environmental review meetings. Any changes in the legislation relevant to our industry, operations or services are identified by maintaining a watch and brief on the sources of information from which we have initial set up our register.</p> <p>The following procedures are applied in connection with our environmental legislative and statutory requirements practices and policy;</p> | <p>4.2
4.2e

4.3.2

4.3.2
4.5.1

4.2
4.3.2</p> |
| | <p>ENV04/001 Registering of Environmental Legislation, Statutory Instruments and Other Regulations.</p> | <p>4.3.2</p> |
| | <p>ENV04/002 Monitoring Changes and Improvements in Environmental Legislation and Other Regulations</p> | <p>4.3.2
4.4.5b</p> |

MANUAL
SECTION
REFERENCE

LEGAL AND OTHER ENVIRONMENTAL REQUIREMENTS

BSENISO
14001 2004
CLAUSE
REFERENCE

4.4	<p>RESPONSIBILITIES The following positions and personnel accept authority for the environmental planning matters relating to legal and other related environmental requirements:</p> <p>Policy The Managing Director accepts responsibility for the environmental legislation policy.</p> <p>Procedures The Environmental Representative is responsible for the maintenance and control of the Environmental Legislation Procedures.</p> <p>Implementation The responsibility for identification, registering and providing access to environmental legislation and statutory instruments is delegated to the Environmental Representative.</p> <p>The Heads of Departments, Supervisors and Divisional Managers are responsible for ensuring compliance with any environmental legislation or regulations within their areas.</p> <p>Records Responsibility for maintaining the environmental legislation and statutory instruments register and records is entrusted to the Environmental Representative and the Company Secretary.</p> <p>These consist of:</p> <p style="margin-left: 40px;">ENVO008 Environmental Legislation and Regulations Register.</p> <p style="margin-left: 40px;">ENVO009 Environmental Audits and Testing Record.</p>	<p>4.4.1 4.3.2</p> <p>4.4.1 4.3.2 4.2</p> <p>4.4.1 4.3.2 4.4.6</p> <p>4.4.1 4.3.2 4.4.6 4.4.1ab</p> <p>4.4.1 4.3.2 4.4.6</p> <p>4.4.1 4.5.4</p> <p>4.5.4</p> <p>4.3.2 4.5.5</p>
-----	---	---

END OF SECTION 4

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL OBJECTIVES AND TARGETS

BSENISO
14001 2004
CLAUSE
REFERENCE

- | | | |
|-----|--|--|
| 5.1 | <p>POLICY
We identify objectives and set targets for annual improvements in our environmental condition in line with Clause 4.3.3 of the International Environmental Standard. This is to ensure that we are contributing to improvements in the environment.</p> | 4.2
4.3.3 |
| 5.2 | <p>WHAT THE STANDARD REQUIRES
The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to establish and maintain documented environmental objectives and targets. These must be set at relevant stages in our mechanical engineering design and manufacturing process and the equipment's operational life cycle.</p> <p>When establishing and reviewing our objectives, our organisation must consider the legal and other requirements, any significant environmental aspects, our technological options and our financial, operational and business requirements, as well as the views of identified interested parties.</p> <p>Our environmental objectives and targets must be consistent with our current environmental policy, with particular attention given to our commitment to prevent pollution.</p> | 4.1
4.3.3
4.3.3
4.3.2
4.3.3 |
| 5.3 | <p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS
Our organisation identifies environmental objectives as part of our environmental programme and planning procedures. These are established at agreed stages with senior management. We also set targets for the reduction of negative aspects and the increased use of positive aspects in our mechanical engineering operations and processes. These are targeted on an annual basis at all levels within the company.</p> <p>The objectives and targets are monitored by the Environmental Representative as part of our environmental programme. A report is compiled for review by the Environmental Management Review Meeting. When reviewing our objectives and setting targets, we consider:</p> <p>a) the legal and other requirements listed in our legislative environmental register and any applicable changes intended;</p> <p>b) any significant environmental aspects which have been identified and registered;</p> <p>c) our equipment designs and technology, process and manufacturing operations with due consideration to alternative options of more favourable environmental aspects;</p> <p>d) our firm and documented commitment to prevent pollution;</p> <p>e) the environmental impact on our financial, operational and business requirements, as well as the views of identified interested parties.</p> | 4.2
4.2e
4.3.3
4.6
4.3.3
4.3.3
4.3.3
4.3.3
4.3.3 |

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL OBJECTIVES AND TARGETS

BSENISO
14001 2004
CLAUSE
REFERENCE

	Our environmental objectives and targets are registered, recorded, monitored and reported to ensure programmed objectives are being achieved. This is reviewed in line with our current environmental policy at the environmental review meetings held at 6 monthly intervals as part of our environmental programme.	4.3.3 4.3.1 4.6
	The following procedures are applied in connection with the identification of our environmental objectives and the setting of our targets:	4.4.4 4.3.3
	ENV05/001 Setting and Achieving Environmental Objectives and Targets	4.3.3
	ENV05/002 Monitoring Environmental Targets and Achievements.	4.3.3
5.4	RESPONSIBILITIES	
	The following positions and personnel accept authority for the environmental objective and targets:	4.4.1 4.3.3
	Policy	4.4.1
	The Board of Directors collectively accept responsibility for the environmental objectives and targets policy.	4.2 4.3.3
	Procedures	4.4.1
	The Environmental Representative is responsible for the maintenance and control of the Environmental Objectives and Targets Procedures.	4.4.6 4.3.3
	Implementation	4.4.1
	The responsibility for identification of environmental objectives is given to the Heads of Departments and their Management Teams.	4.4.6 4.3.3
	The setting and agreement of targets is the responsibility of the Managing Director.	4.4.1 4.2d
	Monitoring and achievement of targets is given to the Environmental Representative assisted by the remaining members of the Management Team	4.4.1 4.3.3 4.4.1b
	Records	4.4.1
	Responsibility for maintaining the environmental objectives and targets records is entrusted to the Environmental Representative.	4.5.4 4.4.1b
	These consist of:	4.5.4
	ENVO004 Objectives and Targets Programme.	4.4/4.3.3
	ENVO013 Environmental Performance Analysis Form Record.	4.4.1b/4.5.1

END OF SECTION 5

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT PROGRAMME

BSENISO
14001 2004
CLAUSE
REFERENCE

6.1	<p>POLICY</p> <p>We shall maintain a management programme for the operation and supervision of our environmental activities and objectives in line with Clause 4.3.3 of the International Environmental Standard to ensure our environmental policy is effectively put into operation and achieves the stated intentions of our company.</p>	<p>4.2</p> <p>4.3.3</p>
6.2	<p>WHAT THE STANDARD REQUIRES</p> <p>The International Environmental Management Standard BSENISO 14001 2004 requires our organisation to establish and maintain programmes for achieving our objectives and targets.</p> <p>The environmental management programme must include:</p> <p>a) designation of responsibility for achieving objectives and targets at each agreed stage and level of our company;</p> <p>b) the resources, means and time-frame by which our objectives and targets can be achieved.</p> <p>If a new development in our industry, technology, manufacturing practices or scope of operations involves new or modified activities, operations or services, we must produce programmes specifically for the environmental aspects involved. These programmes must ensure the controls are introduced to the changes where relevant to our environmental systems and plans so that environmental management can be applied to such developments and projects.</p>	<p>4.1</p> <p>4.2</p> <p>4.3.3</p> <p>4.3.3</p> <p>4.3.3</p> <p>4.3.3</p> <p>4.3.3</p>
6.3	<p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS</p> <p>Our organisation establishes and maintains a master environmental plan of our activities, objectives and targets of which this manual is an integral part.</p> <p>Within the plan is the requirement for time phased programmes to be established annually and for specific objectives with agreed targets.</p> <p>Our environmental plan relates to this policy manual for the directives and authorities required for its effective implementation and development</p> <p>The environmental manual includes in the 4th part of each section the positions designated and their responsibility for achieving objectives and targets at each agreed stage and level of our company.</p> <p>The environmental plan details the resources, means and time-frame by which our objectives and targets can be achieved on a long term basis. Within this plan is a series of programmes for specific projects.</p> <p>The Managing Director is authorised to direct resources required by the planning and programming operation to ensure its effectiveness at all levels of our operation.</p> <p>New development in our operations and industry are principle considerations for the application of our planning activities and reviews.</p>	<p>4.2</p> <p>4.2e</p> <p>4.4.4a</p> <p>4.3.3</p> <p>4.2d</p> <p>4.3.3</p> <p>4.3</p> <p>4.4.4a</p> <p>4.3.3</p> <p>4.3</p> <p>4.3</p> <p>4.3.3</p> <p>4.3.3</p> <p>4.4.1</p> <p>4.3.3</p> <p>4.6/4.3.1</p>

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT PROGRAMME

BSENISO
14001 2004
CLAUSE
REFERENCE

	The development of the mechanical engineering industry, machinery markets, engineering capabilities, scope of operations and services are given programmes for the introduction, evaluation and specifically for the environmental aspects involved in their introduction to our product range.	4.3.3
	The following procedures are applied in connection with the environmental planning of our operations:	4.4.6a
	ENV02/002 Design, Control, maintenance and Updating of Company Environmental Plans	4.3.1
	ENV06/001 Control and Application of Company Environmental Programmes	4.3.3
6.4	RESPONSIBILITIES	4.4.1
	The following positions and personnel accept authority for the environmental programming matters:	
	Policy	4.4.1
	The Managing Director accepts responsibility for the company environmental planning policy which in turn relates to the policy of programming projects within the plan.	4.2 4.3.3
	Procedures	4.4.1
	The Environmental Representative is responsible for the maintenance and control of the Environmental Planning and Programming Procedures.	4.4.6 4.3.3
	Implementation	4.4.1
	The responsibility for the environmental planning and programming of our activities is given to the Environmental Representative supported by the Heads of Departments.	4.4.6 4.3.3
	The monitoring of targets identified within the plans and programmes are the responsibility of the Environmental Representative.	4.4.1 4.3.3
	Monitoring and achievement of targets is given to the Heads of Departments and their respective Management Teams.	4.4.1 4.5.1
	Records	4.4.1
	Responsibility for maintaining the environmental plans and programmes is entrusted to the Environmental Representative.	4.5.4 4.4.1b
	These consist of:	4.5.4
	ENVO003 Company Environmental Plan.	4.3
	ENVO004 Objectives and Targets Programme.	4.4/4.3.3
	ENVO010 Environmental Programmes Register	4.3.3

END OF SECTION 6

MANUAL
SECTION
REFERENCE

IMPLEMENTATION AND OPERATION

BSENISO
14001 2004
CLAUSE
REFERENCE

- | | | |
|-----|--|---|
| 7.1 | <p>POLICY
We shall implement our environmental plan and manage our mechanical engineering developments and production operations to ensure our activities associated with and contributing to the environmental policy of our organisation are effective. This is to ensure compliance with Clause 4.4 of the International Environmental Standard.</p> | <p>4.2
4.4</p> |
| 7.2 | <p>WHAT THE STANDARD REQUIRES
The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to establish the management structure and practices to effectively implement our policy and plan. This should include, but not be limited to, the following:</p> <ul style="list-style-type: none"> a) Roles, responsibility and authorities must be defined; b) Management must provide essential resources for the environmental management system; c) Our top management must appoint a specific management representative with defined roles, responsibilities and authority for environmental matters; d) Identification of environmental training needs; e) Establish and maintain procedures for the training and instruction of employees at each level in the environmental policy and related matters; f) Communication of environmental aspects and environmental management system practices, results and targets; g) Maintaining information to describe the core elements of the environmental plan and operation; h) Maintaining procedures for controlling all documents required by this International Environmental Standard; i) Identifying operations and activities associated with the significant environmental aspects; j) Establishing and maintaining procedures for response to environmental accidents and emergency situations. | <p>4.1
4.4</p> <p>4.4.1
4.4.1
4.4.1
4.4.1a
4.4.1b</p> <p>4.4.2
4.4.2</p> <p>4.4.3</p> <p>4.4.4/5
4.4.4a</p> <p>4.4.4/5
4.4.4b</p> <p>4.4.6</p> <p>4.4.7</p> |

MANUAL
SECTION
REFERENCE

IMPLEMENTATION AND OPERATION

BSENISO
14001 2004
CLAUSE
REFERENCE

7.3	HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS	4.2
	Our organisation has set aside the following subsections within this manual to address the implementation and operation of our environmental policy, plan and programmes. They are detailed as follows:-	4.2e 4.4.4
	8.0 Structure and responsibility	4.4.1
	9.0 Training, awareness and competence	4.4.2
	10.0 Communication	4.4.3
	11.0 Environmental management system documentation.	4.4.4
	12.0 Document control	4.4.5
	13.0 Operational control	4.4.6
	14.0 Emergency preparedness and response	4.4.7
	The following procedures are applied in connection with our environmental operations and activities:	4.4.4 4.4
	ENV08/002 Environmental Resources	4.4.1
	ENV08/003 Environmental Representative	4.4.1ab
	ENV09/001 Environmental Training and Instruction	4.4.2
	ENV10/001 Environmental Communications	4.4.3
	ENV11/001 Environmental Management System Documents	4.4.4
	ENV12/001 Document and Data Control	4.4.5
	ENV13/001 Operational Control	4.4.6
	ENV14/001 Emergency Response	4.4.7
7.4	RESPONSIBILITIES	4.4.1
	The following positions and personnel accept authority for operations and implementation of our environmental procedures:	
	Policy	4.4.1
	The Directors collectively accept responsibility for the operation and implementation of our environmental procedures and programmes.	4.4
	Procedures	4.4.1
	The Environmental Representative is responsible for the maintenance and control of the documented Environmental Procedures Manual.	4.4.6 4.4
	Implementation	4.4.1
	The responsibility for operation and implementation of the environmental procedures is a principle function of the Environmental Representative.	4.4.6 4.4

MANUAL
SECTION
REFERENCE

IMPLEMENTATION AND OPERATION

BSENISO
14001 2004
CLAUSE
REFERENCE

Records		4.4.1
Responsibility for maintaining the environmental records is entrusted to the Environmental Representative.		4.5.4 4.4.1b
These consist of:		4.5.4
ENVO007	Significant Effects Assessment Record.	4.3.1/2
ENVO009	Environmental Audits and Testing Record.	4.5.5
ENVO010	Environmental Programmes Register	4.3.3
ENVO011	Environmental Authorisation Matrix	4.4.1
ENVO012	Environmental Training Record	4.4.2
ENVO013	Environmental Performance Analysis Form Record.	4.4.1b/4.5.1
ENVO014	Environmental Communications Register	4.4.3
ENVO016	Controlled Environmental Document Register	4.4.4
ENVO017	Environmental Work Instruction Register	4.4.6
ENVO018	Environmental Incident Report and Record	4.4.6/7
ENVO019	Environmental Corrective Action Form	4.5.3
ENVO020	Environmental Records Register	4.5.4

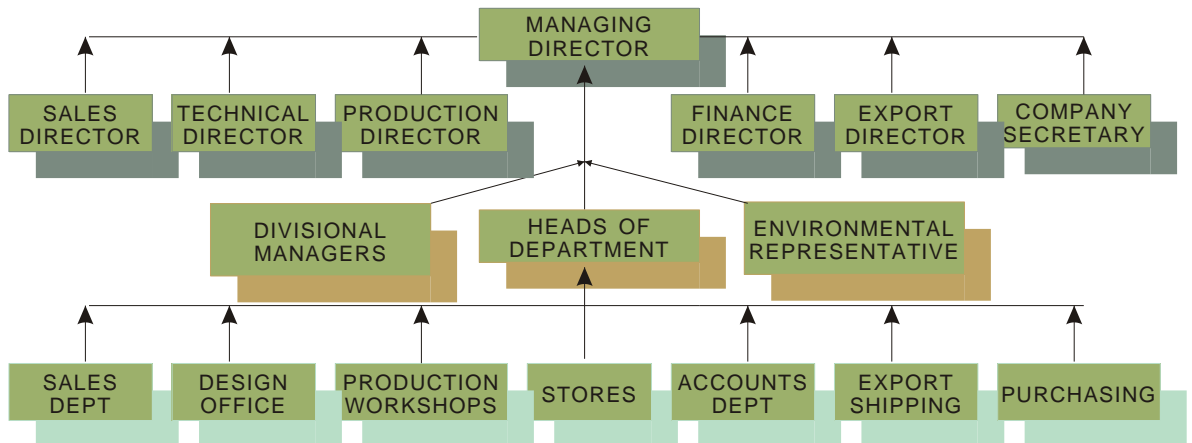
END OF SECTION 7

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT STRUCTURE AND RESPONSIBILITY

BSENISO
14001 2004
CLAUSE
REFERENCE

- 8.1 POLICY 4.2
We shall maintain and resource our management to provide a structure for the implementation and effectiveness of our environmental operations and activities. This is to ensure compliance with Clause 4.4.1 of the International Environmental Standard. 4.4.1
- 8.2 WHAT THE STANDARD REQUIRES 4.1
The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to define and establish management roles, responsibility and authorities in order to facilitate effective environmental management. 4.4.1
- Our Management must be provided with the required resources essential to the implementation and control of our environmental practices and procedures. These resources must include human resources, specialised skills, technology and the finance required to be effective. 4.4.1
- We are required to appoint a specific management representative who, irrespective of other responsibilities, must have defined responsibilities and authority for: 4.4.1
- a) ensuring that the environmental management system's requirements are established, implemented and maintained in accordance with the International Standard; 4.4.1a
 - b) reporting on the performance of the environmental management system to our executive board for review and as a basis for improvement of the environmental management system. 4.4.1b
- 8.3 HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS 4.2
Our organisation has defined under clause 4 of each section in this manual the responsibilities for policy, procedures, implementation and records associated with our environmental procedures and practices. This establishes management's roles, responsibilities and authorities in order to facilitate effective environmental management. The following diagram is included in this section for reference in this connection: 4.2e
4.4.1



MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT STRUCTURE AND RESPONSIBILITY

BSENISO
14001 2004
CLAUSE
REFERENCE

BSENISO 14001 2004	SUBJECT AND DETAILS	MANAGING DIRECTOR	BOARD OF DIRECTORS	ENVIRONMENT REPRESENTATIVE	HEADS OF DEPARTMENT	DIVISIONAL MANAGERS
4.0	MANAGEMENT SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	PRO <input type="checkbox"/>		
4.1	GENERAL REQUIREMENTS	<input type="checkbox"/>	<input type="checkbox"/>	PRO <input type="checkbox"/>		
4.2	ENVIRONMENTAL POLICY	<input type="checkbox"/>	<input type="checkbox"/>	PRO <input type="checkbox"/>		
4.3	ENVIRONMENTAL PLANNING	<input type="checkbox"/>	<input type="checkbox"/>	PRO		
4.3.1	ENVIRONMENTAL ASPECTS	<input type="checkbox"/>	<input type="checkbox"/>	PRO <input type="checkbox"/>		
4.3.2	LEGAL AND OTHER REQUIREMENTS	<input type="checkbox"/>	<input type="checkbox"/>	PRO <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	OBJECTIVES AND TARGETS	<input type="checkbox"/>	<input type="checkbox"/>	PRO <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	ENVIRONMENTAL PROGRAMMES	<input type="checkbox"/>	<input type="checkbox"/>	PRO <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	IMPLEMENTATION & OPERATIONS		<input type="checkbox"/>	PRO	<input type="checkbox"/>	<input type="checkbox"/>
4.4.1	STRUCTURE AND RESPONSIBILITY	<input type="checkbox"/>		PRO <input type="checkbox"/>		
4.4.2	TRAINING AWARENESS COMPETENCE		<input type="checkbox"/>	PRO <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	COMMUNICATION		<input type="checkbox"/>	PRO <input type="checkbox"/>		
4.4.4	ENVIRONMENTAL DOCUMENTATION			PRO <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.5	DOCUMENT AND DATA CONTROL			PRO <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.6	OPERATIONAL CONTROL		<input type="checkbox"/>	PRO	<input type="checkbox"/>	<input type="checkbox"/>
4.4.7	EMERGENCY PREPAREDNESS		<input type="checkbox"/>	PRO	<input type="checkbox"/>	<input type="checkbox"/>
4.5	CHECKING AND CORRECTIVE ACTION		<input type="checkbox"/>	PRO	<input type="checkbox"/>	<input type="checkbox"/>
4.5.1	MONITORING AND MEASUREMENTS		<input type="checkbox"/>	PRO	<input type="checkbox"/>	<input type="checkbox"/>
4.5.2	EVALUATION OF COMPLIANCE		<input type="checkbox"/>	PRO <input type="checkbox"/>		
4.5.3	NONCON, CORRECTIVE PREVENTIVE			PRO <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.4	ENVIRONMENTAL RECORDS	<input type="checkbox"/>		PRO <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.5	ENVIRONMENTAL SYSTEM AUDITS	<input type="checkbox"/>		PRO <input type="checkbox"/>		

The above Management is provided with the required resources essential to the implementation and control of our environmental practices and procedures. The Board of Directors is authorised to administer the allocation of resources by the Managing Director to effectively implement our environmental policy. 4.4.1

Reporting to the Managing Director is the Environmental Representative who administers the day to day activities of the Environmental Programmes and Plans. 4.4.1
4.4.1a
4.4.1b

The Environmental Representative is tasked with ensuring that the environmental management system's requirements are established, implemented and maintained in accordance with the International Standard. The representative is also required to report to the Managing Director on the performance of the environmental management system for review and as a basis for the improvement of the environmental management system and allocation of resources. 4.4.1
4.4.1a
4.4.1b

The Management Team is constructed of informed competent members to maintain a watch and brief on our environmental plan and effectively communicate our policy to all levels within the company. 4.4.1

The following procedures are applied in connection with our environmental management structure: 4.4.4

	ENV08/002 Environmental Resources	4.4.1
	ENV08/003 Environmental Representative	4.4.1ab
	ENV13/001 Operational Control	4.4.6
	ENV14/001 Emergency Response	4.4.7

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT STRUCTURE AND RESPONSIBILITY

BSENISO
14001 2004
CLAUSE
REFERENCE

8.4	RESPONSIBILITIES	4.4.1 4.4
	The following positions and personnel accept authority for operations and implementation of our environmental management procedures:	
	Policy	4.4.1 4.2 4.4.1
	The Managing Director accepts responsibility for the management structure to effectively implement the environmental procedures and programmes.	
	Procedures	4.4.1 4.2 4.4.4
	The Environmental Representative is responsible for the maintenance and control of the Administrative Environmental Procedures Manual.	
	Implementation	4.4.1 4.2 4.4.6
	The responsibility for the structures and operation of the environmental administration is the principle function of the Managing Director.	
	The day to day administration of the environmental programmes and procedures is the responsibility of the Environmental representative.	4.4.1 4.4.6
	Each member of the management team is responsible for the communication of the environmental policy and the administration of environmental issues in their respective departments.	4.4.1 4.4.6
	Records	4.4.1 4.5.4 4.4.1ab
	Responsibility for maintaining the environmental records is entrusted to the Environmental Representative.	
	These consist of:	4.5.4
	ENVO001 Register of Policy Issue and Locations.	4.1/2/4.4.5
	ENVO003 Company Environmental Plan.	4.3
	ENVO004 Objectives and Targets Programme.	4.4/4.3.3
	ENVO007 Significant Aspects Assessment Record.	4.3.1/2
	ENVO009 Environmental Audits and Testing Record.	4.5.5
	ENVO010 Environmental Programmes Register	4.3.3
	ENVO011 Environmental Authorisation Matrix	4.4.1
	ENVO012 Environmental Training Record	4.4.2
	ENVO014 Environmental Communications Register	4.4.3
	ENVO015 Environmental Manuals Appendix B	4.4.5
	ENVO016 Controlled Environmental Document Register	4.4.4/5
	ENVO017 Environmental Work Instruction Register	4.4.6
	ENVO020 Environmental Records Register	4.5.4

END OF SECTION 8

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL TRAINING AWARENESS AND COMPETENCE

BSENISO
14001 2004
CLAUSE
REFERENCE

- | | | |
|-----|--|--|
| 9.1 | <p>POLICY</p> <p>We shall provide environmental training and instruction to our management and employees to promote our environmental policy and implement our documented practices. This is to ensure that all personnel whose work may create a significant impact upon the environment have received appropriate training and instruction in compliance with Clause 4.4.2 of the International Environmental Standard.</p> | <p>4.4.1
4.4.2</p> |
| 9.2 | <p>WHAT THE STANDARD REQUIRES</p> <p>The International Environmental Management Standard BSENISO 14001 2004 requires our organisation to identify environmental training needs.</p> <p>We must ensure that all personnel whose work may create a significant impact upon the environment, have received appropriate training.</p> <p>We must establish and maintain procedures to make our employees at each relevant function and level aware of:</p> <ul style="list-style-type: none"> a) the importance of conformance with our current environmental policy and procedures and with the requirements of our environmental management system; b) the significant environmental impacts, actual or potential, of their tasks and the environmental benefits of improved personal performance; c) their roles and responsibilities in achieving conformance with our environmental policy and procedures and with the requirements of the environmental management system, including the emergency preparedness and response requirements to which our organisation is committed; d) the potential consequences of departure from specified documented procedures, plans and programmes. <p>Management and personnel performing the tasks which can cause significant environmental impacts must become competent on the basis of appropriate education, training and/or experience which we shall provide.</p> | <p>4.1
4.4.2
4.4.2
4.4.2
4.4.2a
4.4.2b
4.4.2c
4.4.2d
4.4.2
4.3.1</p> |
| 9.3 | <p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS</p> <p>Our organisation has a programme for environmental training and instruction which is integrated into our training programme administered by the Environmental Representative.</p> <p>Environmental training needs are identified by application of the company environmental plan and the communication of our policy.</p> <p>This ensures that all personnel whose work has a significant impact upon the environment have received appropriate training or such training requirements have been identified and are planned into the current programme.</p> | <p>4.2
4.2e
4.4.1a
4.4.2
4.4.2ab
4.4.2cd</p> |

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL TRAINING AWARENESS AND COMPETENCE

BSENISO
14001 2004
CLAUSE
REFERENCE

9.3	<p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS</p> <p>We establish and maintain training procedures and keep records of subjects and employees who are involved in the environmental issues and aspects of our operations. This ensures each relevant function and level are aware of the importance of conformance with our current environmental policy, procedures and the requirements of our environmental management system.</p> <p>Each member of the company is a contributor to the Environmental Management effort. This ensures that all employees and functions are made aware of the significant environmental impacts, actual or potential, of their tasks and the environmental benefits of improved personal performance.</p> <p>The Environmental Representative is responsible for the dissemination of information, agreements and policy in respect of environmental issues.</p> <p>This ensures that the managers' and partners' roles and responsibilities in achieving conformance with our environmental policy and procedures are understood, accepted and effectively discharged. This is done in line with the requirements of the environmental management system, including the emergency response requirements and the preparations that we make to provide for all foreseeable environmental problems.</p> <p>Induction and review of an employee's experience and development provides for instruction when deviation from policy, procedures and responsibilities or careless behaviour is encountered. This cannot be permitted within the company with the potential consequences of such errors.</p> <p>Our Management and personnel involved in environmental activities which can cause significant problems undergo a programme of regular review and instruction to become competent on the basis of appropriate education, training and/or experience which we provide within our training and development plan.</p> <p>The following procedures are applied in connection with our environmental training programme:</p>	<p>4.2</p> <p>4.2e</p> <p>4.4.2</p> <p>4.2</p> <p>4.1</p> <p>4.4.1</p> <p>4.4.2a</p> <p>4.4.2b</p> <p>4.4.1ab</p> <p>4.2e</p> <p>4.4.2c</p> <p>4.4.2d</p> <p>4.4.2</p> <p>4.4.2d</p> <p>4.3</p> <p>4.4.1</p> <p>4.4.2</p> <p>4.2b</p> <p>4.4.4</p> <p>4.4.2</p> <p>4.4.1</p> <p>4.4.1</p> <p>4.4.2</p> <p>4.4.3</p> <p>4.4.7</p> <p>4.6</p>																		
	<table border="0"> <tr> <td style="padding-left: 40px;">ENV08/002</td> <td>Environmental Resources</td> <td style="text-align: right;">4.4.1</td> </tr> <tr> <td style="padding-left: 40px;">ENV08/003</td> <td>Environmental Representative</td> <td style="text-align: right;">4.4.1</td> </tr> <tr> <td style="padding-left: 40px;">ENV09/001</td> <td>Environmental Training and Instruction</td> <td style="text-align: right;">4.4.2</td> </tr> <tr> <td style="padding-left: 40px;">ENV10/001</td> <td>Environmental Communications</td> <td style="text-align: right;">4.4.3</td> </tr> <tr> <td style="padding-left: 40px;">ENV14/001</td> <td>Emergency Response</td> <td style="text-align: right;">4.4.7</td> </tr> <tr> <td style="padding-left: 40px;">ENV20/001</td> <td>Environmental Management Reviews</td> <td style="text-align: right;">4.6</td> </tr> </table>	ENV08/002	Environmental Resources	4.4.1	ENV08/003	Environmental Representative	4.4.1	ENV09/001	Environmental Training and Instruction	4.4.2	ENV10/001	Environmental Communications	4.4.3	ENV14/001	Emergency Response	4.4.7	ENV20/001	Environmental Management Reviews	4.6	
ENV08/002	Environmental Resources	4.4.1																		
ENV08/003	Environmental Representative	4.4.1																		
ENV09/001	Environmental Training and Instruction	4.4.2																		
ENV10/001	Environmental Communications	4.4.3																		
ENV14/001	Emergency Response	4.4.7																		
ENV20/001	Environmental Management Reviews	4.6																		

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL TRAINING AWARENESS AND COMPETENCE

BSENISO
14001 2004
CLAUSE
REFERENCE

9.4	RESPONSIBILITIES	4.4.1
	The following positions and personnel accept authority for the operation and implementation of our environmental training procedures:	4.4.2
	Policy	4.4.1
	The Managing Director accepts responsibility for the environmental training policy.	4.2 4.4.2
	Procedures	4.4.1
	The Environmental Representative is responsible for the maintenance and control of the Environmental Training Procedures.	4.4.6 4.4.2
	Implementation	4.4.1
	The responsibility for environmental training and instruction is a principle environmental function of the Environmental Representative and Directors.	4.4.6 4.4.2
	The instruction of employees in environmental issues and policy is the responsibility of the of the Environmental Representative.	4.4.2 4.4.1ab
	The Heads of Departments are responsible for the instruction of members within their area and any environmental issues in which they are or may be involved.	4.4.1 4.4.2 4.3.1/2
	Records	
	Responsibility for maintaining the environmental training records is entrusted to the Environmental Representative.	4.4.1 4.5.4 4.4.1b
	These consist of:	
	ENVO011 Environmental Authorisation Matrix	4.5.4
	ENVO012 Environmental Training Record	4.4.1
	ENVO014 Environmental Communications Register	4.4.2 4.4.3

END OF SECTION 9

Section 10 of 20

1 OF 2

1/2006

A

MANUAL
SECTION
REFERENCE**ENVIRONMENTAL COMMUNICATIONS**BSENISO
14001 2004
CLAUSE
REFERENCE

10.1	POLICY We shall communicate our environmental policy and practices to those who are identified as interested parties in order to promote our environmental policy and implement our documented practices. This is in compliance with Clause 4.4.3 of the International Environmental Standard.	4.2 4.4.3
10.2	WHAT THE STANDARD REQUIRES The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to internally communicate between the various levels and functions of the organisation, our environmental policy, practices and issues. In addition we are required to provide for receiving, documenting and responding to relevant communication from external interested parties. Our organisation must consider processes for external communication on our significant environmental aspects and record our decisions.	4.1 4.4.3 4.4.3a 4.4.3 4.4.3b 4.4.3 4.5.4
10.3	HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS Our environmental policy is displayed on the internet to communicate our commitment and intention on a global basis. Our customers' considerations, preferences and needs are accommodated in the review of our policy, practices and plans. The Environmental Management Team is comprised of the Directors, Environmental Representative, Heads of Departments and Supervisors who ensure policy, agreements, issues and considerations are conveyed to all areas within the company. We provide for internal instruction, consultancy and 3rd party accreditation to take account of our positions and improvement in ecological and environmental matters. All communications received on environmental issues are discussed and reviewed monthly with the Environmental Representative and the appropriate members of the Environmental Management Team. The following procedures are applied in connection with our environmental communications:	4.2 4.2e 4.4.3 4.4.3 4.4.3 4.4.1 4.4.1 4.4.3 4.5.1 4.4.3 4.4.4 4.4.3
	ENV10/001 Environmental Communications	4.4.3
	ENV20/001 Environmental Review Meetings	4.6

Prepared By ©

PARTRIDGE DOCUMENTS OF
QUALITY LIMITED
Chandlers Ford Hants SO53 4ZT

Approved by

Authorised By

Date

Comments

30/05/2006

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL COMMUNICATIONS

BSENISO
14001 2004
CLAUSE
REFERENCE

10.4	RESPONSIBILITIES	4.4.1
	The following positions and personnel accept authority for communications involved in our environmental procedures:	4.4.3
	Policy	4.4.1
	The Managing Director accepts responsibility for the environmental communication policy.	4.2 4.4.3
	Procedures	4.4.1/1b
	The Environmental Representative is responsible for the maintenance and control of the Environmental Communication Procedures.	4.6 4.4.3
	Implementation	4.4.1
	The responsibility for servicing and addressing Environmental Communications is given to the Heads of Departments and members of their management team.	4.4.6 4.4.3
	The Heads of Departments are responsible for communications within their respective areas.	4.4.1/6 4.4.3
	The Environmental Representative is responsible for communications with suppliers on related environmental issues and subjects as well as communications with customers on any environmental issues.	4.4.1b 4.4.6 4.4.3
	Records	4.4.1
	Responsibility for maintaining the environmental communication records and correspondence is entrusted to the Environmental Representative.	4.5.4
	These consist of:	4.5.4
	ENVO001 Register of Policy Issue and Locations.	4.1/4.4.5
	ENVO007 Significant Effects Assessment Record.	4.3.1/2
	ENVO014 Environmental Communications Register	4.4.3
	ENVO016 Controlled Environmental Document Register	4.4.4
	ENVO017 Environmental Work Instruction Register	4.4.6
	ENVO018 Environmental Incident Report and Record	4.4.6/7
	ENVO019 Environmental Corrective Action Form	4.5.3
	ENVO020 Environmental Records Register	4.5.4

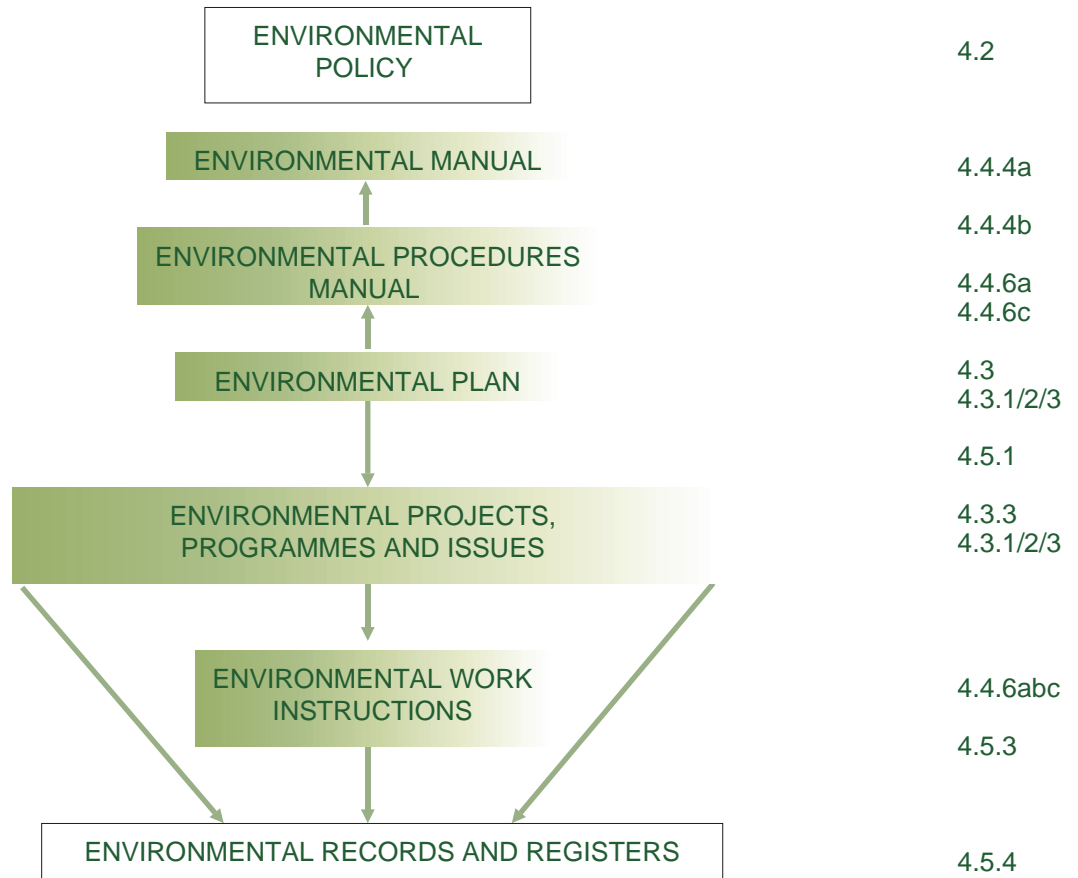
END OF SECTION 10

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT SYSTEM DOCUMENTATION

BSENISO
14001 2004
CLAUSE
REFERENCE

- | | | |
|------|--|--|
| 11.1 | <p>POLICY
We shall document our environmental policy, practices and procedures to promote our environmental policy and provide for reference and consistency in our procedures. This is in compliance with Clause 4.4.4 of the International Environmental Standard.</p> | <p>4.2
4.4.4</p> |
| 11.2 | <p>WHAT THE STANDARD REQUIRES
The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to establish and maintain information in paper or electronic form to:</p> <p>a) describe the core elements of the environmental management system and their interaction;</p> <p>b) provide direction to related documentation.</p> | <p>4.1
4.4.4
4.4.4a
4.4.4b</p> |
| 11.3 | <p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS
Our environmental policy is found in the front of this environmental manual. This manual is the prescription for our environmental programme. The following diagram outlines the documents and their relationship within our system:</p> | <p>4.2
4.2e</p> |



MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT SYSTEM DOCUMENTATION

BSENISO
14001 2004
CLAUSE
REFERENCE

The following procedures are applied in connection with our environmental documents: 4.4.4
4.4.6ac

ENV01/001	Management and Control of Company Environmental Policy	4.1/4.2
ENV02/002	Design, Control, maintenance and Updating of Company Environmental Plans	4.3.1
ENV11/001	Management System Documents	4.4.4
ENV11/002	Environmental Manual Issue, Revision and Control	4.4.4/5
ENV11/003	Environmental Procedures Manual Control	4.4.4/5
ENV12//001	Document and Data Control	4.4.5

11.4 RESPONSIBILITIES 4.4.1
The following positions and personnel accept authority for the environmental management documentation: 4.4.4/5

Policy 4.4.1
The Managing Director accepts responsibility for the environmental management documentation policy. 4.2
4.4.4

Procedures 4.4.1
The Environmental Representative is responsible for the control of the Environmental Management Document Procedures. 4.4.6
4.4.4

Implementation 4.4.1
The Environmental Representative is responsible for the maintenance and control of the Environmental Management Documents including their issue, revision, release and status. 4.4.1b
4.4.5
4.4.4

Records 4.4.1
Responsibility for maintaining the environmental document records is entrusted to the Environmental Representative. 4.5.4
4.4.4

These consist of: 4.5.4

ENVO001	Register of Policy Issue and Locations.	4.1/2/4.4.5
ENVO002	Records of Policy Changes and Reviews.	4.1/2/4.4.5
ENVO003	Company Environmental Plan.	4.3
ENVO015	Environmental Manuals Appendix B	4.1/4.4.5
ENVO016	Controlled Environmental Document Register	4.4.4/5
ENVO017	Environmental Work Instruction Register	4.4.6

END OF SECTION 11

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT DOCUMENT AND DATA CONTROL

BSENISO
14001 2004
CLAUSE
REFERENCE

- | | | |
|------|--|--|
| 12.1 | <p>POLICY
All documents and data which is used for reference, analysis or review of our environmental programme will be controlled. This is in compliance with Clause 4.4.5 of the International Environmental Standard.</p> | <p>4.2
4.4.5</p> |
| 12.2 | <p>WHAT THE STANDARD REQUIRES
The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to establish and maintain procedures for controlling all of the documents that are required by the International Standard to ensure that:</p> <ul style="list-style-type: none"> a) they can be located; b) they are periodically reviewed, revised as necessary and approved for adequacy by authorised personnel; c) the current versions of relevant documents are available at all locations where operations essential to the effective functioning of the environmental management system are performed; d) obsolete documents are promptly removed from all points of issue and points of use, or otherwise assured against unintended use; e) any obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified. <p>Documentation must be legible, dated (with dates of revision), readily identifiable, maintained in an orderly manner and retained for a specified period.</p> <p>Procedures and responsibilities must be established and maintained concerning the creation and modification of the various types of document.</p> | <p>4.1
4.4.5</p> <p>4.4.5a
4.4.5b
4.4.5c
4.4.5d
4.4.5e</p> <p>4.4.5</p> <p>4.4.5</p> |

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT DOCUMENT AND DATA CONTROL

BSENISO
14001 2004
CLAUSE
REFERENCE

12.3	<p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS</p> <p>At our organisation we pride ourselves on the level of control that we are able to devote to the documents and technology we use for the transfer and retention of information.</p> <p>We operate to standards and codes when considering the type and degree of control that a document requires. Methods and practices are detailed in procedures which form part of our BSENISO 9001:2000 Quality Practices.</p> <p>In respect of our environmental documents we establish control using the same proven methods and conventions supported by our computers and software library.</p> <p>This ensures that all documents relative to our environmental policy and programme can be located and retrieved. They receive periodic review during their use, issue or audit as directed by the Environmental Review Meeting.</p> <p>Issue and revision control is established to ensure only current versions of relevant documents are available at specified and monitored locations.</p> <p>We ensure that operations essential to the effective functioning of the environmental management system are documented and incorporated into our documented systems.</p> <p>Any obsolete documents resulting from our programme are promptly removed from all points of registered issue and use.</p> <p>There are a number of obsolete documents retained for legal preservation purposes by the company. These are suitably identified to prevent inadvertent or unintended use, release or disposal.</p> <p>We ensure that our standard of documentation is always legible, dated and traceable via references to the issuing authorities. Such documents or data are readily identifiable and maintained in accordance with the relevant procedures or directives.</p> <p>The documents and records maintained in relation to our environmental programme are retained for 10 years minimum or longer when specified and agreed with customers and interested parties.</p> <p>Our Environmental Procedures Manual and Environmental Manual detail the responsibilities that have been established and maintained concerning the creation and modification of specified documents.</p> <p>The following procedures are applied in connection with our environmental documents:</p> <p style="text-align: center;">ENV12/001 Document and Data Control</p>	<p>4.2 4.2e</p> <p>4.1 4.4.5 ISO9001 Cl4.2.3</p> <p>4.4.5a</p> <p>4.4.5b</p> <p>4.4.5c</p> <p>4.4.5c</p> <p>4.4.5d</p> <p>4.4.5e</p> <p>4.4.5</p> <p>4.4.5 4.5.4</p> <p>4.4.5 4.4.1</p> <p>4.4.4</p> <p>4.4.5</p>
------	---	---

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT DOCUMENT AND DATA CONTROL

BSENISO
14001 2004
CLAUSE
REFERENCE

12.4	RESPONSIBILITIES	4.4.1
	The following positions and personnel accept authority for the environmental document and data control:	4.4.5
	Policy	4.4.1
	The Managing Director accepts responsibility for the environmental document and data control policy.	4.2 4.4.5
	Procedures	4.4.1
	The Environmental Representative is responsible for the control of the Environmental Document and Data Control Procedures.	4.4.6 4.4.5
	Implementation	4.4.1
	The Environmental Representative is responsible for the maintenance and control of the Environmental Management Documents including their issue, revision, release and status.	4.4.6 4.4.5
	Records	4.4.1
	Responsibility for maintaining the environmental document records is entrusted to the Environmental Representative.	4.5.4 4.4.5
	These consist of:	4.5.4
	ENVO001 Register of Policy Issue and Locations.	4.2/4.4.5
	ENVO002 Records of Policy Changes and Reviews.	4.2/4.4.5
	ENVO003 Company Environmental Plan.	4.3
	ENVO015 Environmental Manuals Appendix B	4.4.5
	ENVO016 Controlled Environmental Document Register	4.4.4
	ENVO017 Environmental Work Instruction Register	4.4.6

END OF SECTION 12

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL OPERATIONS AND CONTROL

BSENISO
14001 2004
CLAUSE
REFERENCE

13.1	<p>POLICY</p> <p>Our environmental operations are to be controlled and managed to ensure that activities which are associated with the identified significant environmental aspects are in line with our stated objectives and targets. We shall plan our mechanical engineering operations and activities, including plant and process equipment maintenance, in order to ensure that they are carried out under specified conditions in compliance with Clause 4.4.6 of the International Environmental Standard.</p>	<p>4.2 4.4.6</p>
13.2	<p>WHAT THE STANDARD REQUIRES</p> <p>The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to identify our operations and activities that are associated with any significant environmental aspects.</p> <p>We must plan these activities, including equipment maintenance, in order to ensure that they are carried out under specified conditions by:</p> <p>a) establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets;</p> <p>b) stipulating operating criteria in the procedures and work instructions;</p> <p>c) establishing and maintaining procedures related to the identifiable significant environmental aspects of equipment, process operation and related services we use, and communicate the relevant procedures and requirements to customers, contractors, suppliers and authorities who may be involved.</p>	<p>4.1 4.4.6 4.4.6 4.4.6a 4.4.6b 4.4.6c</p>
13.3	<p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS</p> <p>We manage all our mechanical engineering activities and take pride in our plant, process equipment, machinery, offices and facilities. We are committed to the identification, monitoring and control of operations and activities that are associated with any significant environmental aspects as part of our environmental plan.</p> <p>Our maintenance activities are represented at senior level with the Production Director accepting responsibility for the maintenance and operation of the works. The importance of sound and constructive management in environmental stewardship is accepted, acknowledged and practiced during process or maintenance operations and when the plant and equipment are being prepared, adjusted or replaced.</p> <p>All significant environmental aspects are given a work instruction, method statement or risk assessment, to ensure situations do not occur which deviate from the environmental policy and the objectives and targets that we have set ourselves. Our process and production plant, equipment, facilities, services and infrastructure operate to the criteria detailed in the procedures and work instructions that we have produced and installed.</p> <p>In doing so we continue to establish and maintain procedures related to the identifiable significant environmental aspects of the work associated with the operations that we use. These are communicated in the relevant procedures and requirements to the workforce and any contractors who may be involved in management of operations.</p>	<p>4.2 4.2e 4.4.6 4.3.1 4.4.1 4.4.3 4.3.1 4.3.2 4.3.3 4.3.1 4.4.6 4.4.3 4.4.6 4.3.1 4.3.2 4.4.3</p>

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL OPERATIONS AND CONTROL

BSENISO
14001 2004
CLAUSE
REFERENCE

13.3	HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS	4.2e
	The following procedures are applied in connection with our environmental documents:	4.4.4 4.4.6
	ENV03/001 Identifications and Registering of Environmental Aspects	4.3.1
	ENV05/001 Setting and Achieving Environmental Objectives and Targets	4.3.3
	ENV05/002 Monitoring Environmental Targets and Achievements.	4.3.2
	ENV08/002 Environmental Resources	4.4.1
	ENV13/001 Operational Control	4.4.6
	ENV14/001 Emergency Response	4.4.7
	ENV16/001 Monitoring and Measurements	4.5.1
	ENV17/000 Evaluation of Compliance	4.5.2
	ENV17/001 Non-Conformance	4.5.3
	ENV17/002 Corrective Actions	4.5.3
	ENV17/003 Preventive Measures	4.5.3
	ENV20/001 Environmental Management Review Meetings	4.5
13.4	RESPONSIBILITIES	4.4.1
	The following positions and personnel accept authority for the environmental operations and control:	4.4.6
	Policy	4.4.1
	The Managing Director accepts responsibility for the environmental operation policy.	4.2 4.4.6
	Procedures	4.4.1
	The Environmental Representative is responsible for the control of the Environmental Operation Procedures.	4.4.6
	Implementation	4.4.1
	The Environmental Management Team is responsible for the maintenance and control of the Work Instructions and Operational Documents including their availability at specified locations.	4.4.6
	Records	4.4.1
	Responsibility for maintaining the environmental operation records is entrusted to the Environmental Representative and the respective Heads of Department.	4.5.4
	These consist of:	4.5.4
	ENVO016 Controlled Environmental Document Register	4.4.4
	ENVO017 Environmental Work Instruction Register	4.4.6

END OF SECTION 13

MANUAL
SECTION
REFERENCE

EMERGENCY PREPAREDNESS AND RESPONSE

BSENISO
14001 2004
CLAUSE
REFERENCE

- 14.1 POLICY 4.2
Our Environmental Emergency Preparation and Response Policy is to 4.4.7
identify the potential for accidents and emergency situations and provide
for a response in line with the environmental impacts that may be
associated with them. This is in compliance with clause 4.4.7 of the
International Environmental Standard.
- 14.2 WHAT THE STANDARD REQUIRES 4.1
The international Environmental Management Standard BSENISO 14001 4.4.7
2004 requires our organisation to establish and maintain procedures to
identify potential for and respond to accidents and emergency situations,
and for preventing and mitigating the environmental impacts that may be
associated with them.
- We must review and revise, where necessary, our emergency 4.4.7
preparedness and response procedures, in particular, after the occurrence 4.4.6
of accidents or emergency situations. 4.4.3
- We must periodically test such procedures to ensure the effectiveness of 4.4.7
the practices and the training we have allocated and resourced.
- 14.3 HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS 4.2
Our environmental programmes and the plan itself is directed to the 4.2e
identification and control of significant aspects of our engineering process 4.4.7
and machinery equipment operations with due consideration for our
accommodation, offices and facilities.
- Our maintenance activities and preparations ensure that any operations 4.4.7
which are essential to the environmental programmes and issues are 4.4.6
installed and reviewed at regular intervals.
- The significant environmental aspects are subject to work instructions. 4.3.1
When pollution is envisaged as a result of accidents or operational 4.3.2
non-compliance, provision is made to address the situations by 4.4.2
preparation, training and instruction.
- We review and revise, where necessary, our work instructions, some of 4.4.7
which are dedicated to emergency response. This is always reviewed 4.4.3
after the occurrence of accidents or emergency situations so that account 4.5.3
can be taken of our production and maintenance planning, machinery 4.3
operations, practices and all other company environmental procedures and
their effectiveness in the given situation.
- In addition we periodically test our equipment's operation and procedures 4.4.7
to ensure that all operatives and management tasked with the 4.4.2
effectiveness of the practices and the training are equipped with
resources and that such resources are functional and available to the
areas effected.

MANUAL
SECTION
REFERENCE

EMERGENCY PREPAREDNESS AND RESPONSE

BSENISO
14001 2004
CLAUSE
REFERENCE

The following procedures are applied in connection with our environmental emergency response and preparations: 4.4.4
4.4.6

ENV03/001	Identifications and Registering of Environmental Aspects	4.3.1
ENV05/001	Setting and Achieving Environmental Objectives and Targets	4.3.3
ENV05/002	Monitoring Environmental Targets and Achievements.	4.3.3
ENV08/002	Environmental Resources	4.4.1
ENV13/001	Operational Control	4.4.6
ENV14/001	Emergency Response	4.4.7
ENV17/001	Non-Conformance	4.5.3
ENV17/002	Corrective Actions	4.5.3
ENV17/003	Preventive Measures	4.5.3

14.4 RESPONSIBILITIES 4.4.1

The following positions and personnel accept authority for the environmental emergency response and preparation: 4.4.7

Policy 4.4.1
The Production Director accepts responsibility for the environmental emergency and preparation policy. 4.2
4.4.7

Procedures 4.4.1
The Environmental Representative is responsible for the control of the Environmental Emergency Response and Preparation Procedures. 4.4.6
4.4.7

Implementation 4.4.1
The Heads of Departments and Supervisors are responsible for the maintenance, implementation and control of the Work Instructions and Documents including their availability at specified locations. 4.4.6
4.4.7

The Health and Safety Officer is responsible for all Health and Safety Matters which incorporate this aspect of our environmental plan and programmes. 4.4.1
4.3.2
4.4.7

Records 4.4.1
Responsibility for maintaining the environmental emergency response and preparation records is entrusted to the Environmental Representative. 4.5.4
4.4.7

These consist of: 4.5.4

ENVO007	Significant Effects Assessment Record.	4.3.1/2
ENVO008	Environmental Legislation and Regulations Register.	4.3.2
ENVO012	Environmental Training Record	4.4.2
ENVO017	Environmental Work Instruction Register	4.4.6
ENVO018	Environmental Incident Report and Record	4.4.6/7
ENVO019	Environmental Corrective Action Form	4.5.3

END OF SECTION 14

MANUAL
SECTION
REFERENCE

CHECKING AND CORRECTIVE ACTION

BSENISO
14001 2004
CLAUSE
REFERENCE

15.1	<p>POLICY</p> <p>We shall periodically check, verify and monitor our environmental activities to ensure that they are actively contributing to the environment. When targets and objectives set by the company are not achieved, corrective action will be taken. This is to ensure compliance with Clause 4.5 of the International Environmental Standard.</p>	<p>4.2 4.2e 4.5</p>
15.2	<p>WHAT THE STANDARD REQUIRES</p> <p>The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to:</p> <ul style="list-style-type: none"> a) Monitor and measure on a regular basis, the key characteristics of our designs, process, operations and activities; b) Identify any non-conformance and take action to mitigate any impacts it is causing or has caused; c) Implement and record any changes in the documented procedures resulting from corrective and preventive action; d) Maintain records to assist in our environmental objectives including training records and the results of audits and reviews; e) Establish and maintain programmes and procedures for periodic environmental management system audits. 	<p>4.1 4.5 4.5.1 4.5.3 4.5.3 4.5.4 4.5.5</p>
15.3	<p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS</p> <p>Our organisation has set aside the following subsections within this manual to address the checking, verification and corrective measures which form part of our internal environmental programmes and plans:</p> <ul style="list-style-type: none"> 16 Monitoring and measurement 17 Evaluation of Compliance 18 Records 19 Environmental management system audit <p>The following procedures are applied in connection with our environmental operations and activities:</p> <ul style="list-style-type: none"> ENV05/001 Setting and Achieving Environmental Objectives and Targets ENV14/001 Emergency Response ENV16/001 Monitoring and Measurements ENV17/000 Evaluation of Compliance ENV17/001 Non-Conformance ENV17/002 Corrective Actions ENV17/003 Preventive Measures ENV18/001 Environmental Records ENV19/001 Environmental Audits 	<p>4.2 4.2e 4.5 4.5.1 4.5.2/3 4.5.4 4.5.5 4.4.4 4.5 4.3.3 4.4.7 4.5.1 4.5.2 4.5.3 4.5.3 4.5.3 4.5.4 4.5.4</p>

MANUAL
SECTION
REFERENCE

CHECKING AND CORRECTIVE ACTION

BSENISO
14001 2004
CLAUSE
REFERENCE

15.4	RESPONSIBILITIES	4.4.1
	The following positions and personnel accept authority for operations and implementation of our checking and corrective action procedures:	4.5
	Policy	4.4.1
	The Managing Director accepts responsibility for the environmental non-conformance, corrective and preventive action policy.	4.2 4.5
	Procedures	4.4.1
	The Environmental Representative is responsible for the maintenance and control of the Non-conformance, Corrective and Preventive Action Procedures.	4.5 4.4.6
	Implementation	4.4.1
	The responsibility for operation and implementation of the non-conformance and corrective action procedures is the function of the Environmental Management Team.	4.5 4.4.6
	Records	4.4.1
	Responsibility for maintaining the environmental records is entrusted to the Environmental Representative.	4.5.4 4.5
	These consist of:	
	ENVO007 Significant Effects Assessment Record.	4.5.4
	ENVO009 Environmental Audits and Testing Record.	4.3.1/2
	ENVO010 Environmental Programmes Register	4.5.5
	ENVO011 Environmental Authorisation Matrix	4.3.3
	ENVO012 Environmental Training Record	4.4.1
	ENVO013 Environmental Performance Analysis Form Record.	4.4.2
	ENVO014 Environmental Communications Register	4.5.1
	ENVO016 Controlled Environmental Document Register	4.4.3
	ENVO017 Environmental Work Instruction Register	4.4.4
	ENVO018 Environmental Incident Report and Record	4.4.6
	ENVO019 Environmental Corrective Action Form	4.4.6/7
	ENVO020 Environmental Records Register	4.5.3
		4.5.4

END OF SECTION 15

MANUAL
SECTION
REFERENCE

MONITORING AND MEASUREMENT

BSENISO
14001 2004
CLAUSE
REFERENCE

- | | | |
|------|--|--|
| 16.1 | <p>POLICY
We shall periodically check, verify and monitor our environmental activities and compare results with objectives and targets set by the company. This is to ensure compliance with Clause 4.5.1 of the International Environmental Standard.</p> | <p>4.2
4.5.1</p> |
| 16.2 | <p>WHAT THE STANDARD REQUIRES
The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to establish and maintain documented procedures to monitor and measure, on a regular basis, the key characteristics of our designs, products, process operations and activities that can have a significant impact on the environment.</p> <p>This must include the recording of information to track performance, relevant operational controls and conformance with our environmental objectives and targets.</p> <p>Monitoring equipment used for checking our environmental aspects must be calibrated and maintained. Records of our calibration activities must be retained according to our documented procedures.</p> <p>We must establish and maintain a documented procedure for periodically evaluating compliance with relevant environmental legislation and regulations.</p> | <p>4.1
4.5.1

4.3.1

4.5.1

4.5.1

4.5.1
4.3.2</p> |
| 16.3 | <p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS
Our organisation has maintained documented procedures to monitor and measure our process and products' results, operations and activities as part of our environmental plan.</p> <p>These aspects are checked on a regular basis, in particular those listed as significant aspects as they are identified as having a significant impact on the environment.</p> <p>Each head of department and manager is required to record and report the information needed to track performance, relevant operational controls and conformance with our environmental objectives and targets which have been set and agreed.</p> <p>Our quality procedures for Inspection and Measuring Equipment cover environmental equipment, gauges and tools which are identified and used in support of our environmental programmes. All equipment is calibrated using masters which are traceable to national standards when available. Details of the standards and methods used are retained when no national standards are available or suitable. Records of our calibration activities are retained in line with our quality and environmental procedures.</p> <p>Our procedures for internal audits incorporate periodically evaluating compliance with relevant environmental legislation and regulations.</p> | <p>4.2
4.2e
4.5.1

4.5.1

4.5.1

4.5.1

4.5.1

4.5.2/4
4.3.2</p> |

MONITORING AND MEASUREMENT

	The following procedures are applied in connection with our environmental operations and activities:	4.4.4 4.5.1
	ENV04/001 Registering of Environmental Legislation, Statutory Instruments and Other Regulations	4.3.2
	ENV04/002 Monitoring Changes and Improvements in Environmental Legislation and Other Regulations	4.3.2
	ENV05/001 Setting and Achieving Environmental Objectives and Targets	4.3.3
	ENV05/002 Monitoring Environmental Targets and Achievements.	4.3.3
	ENV14/001 Emergency Response	4.4.7
	ENV16/001 Monitoring and Measurements	4.5.1
	ENV18/001 Environmental Records	4.5.4
	ENV19/001 Environmental Audits	4.5.5
	ENV20/001 Environmental Management Reviews	4.6
16.4	RESPONSIBILITIES	4.4.1
	The following positions and personnel accept authority for operations and implementation of our Monitoring and Measurement activities:	4.5.1
	Policy	4.4.1
	The Managing Director accepts responsibility for the environmental Monitoring and Measurement policy.	4.5.1 4.2
	Procedures	4.4.1
	The Environmental Representative is responsible for the maintenance and control of the Monitoring and Measurement Procedures.	4.5.1 4.4.6
	Implementation	4.4.1
	The responsibility for operation and implementation of our Monitoring and Measurement procedures is that of the Environmental Representative and the other management team members.	4.5.1 4.4.6
	Records	4.4.1
	Responsibility for maintaining the Environmental Monitoring and Measurement records is entrusted to the Environmental Representative.	4.5.1 4.5.4
	These consist of:	4.5.4
	ENVO004 Objectives and Targets Programme.	4.4.3
	ENVO009 Environmental Audits and Testing Record.	4.5.5
	ENVO013 Environmental Performance Analysis Form Record.	4.5.1
	ENVO020 Environmental Records Register	4.5.4

END OF SECTION 16

MANUAL
SECTION
REFERENCE

EVALUATION OF COMPLIANCE

BSENISO
14001 2004
CLAUSE
REFERENCE

17.1	<p>POLICY</p> <p>We must periodically evaluate our system's compliance with legal and other requirements to which the company subscribes. Records of these evaluations are to be taken and stored. This is to ensure compliance with Clause 4.5.2 of the International Environmental Standard.</p> <p>We have also established procedures and responsibilities for dealing with any actual or potential non-conformances. This is to ensure compliance with clause 4.5.3 of the International Environmental Standard.</p>	<p>4.2 4.5.2</p> <p>4.5.3</p>
17.2	<p>WHAT THE STANDARD REQUIRES</p> <p>The international Environmental Management Standard BSENISO 14001 2004 requires us to establish and maintain procedures for evaluating our compliance with any applicable legal and other requirements. We must keep records of each evaluation for future reference.</p> <p>We must ensure that we have procedures for handling and investigating any non-compliances as a result of our compliance assessments and reviews. We must have procedures in place for taking corrective action to mitigate any environmental impacts that may be caused by non-compliance.</p> <p>We must implement and record any changes in our documented procedures resulting from corrective and preventive action.</p>	<p>4.2 4.2e 4.5.2/3</p> <p>4.5.3</p> <p>4.5.3</p>
17.3	<p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS</p> <p>We plan the evaluation of our compliance with legal and other requirements as part of our Environmental Management Programme as discussed in section 4, 5 and 6 of this manual.</p> <p>We maintain a master environmental plan of environmental issues which incorporates compliance with legislation as part of our activities, objectives and targets of which this manual is an integral part.</p> <p>Within the plan is the requirement for time-phased programmes to be established annually. An assessment of compliance is a principle programme which produces a report following an assessment of compliance. This report is presented to the Management Review Meeting for consideration and authority to action.</p> <p>The environmental plan details the resources, means and time-frame by which our compliance with set objectives can be assessed. Within this plan is a series of programmes for specific projects which can be verified.</p> <p>New development in our operations and industry are principle considerations for the application of our planning activities and reviews. The assessment of compliance incorporates a review of such development and the implications for our industry and activities.</p> <p>This review is supported by our commitment to have our environmental management system assessed independently on an annual basis by a National Accredited Authority whose report and recommendations feed actions into the environmental programme.</p> <p>These are reviewed every 6 months at our environmental review meetings and we maintain a watch and brief on the sources of information from which we have initially set up our registers, plans and programmes.</p>	<p>4.5.2</p> <p>4.5.2</p> <p>4.5.2</p> <p>4.5.2</p> <p>4.5.2</p> <p>4.5.2</p> <p>4.5.2</p> <p>4.5.2</p>

EVALUATION OF COMPLIANCE

Our organisation has developed corrective and preventive action in association with our quality programme. The experience and techniques used are deployed equally to our environmental objectives and targets.	4.2 4.2e 4.5.3
When non-conformance is identified in our environmental practices we take immediate action to correct the deficiency.	4.5.3
Analysis of errors, non-conformance and system deviations is completed as part of our corrective measures. Here we look for unacceptable frequencies, trends or major environmental risks.	4.5.3 4.5.1
We apply our corrective and preventive actions to the equipment designs, materials used, process, operations and activities as part of our environmental plan.	4.5.3 4.3
Preventive measures are taken when the potential for errors, problems or emergencies is identified. Analysis of targets, records and data is directed to this objective.	4.5.3 4.3.3
The following procedures are applied in connection with our environmental operations and activities:	4.4.1 4.5.3
ENV05/001 Setting and Achieving Environmental Objectives and Targets	4.3.3
ENV05/002 Monitoring Environmental Targets and Achievements.	4.3.3
ENV08/002 Environmental Resources	4.4.1
ENV14/001 Emergency Response	4.4.7
ENV16/001 Monitoring and Measurements	4.5.1
ENV17/000 Evaluation of Compliance	4.5.2
ENV17/001 Non-Conformance	4.5.3
ENV17/002 Corrective Actions	4.5.3
ENV17/003 Preventive Measures	4.5.3
ENV18/001 Environmental Records	4.5.4

Section 17 of 20

3 OF 3

1/2006

A

MANUAL
SECTION
REFERENCE

EVALUATION OF COMPLIANCE

BSENISO
14001 2004
CLAUSE

17.4	RESPONSIBILITIES	4.4.1
	The following positions and personnel accept authority for operations and implementation of our Evaluation of Compliance activities:	4.2
		4.5.2
	Policy	4.4.1
	The Managing Director accepts responsibility for the Environmental Evaluation of Compliance policy.	4.2
		4.5.2
	Procedures	4.4.1
	The Environmental Representative is responsible for the maintenance and control of the Environmental Evaluation of Compliance procedures.	4.5.2
		4.4.6
	Implementation	
	All Department Heads have responsibility for operation and implementation of our Environmental Evaluation of Compliance procedures.	4.4.1
		4.5.2
		4.4.6
	This is also the function of the Environmental Management Team.	4.4.1
	Records	4.4.1
	Responsibility for maintaining the Evaluation of compliance records is entrusted to the Environmental Representative.	4.5.2
	These consist of:	4.3.3
	ENVO004 Objectives and Targets Programme.	4.3.3
	ENVO009 Environmental Audits and Testing Record.	4.4.1
	ENVO013 Environmental Performance Analysis Form Record.	4.4.7
	ENVO018 Environmental Incident Report and Record	4.5.1
	ENVO019 Environmental Corrective Action Form	4.5.3
	ENVO020 Environmental Records Register	4.5.3

END OF SECTION 17

Prepared By ©

PARTRIDGE DOCUMENTS OF
QUALITY LIMITED
Chandlers Ford Hants SO53 4ZT

Approved by

Authorised By

Date

Comments

30/05/2006

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL RECORDS

BSENISO
14001 2004
CLAUSE
REFERENCE

- | | | |
|------|--|---|
| 18.1 | <p>POLICY
We shall put in place and maintain systems and practices to install, maintain and review Environmental Records to support and effectively review our environmental systems and practices. This is to ensure compliance with Clause 4.5.4 of the International Environmental Standard.</p> | 4.2
4.5.4 |
| 18.2 | <p>WHAT THE STANDARD REQUIRES
The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to establish and maintain procedures for the identification, maintenance and disposition of environmental records. These records must include training records, the results of audits and reviews and also records of our compliance evaluations.</p> <p>All Environmental records must be legible, identifiable and traceable to the activity, product or service involved.</p> <p>The Environmental records must be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Their retention times must be established and recorded.</p> <p>Records must be maintained as appropriate to our systems, operations and process to demonstrate conformance to the requirements of the International Environmental Standard.</p> | 4.2
4.2e
4.5.4
4.5.2

4.5.4

3.5.3

4.5.4 |
| 18.3 | <p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS
We have installed an environmental record system which identifies, collects and retains environmental data.</p> <p>The records are retained for a minimum of 10 years with provision for longer periods of retention to be made when agreed with clients and other interested parties.</p> <p>The records are mostly computer generated or transcribed in a report to complete a contractual requirement. They are held on computer when permitted and configured into environmental system data for the Environmental Representative to use as performance indicators.</p> <p>This ensures nominated records are legible, identifiable and traceable to the design, equipment, activity, process, subject, service or aspect to which they relate or originate from.</p> <p>All environmental records retained on computer are subject to our standard proven back up practices. They are maintained in such a way to ensure that they are retrievable and protected against damage, deterioration or loss.</p> <p>We have developed these records based on our own expectations and experience of the mechanical engineering industry, our systems, management results, machinery operations and environmental management process. They are designed to assist in the evaluation of our environmental plans and programmes to demonstrate conformance to the requirements of the International Environmental Standard.</p> | 4.2
4.5.4

4.5.4

4.5.4

4.5.4

4.5.4

4.5.4

4.5.4
4.5.2 |

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL RECORDS

BSENISO
14001 2004
CLAUSE
REFERENCE

	The following procedures are applied to the environmental records:	4.4.4
ENV02/002	Design, Control, maintenance and Updating of Company Environmental Plans	4.3.1
ENV03/001	Identifications and Registering of Environmental Aspects	4.3.1
ENV04/001	Registering of Environmental Legislation, Statutory Instruments and Other Regulations.	4.3.2
ENV04/002	Monitoring Changes and Improvements in Environmental Legislation and Other Regulations	4.3.2
ENV06/001	Control and Application of Company Environmental Programmes	4.3.3
ENV08/003	Environmental Representative	4.4.1
ENV09/001	Environmental Training and Instruction	4.4.2
ENV11/002	Environmental Manual Issue, Revision and Control	4.4.4/5
ENV11/003	Environmental Procedures Manual Control	4.4.4/5
ENV12/001	Document and Data Control	4.4.5
ENV14/001	Emergency Response	4.4.7
ENV16/001	Monitoring and Measurements	4.5.1
ENV17/000	Evaluation of Compliance	4.5.2
ENV17/001	Non-Conformance	4.5.3
ENV17/002	Corrective Actions	4.5.3
ENV17/003	Preventive Measures	4.5.3
ENV18/001	Environmental Records	4.5.4
ENV19/001	Environmental Audits	5.4.5
ENV20/001	Environmental Review Meetings	4.6

18.4	RESPONSIBILITIES	4.4.1
	The following positions and personnel accept authority for our Environmental Records:	4.5.4
	Policy	4.4.1
	The Managing Director accepts responsibility for the Environmental Records policy.	4.2 4.5.4
	Procedures	4.4.1
	The Environmental Representative is responsible for the maintenance and control of the Environmental Records Procedures.	4.4.6 4.5.4
	Implementation	4.4.1
	Each company employee has defined responsibility for operation and implementation of our Environmental Records within our documented procedures.	4.4.6 4.5.4
	This is also a principle function of the Management Team.	4.4.1

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL RECORDS

BSENISO
14001 2004
CLAUSE
REFERENCE

Records		4.4.1
Responsibility for maintaining the Environmental Records is entrusted to the Environmental Representative.		4.5.4
These consist of:		4.5.4
ENVO001	Register of Policy Issue and Locations.	4.1/2
ENVO002	Records of Policy Changes and Reviews.	4..1/2
ENVO003	Company Environmental Plan.	4.3
ENVO004	Objectives and Targets Programme.	4.4
ENVO005	Environmental Aspects Register.	4.3.1/2
ENVO006	Environmental Effects Identification Record.	4.3.1/2
ENVO007	Significant Effects Assessment Record.	4.3.1/2
ENVO008	Environmental Legislation and Regulations Register.	4.3.2
ENVO009	Environmental Audits and Testing Record.	4.5.5
ENVO010	Environmental Programmes Register	4.3.3
ENVO012	Environmental Training Record	4.4.2
ENVO013	Environmental Performance Analysis Form Record.	4.4.1
ENVO014	Environmental Communications Register	4.4.3
ENVO016	Controlled Environmental Document Register	4.4.4
ENVO017	Environmental Work Instruction Register	4.4.6
ENVO018	Environmental Incident Report and Record	4.4.6/7
ENVO019	Environmental Corrective Action Form	4.5.3
ENVO020	Environmental Records Register	4.5.4

END OF SECTION 18

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT SYSTEM AUDITS

BSENISO
14001 2004
CLAUSE
REFERENCE

19.1	<p>POLICY</p> <p>We shall audit the environmental systems and our compliance with legislative and statutory instruments to ensure our practices are compliant with our stated objectives. This is to ensure compliance with Clause 4.5.5 of the International Environmental Standard.</p>	<p>4.2 4.5.5</p>
19.2	<p>WHAT THE STANDARD REQUIRES</p> <p>The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to establish and maintain programmes and procedures for periodic environmental management system audits to be carried out in order to:</p> <p>a) determine whether or not the environmental management system conforms to planned arrangements for environmental management, including the requirements of the International Standard, and has been properly implemented and maintained;</p> <p>b) provide information on the results of audits to management.</p> <p>Our audit programme, including any schedule, must be based on the environmental importance of the activity concerned and the results of previous audits.</p> <p>Our audit programmes and procedures must be comprehensive and cover the scope, frequency and methodologies, as well as the responsibilities and requirements for conducting audits and reporting results.</p>	<p>4.2 4.2e 4.5.5 4.5.5 4.5.5 4.5.5 4.5.5</p>
19.3	<p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS</p> <p>Our internal audit programme for environmental issues identifies, collects and retains details of the operations of our environmental procedures and the collection of data.</p> <p>We seek to determine whether or not the environmental procedures conform to planned arrangements for environmental management.</p> <p>The requirements of the Environmental International Standard are contained within the procedures and a review is undertaken as an audit routine to ensure that they have been implemented and maintained</p> <p>The audit schedule, records and register are reviewed at the Environmental Management Review Meeting.</p> <p>Our audit schedule lists all procedures and their audit frequencies are planned on the basis of the environmental importance of the activity concerned and the results of previous audits.</p> <p>Our audit programmes and procedures are taken from the Environmental Standard and seek to be compliant and comprehensive by covering the scope, frequency and methodologies used in the company.</p> <p>Responsibilities and requirements for conducting audits and reporting results are detailed under clause 19.4 of this section.</p>	<p>4.2 4.2e 4.5.5 4.5.5 4.1 4.5.5 4.5.5 4.6 4.5.5 4.5.5 4.5.5</p>

ENVIRONMENTAL MANAGEMENT SYSTEM AUDITS

The following procedures are applied to the environmental audits:	4.4.4
ENV04/001 Registering of Environmental Legislation, Statutory Instruments and Other Regulations.	4.3.2
ENV04/002 Monitoring Changes and Improvements in Environmental Legislation and Other Regulations	4.3.2
ENV08/003 Environmental Representative	4.4.1
ENV11/003 Environmental Procedures Manual Control	4.4.4/5
ENV17/000 Evaluation of Compliance	4.5.2
ENV19/001 Environmental Audits	4.5.5
ENV20/001 Environmental Review Meetings	4.6

19.4 RESPONSIBILITIES	4.4.1
The following positions and personnel accept authority for our Environmental Audits:	4.5.5
Policy	4.4.1
The Managing Director accepts responsibility for the Environmental Audit policy.	4.2 4.5.5
Procedures	4.4.1
The Environmental Representative is responsible for the maintenance and control of the Environmental Audit Procedures.	4.5.5
Implementation	4.4.1
The Environmental Representative has responsibility for internal environmental audits. When activities are the direct responsibility of the representative, they are reviewed by the Management Review Meeting and our National Accredited Authority as part of the audit programme.	4.5.5
Records	4.4.1
Responsibility for maintaining the Environmental Audit Records is entrusted to the Environmental Representative.	4.5.4 4.5.5
These consist of:	4.5.4
ENVO008 Environmental Legislation and Regulations Register.	4.3.2
ENVO009 Environmental Audits and Testing Record.	4.5.5
ENVO019 Environmental Corrective Action Form	4.5.3
ENVO020 Environmental Records Register	4.5.4

END OF SECTION 19

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT REVIEW

BSENISO
14001 2004
CLAUSE
REFERENCE

20.1	<p>POLICY</p> <p>Our organisation's top management shall review the environmental activities and records, compare results with set targets and instigate corrective actions where necessary. This is to ensure compliance with Clause 4.6 of the International Environmental Standard.</p>	<p>4.2</p> <p>4.6</p>
20.2	<p>WHAT THE STANDARD REQUIRES</p> <p>The international Environmental Management Standard BSENISO 14001 2004 requires our organisation to review the environmental management system to ensure its continuing suitability, adequacy and effectiveness.</p> <p>The management review process must ensure that the necessary information is collected to allow management to carry out this evaluation. The review must be documented and recorded.</p> <p>The management review must address the possible need for changes to policy, objectives and other elements of the environmental management system in the light of environmental management system audit results, changing circumstances and the commitment to continual improvement.</p> <p>We must maintain programmes and procedures for periodic environmental evaluation and verification.</p>	<p>4.1</p> <p>4.6</p> <p>4.6</p> <p>4.6</p> <p>4.6</p> <p>4.5.1</p>
20.3	<p>HOW WE SEEK TO ACHIEVE THESE REQUIREMENTS</p> <p>Our organisation undertakes a management review at 6 monthly intervals to review the effectiveness of our environmental policy and systems.</p> <p>We assess the achievements of the environmental management system in ensuring its continuing suitability, adequacy and effectiveness to address our environmental requirements, objectives and targets.</p> <p>The management review process is integrated into our audit programme to ensure that the necessary information is collected for the review to be informed and effective.</p> <p>The management review minutes are recognised as an environmental record.</p> <p>At the management review we address the need to change the environmental policy, objectives and any other elements of the our environmental management system.</p> <p>This is done in an informed situation taking account of environmental management system audit results, changing circumstances, complaints, emergencies and our commitment to continual improvement.</p> <p>The programmes and procedures for periodic environmental evaluation are integrated into our audit schedule.</p> <p>The following procedures are applied in connection with our environmental operations and activities:</p> <p style="padding-left: 40px;">ENV20/001 Environmental Review Meetings</p>	<p>4.2</p> <p>4.2e</p> <p>4.6</p> <p>4.6</p> <p>4.6</p> <p>4.5.5</p> <p>4.5.4</p> <p>4.6</p> <p>4.2</p> <p>4.6</p> <p>4.5.3</p> <p>4.5.1</p> <p>4.6</p> <p>4.5.5</p> <p>4.6</p> <p>4.4.1/6</p> <p>4.6</p>

MANUAL
SECTION
REFERENCE

ENVIRONMENTAL MANAGEMENT REVIEW

BSENISO
14001 2004
CLAUSE
REFERENCE

20.4	<p>RESPONSIBILITIES The following positions and personnel accept authority for the operation and implementation of our Environmental Review procedures:</p> <p>Policy The Managing Director accepts responsibility for the environmental review policy.</p> <p>Procedures The Environmental Representative is responsible for the maintenance and control of the Environmental Review Procedures.</p> <p>Implementation The responsibility for operation and implementation of the Environmental Review is accepted by the Directors.</p> <p>Records Responsibility for maintaining the environmental review records is entrusted to the Environmental Representative.</p> <p>These consist of:</p> <p style="padding-left: 40px;">Minutes of the Environmental Review Meeting</p>	<p>4.4.1 4.6</p> <p>4.4.1 4.6</p> <p>4.4.1 4.6</p> <p>4.4.1 4.6</p> <p>4.4.1 4.5 4.5.4</p> <p>4.5.3</p> <p>4.6</p>
------	---	--

END OF SECTION 20