

ENVIRONMENTAL MANAGEMENT PROCEDURE

ISO 14001

		Action
1.0	Introduction	
	<p>This procedure set out the overall process of the Environmental Management System.</p> <p>Appendix A includes a chart showing the main elements of the environmental management system.</p>	
2.0	Terms & Documentation Links	
2.1	<p>The terms used in this section are defined as follows:</p> <p>Master Environmental Programme – this is the top level programme that co-ordinates the environmental activities and operations to ensure that the Environmental Management System is operated. [PDF]</p> <p>Environmental Aspect Register – this document shows the location and description of the environmental aspects surveyed at each operational location. [PDF]</p> <p>Environmental Aspect Screening – this document examines the Environmental Aspect Register and determines those their significance by scoring each aspect based upon relative factors, this then provides a basis for determining which areas should become the subject of Environmental Objectives and Targets. [PDF]</p> <p>Environmental Objectives & Targets – this is a programme which defines the actions related to a specific environmental aspect e.g. transport or energy use etc. [PDF]</p> <p>Responsibility Matrix – this document identifies who is responsible for what with regard to the environmental management system. [PDF]</p> <p>Environmental Records Control – This document defines who is responsible for controlling particular documents in respect to environmental controls. [PDF]</p>	
3.0	Environmental Responsibilities	
3.1	The responsibilities of key personnel will be identified within a Responsibility Matrix, which will be updated as and when required.	Environmental Manager (in conjunction with Operational Managers)
4.0	Master Environmental Programme	
4.1	A Master Environmental Programme will be prepared and maintained in accordance with the requirements as determined at the management review meetings and the progress of EMS implementation.	Environmental Manager

ENVIRONMENTAL MANAGEMENT PROCEDURE

ISO 14001

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5.0	Environmental Legislation	
5.1	A Register of Legislation will be maintained which will include references to the current applicable legislation related to the business and its activities. The registered will be updated whenever necessary and will be reviewed annually to ensure that it is current.	Environmental Manager
6.0	Environmental Aspects and Significance	
6.1	An Environmental Aspect Register covering each permanent location of the Company will be maintained and updated as required or on an annual basis.	Environmental Manager
6.2	Whenever the Environmental Aspect Register is significantly revised the Environmental Aspect Screening will be recalculated to determine the most significant aspects for action in the development of Specific Environmental Programmes.	Environmental Manager
7.0	Objectives and Targets	
7.1	Based upon the results of the Environmental Aspect Screening and in association with other relevant personnel identified in the responsibilities matrix, it will be determined which objectives and targets will be set in line with the Environmental Policy. Note: the actions required to meet the objectives will be sufficiently detailed to enable progress and achievements to be monitored at the Management Review Meetings.	Environmental Manager (In conjunction with senior managers)
7.3	Actions to meet the objectives will be completed and reported upon to the Environmental Manager.	Specific Action Holders
8.0	Environmental Documentation	
8.1	A file / database of environmental information will be maintained at each permanent location. The file will include the following information: Copies of Environmental Reviews, minutes and Investigations etc. The site plan showing drainage plans where required to allow planning for emergencies etc. Register / Availability of Environmental Legislation EMS Responsibilities Matrix Environmental Aspects Register	Environmental Manager
8.2	Specific Environmental records will be maintained and controlled by the persons indicated in the Environmental Records Control document.	All relevant Personnel (Named)

ENVIRONMENTAL MANAGEMENT PROCEDURE

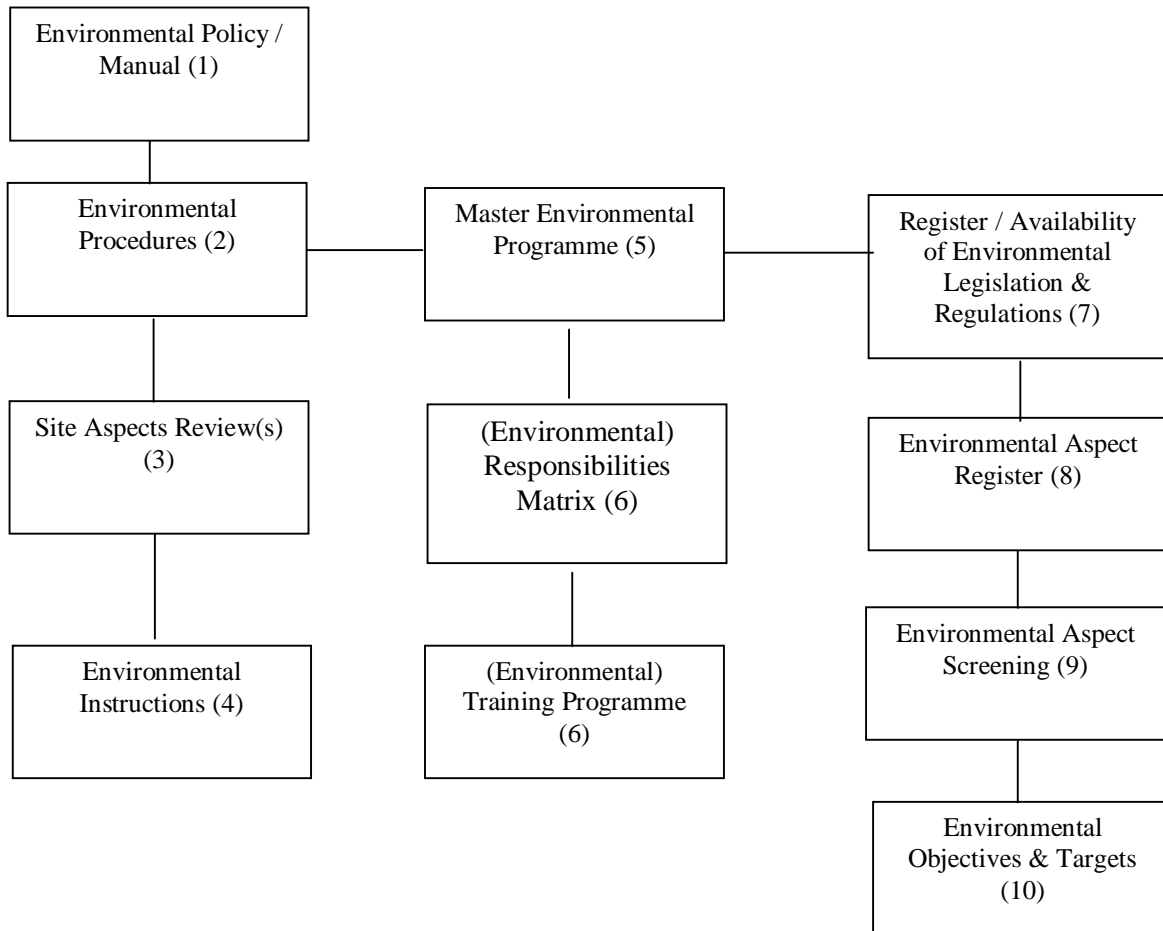
ISO 14001

		Action
9.0	Communications	
9.1	<p>The performance of the Environmental Management System will be reported to the company's personnel on an annual basis.</p> <p>Note The form of communication will be decided upon by the Business Improvement Manager after consideration of the information to be made known. (E.g. information sheet, Company newsletter, notices board etc).</p>	Environmental Manager
9.2	External communication regarding environmental matters will be passed to the Environmental Manager for processing.	All Personnel
10.0	Environmental Instructions	
10.1	In association with the relevant managers and personnel it will ensured that working instructions and risk assessments relating to environmental matters are available at all pertinent locations and / or through training to ensure that the Company's environmental responsibilities during normal, abnormal and emergency situations are in place.	Environmental Manager
	Note: This information will be in the form of either specifically written instructions (such as Working Instructions), product datasheets (COSHH), equipment information (manufacturer's instructions), Environmental Agency or other competent body's guidance notes etc.	

ENVIRONMENTAL MANAGEMENT PROCEDURE

ISO 14001

Appendix A



Notes	
1	Environmental Policy (Manual when collated with Procedures , Instructions and other documentation)
2	This Procedure and others used to operate the EMS
3	Completed to review of EMS aspects at each location
4	Working Instructions, Risk Assessments, etc.
5	The updateable long-term plan for EMS implementation
6	Who does what, environmentally speaking / Training defined by training programmes
7	Document / reference showing all relevant legislation which is current
8	A full and complete, updated document identifying all environmental aspects that ought to be screened for significance
9	Environmental screening as a screening matrix, which results are used to determine environmental objectives and targets i.e. the aspects, which are scored higher, are the ones that become the objectives of specific environmental programmes.
10	Environmental objective and targets document which includes dates and actions required to achieve environmental impact reduction.