

# **Enterprise Pipework Services Ltd**

## **Environmental Management System Manual**

ISO 14001:2004

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Approval and Revision.

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**Approval and Revision**

**a Approval**

Name of approver: Mark Bingham

Date of approval: 2 Mar 2012

**b Revision history**

The following revisions have been made to this Environmental Manual since its initial publication:

<b>Revision #</b>	<b>Revision date</b>	<b>List of changes</b>	<b>Approval (Name &amp; date)</b>

## **1. INTRODUCTION TO THE ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)**

### **1.1 Purpose of the EMS Manual**

This manual describes our Environmental Management System. The system has been developed so that the Company can:

- Achieve and demonstrate sound environmental performance by controlling the impacts of our activities, products and services on the environment, consistent with our environmental policy and objectives.
- Ensure we comply with all Legal and Statutory environmental requirements.
- Ensure we control any emergency situation or incident with the aim of reducing any significant environmental impact.
- The manual is structured to reflect the requirements of BS EN ISO 14001.

### **1.2 Confidentiality of the EMS Manual**

Our EMS Manual, Operating Procedures and other documentation and information referenced in this manual are solely for use within the company with exception of the Environmental Policy. They, or extracts from them, must not be passed or copied to other companies or persons without the permission of the Managing Director.

## **2 COMPANY ACTIVITIES AND PROCESSES**

### **2.1 Company Activities**

The individual systems and processes that make up our EMS have been determined. Their description and interaction is described within this manual and the associated procedures.

## **3 ENVIRONMENTAL MANAGEMENT SYSTEM**

### **3.1 Scope of the EMS**

The EMS shall cover all areas of the business; specifically this shall be all the processes and supporting activities that relate to Mechanical Engineering Services..

## **4 ENVIRONMENTAL POLICY**

We have established an Environmental Policy and this is communicated throughout the Company. Our Policy is available to the public via our web-site and upon request and will be provided as either a printed document or in PDF format.

## **5 ROLES, RESPONSIBILITY AND AUTHORITY**

The following chart identifies the roles, responsibilities and authorities of individuals and staff within the organisation with regard to the environmental management system.

Role and Nominated Person	Responsibilities & Authorities
Directors	<ol style="list-style-type: none"> <li>1. To ensure the availability of resources to establish, implement and maintain the environmental management system.</li> <li>2. Define the organisation's environmental policy and ensure it is documented, implemented, maintained and communicated in accordance with the requirements of the standard.</li> <li>3. Review of the environmental management system at planned intervals to ensure its continuing suitability, adequacy and effectiveness in accordance with the requirements of the standard.</li> </ol>
Management Representative (Mark Bingham)	<ol style="list-style-type: none"> <li>1. Ensuring the establishment, implementation and maintenance of the environmental management system in accordance with the requirements of the standard.</li> <li>2. Reporting to top management on the performance of the environmental management system for review including recommendations for improvement. Liaison with External Auditors.</li> <li>3. Communication of the environmental management system to all levels of staff.</li> <li>4. Internal audit.</li> </ol>
All Staff	<ol style="list-style-type: none"> <li>1. Adherence to environmental management system procedures.</li> </ol>

## 6 COMMUNICATING THE EMS

The Company does not communicate externally about our significant environmental aspects.