

**ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) MANUAL**

**1. ISSUE:**

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**2. COMPANY:**

For the purposes of this document the following definition applies:-

The Company:

**Spectrum Electrical Group**  
 30 Garrett Road  
 Lynx Trading Estate  
 Yeovil  
 Somerset BA20 2TJ

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### 4. SCOPE:

- a) The Environmental Management System described in this manual and the related Management and Operational Procedures shall control all the company's environmental activities.
- b) The **Spectrum Electrical Group** are electrical contractors providing domestic, commercial and industrial sectors with electrical design, installation, commissioning, servicing and maintenance services.
- c) The company Environmental Management System (EMS) complies with all the requirements of ISO 14001:2004.
- d) The company EMS shall also ensure that all their activities conform to current statutory & regulatory requirements.

**ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) MANUAL****5. ENVIRONMENTAL POLICY:**

This Environmental Policy will be reviewed annually and covers all the activities of the **Spectrum Electrical Group**.

The company will comply with:

- the requirements of the ISO 14001 Environmental standard
- any applicable legal requirements and other requirements to which we subscribe which relate to our environmental impacts
- Electrical industry environmental best practice and guidelines.

We will conduct regular review and audits to ensure compliance.

**Spectrum Electrical Group** is committed to:

- Continually improving our environmental performance, reducing our carbon footprint, and preventing pollution by:
  - Reducing the amount waste going to landfill.
  - Reducing the amount of fuel, hence carbon emissions, used by its vehicles.
  - Reducing the amount of paper used in its administrative operations.
  - Decreasing our clients' carbon footprint by promoting energy efficient products
  - Decreasing our clients' carbon footprint by designing energy efficient projects.
- Implementing the Environmental Policy by introducing an effective management control system.
- Setting and reviewing its environmental objectives & targets annually.
- Monitor and report progress against agreed objectives.
- Seeking to reuse, recycle and recover raw materials and waste wherever possible.
- Seeking to conserve scarce and non-renewable resources, such as energy, in all operations.
- Conducting audits of procedures and practices and respond to deficiencies through a planned programme of remedial action.

It is the responsibility of all **Spectrum Electrical Group** staff to understand this policy & implement it in the workplace.

**Spectrum Electrical Group** will seek to ensure suppliers and contractors do not operate to environmental standards which conflict with the Company's policy.

Signed .....  
Managing Director **Spectrum Electrical Group**

Date.....

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### 6. DOCUMENTATION:

The Environmental Management system (EMS) is formally documented and arranged in three tiers:

#### **Tier 1 Environmental Manual**

This is the policy-level document demonstrating all requirements of the International Standard, ISO 14001:2004 and describes the scope of the services provided, its operating structure and principal environmental related responsibilities. A flowchart of how processes are linked is maintained (See Appendix 1).

#### **Tier 2 Environmental Procedures**

These Procedures define the requirements of the International Standard, ISO 14001:2004 as applicable to the products and services supplied by the company. Each procedure identifies appropriate environmental records and other documentation required, providing traceability and verification of **Spectrum Electrical Group's** Environmental Management System.

#### **Tier 3 Environmental Records**

As defined in Individual Procedures.

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### 7. ENVIRONMENTAL MANAGEMENT (EMS) SYSTEM PLANNING:

The Environmental Manager maintains a documented Environmental Management System (EMS) and keeps it up to date as changes in operation occur. It is audited at least annually and Management Reviews occur twice a year. These reviews will also look at key statistical data regarding programmes, objectives and targets set internally and customer feedback so that the company can work towards its aim of continual improvement & environmental impact mitigation.

Detailed planning of the management of the EMS is carried out and described in Individual Procedures as follows:

- EP 01, Identification of Significant Environmental Aspects, describes the planning of the Environmental Aspects Register & the identification of the significant aspects.
- EP 02, Communication, describes what plans have been put in place to communicate environmental policies, actions & complaints both internally & externally.
- EP 03, Waste Management, describes the plans put in place to reduce, recycle or dispose of waste produced by the business.
- EP 04, Emergency Response, describes the planned response to a spill or other environmental emergency.
- EP 05, Identification of Legal & other Requirements, describes the planning of the identification of the Environmental Legislation that relates to the business & the creation of a Register.
- EP 06, Evaluation of Legal Compliance, plans the compliance audits & how the results are recorded and actioned.
- EP 07, Internal Audit, plans resources & documentation in order to carry out effective audits of the EMS. The objectives of the audits will include:
  - ensuring compliance with the ISO 14001 standard
  - confirming that **Spectrum Electrical Group** is continually improving its Environmental performance
  - identifying opportunities for improvement.
- EP 08, NCs, Corrective & preventive Actions describes the processes to ensure the monitoring of conformance with the Environmental Policy.
- EP 09, Document, Record and Data Control, describes procedures to ensure proper control of all controlled documents and associated records or data. The Environmental Manager describes & maintains the planned retention of environmental records in the relevant Management or Operational Procedure.
- EP 10, Process Monitoring & Measurement, Setting Objectives, Targets & Programmes identifies statistics, performance targets, improvement opportunities, etc. to be gathered as support for ongoing Environmental Improvement as shown in **Appendix 2**.

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### **8. RESPONSIBILITY, AUTHORITY AND COMMUNICATION:**

#### **a) Managing Director**

Has the responsibility to:

- Provide ISO 14001 direction and focus as applicable to the company's business.
- Appoint an Environmental Management Representative.
- Ensure that adequate infrastructure is provided to support working environment & achieve environmental objectives.
- Ensure staff or persons to carry out services for or on behalf of the company, are selected in line with business, contractual & environmental requirements.
- Conduct management reviews of the EMS
- Review staff & associate roles and responsibilities and personal development needs.
- Continually review & authorize policy, objectives & processes.
- Define the company structure & organization.
- Manage, in conjunction with the Environmental Manager, communication on Environmental matters with both staff & external third parties.

#### **b) Environmental Manager**

Has the responsibility to:

- Ensure periodical internal audits of the EMS are carried out.
- Develop existing and new Environmental processes/ procedures in line with ISO 14001 & company requirements.
- Determine & regularly evaluate the environmental aspects/effects of all company activities with reference to current legislation & recommend planned reduction of effect.
- Ensure the EMS is current and operated effectively by all staff
- Consult with staff &/or persons that carry out services for or on behalf of the company where problems which have had an environmental impact are identified and where action is required.
- Consult with appropriate staff &/or persons to carry out services for or on behalf of the company to ensure they are kept informed of any changes to environmental processes/procedures.
- Manage, in conjunction with the Managing Director, communication on Environmental matters with both staff & external third parties.
- Maintain a controlled copy of the EMS in the company's computer system.
- Ensure the EMS is fully implemented.
- Monitor & maintain the effectiveness of the EMS, continually seeking scope for improvement.
- Promote awareness of environmental principles & the need to achieve total customer satisfaction with minimum impact to the environment, both within the company & to any persons conducting work for or on behalf of the company.
- Regularly check the action log (EP08F02) to ensure all actions are being solved and all persons with actions are fully aware and understand them.

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- Liaise with external assessor/awarding body to arrange audits and clarify requirement's
- Ensure the training needs of staff are identified and addressed in relation to the EMS.
- Ensure the EMS enables compliance to all current legislation & any other requirements.
- Evaluate & re-evaluate suppliers/sub-contractor environmental performance.

### **c) Contract Manager /Site Manager/ Site Forman/ Site operatives**

All have the responsibility to:

- Apply the ISO 14001 EMS and procedures as applicable to their work activity.
- Be aware of how Environmental laws or regulations may affect their work activity.

### **d) Purchasing Manager/Buyers**

All have the responsibility to:

- Apply the ISO 14001 EMS and procedures as applicable to their work activity
- Be aware of how Environmental laws or regulations may affect their work activity.
- Inform Merchants/Suppliers that **Spectrum Electrical Group** has an Environmental Policy
- Explain to Suppliers/Merchants how they can help **Spectrum Electrical Group** improve its Environmental performance.

### **e) Office staff**

All have the responsibility to:

- Apply the ISO 14001 EMS and procedures as applicable to their work activity
- Be aware of how Environmental laws or regulations may affect their work activity.

### **f) Contractors / Agency staff**

All have a responsibility to:

- Apply the ISO 14001 EMS and procedures as applicable to their work activity.
- Operate in accordance with agreed contract responsibilities and arrangements
- Be aware of how Environmental laws or regulations may affect their work activity.
- Receive **Spectrum Electrical Group's** Contractor Expectation (EMF02) and adhere to it.
- Complete a Pre-Qualification Questionnaire (EMF01) for Contractors prior to being hired.

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### g) General

Responsibilities and authorities and their interrelation are defined below and in individual procedures. Top management also communicate the company objectives to staff and show how staff members contribute to those objectives to ensure commitment and motivation.

The responsibilities and authorities defined below relate to the environmental responsibilities of personnel having particular functions. Each Environmental Procedure may specify task-related responsibilities in addition to those shown below.

<b>Area of Responsibility</b>	<b>Responsible Member of Staff</b>
Management responsibility	MD
Environmental Management System	E Manager
Training	HSE - Safety Director/Environmental Manager Technical - Contracts Director
Other Resources (Infrastructure, Information and Work Environment)	MD
Document and Data Control	Environmental Manager
Purchasing Including Subcontractors	Office Manager & Safety Director/Environmental Manager
Internal Audit	Environmental Manager
Control of non-conforming product	Environmental Manager
Receipts of Purchases	Environmental Manager
Internal IT Support	Environmental Manager
Customer Complaints	MD & Environmental Manager
Environmental Records	Environmental Manager
Corrective and Preventive Actions	Environmental Manager
Customer Satisfaction Measures	Environmental Manager
Identification of Significant Aspects	Environmental Manager
Identification of Legal & other Requirements	Environmental Manager
Evaluation of Legal Compliance	Environmental Manager
Waste Management	Environmental Manager
Communication	MD & Environmental Manager
Improvement Processes	MD & Environmental Manager

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**9. COMPETENCE, TRAINING & AWARENESS:**

The Directors and/or the Environmental Manager

- will ensure that staff carrying out work which may have a significant environmental impact are competent either through education , training or are suitably experienced. Records of this education, training and/or experience will be kept on Toolbox Talks Record (EMF04) and/or Site Induction Record (EMF05)
- will assess the training needs of staff in relation to the company’s environmental aspects & EMS and arrange for appropriate training. This will be recorded on the EMS Training Record (EMF03)

**10. RECORDS:**

The records, retention time, storage & responsibility associated with the records required by the Environmental Manual are shown below:

All records must be adequately protected to prevent use by unauthorized persons & to keep them in legible condition.

	<b>Media</b>	<b>How long*</b>	<b>Where</b>	<b>Who</b>
Pre-Qualification Questionnaire (EMF01)	Electronic	3 years	Contractors File	Accounts
EMS Training Record (EMF03) *	Electronic	3 years	EMS Folder	Env Mgr
Tool Box Talks Record (EMF04)*	Electronic	3 years	EMS Folder	Env Mgr
Site Induction Checklist (EMF05)	Electronic	3 years	EMS Folder	Env Mgr

\* Calculated from the date the member of staff leaves the company.

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### **11. MANAGEMENT REVIEW:**

The Management review is undertaken by the Environmental Manager and other relevant members of staff and, optionally, the Environmental Consultant.

Environmental issues shall be included as part of the agenda for Management Review Meetings (annual, at minimum). The Agenda shall include but not be restricted to: -

- 1) Minutes of previous meeting.
- 2) Review of actions from previous meeting
- 3) Review of:
  - a) Internal Audits
  - b) Evaluations of compliance with legal & other requirements
  - c) Communications from external bodies
- 4) Non-Conformances
  - a) Audits
  - b) Customer Complaints
  - c) Supplier/sub-contractor.
  - d) Process and service
  - e) Status of actions from Non-Conformances including preventive actions
  - f) Effectiveness of Corrective & Preventive Actions
- 5) Recommendations for improvements.
- 6) Planning
  - a) Changes in legal & other requirements related to environmental aspects.
  - b) Changes in Market Requirements - Market or Customer future needs
- 7) Resource Planning
  - a) Training needs and effectiveness of training carried out
- 8) Risk assessment and Contingency planning
- 9) Suitability of EMS and any required changes
  - a) Environmental Policy review
  - b) EMS objectives and review of environmental performance.
  - c) New EMS targets & objectives
  - d) Staff comments & feedback
  - e) Review of compliance with Environmental Policy
  - f) Continuing suitability, adequacy and effectiveness of the EMS
- 10) Supplier/sub-contractor environmental performance development.
- 11) Other Business
- 12) Date of next meeting

On completion of the Management Review, staff will be advised of changes to company targets and objectives; particularly those affecting specific staff members or departments. Data relating to the Environmental Objectives & targets will be displayed on the Environmental noticeboard. Staff will be able to access a copy of the Management Review Minutes.





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Appendix 2 Plan Do Check Act

