



## **PURPOSE AND SCOPE**

Delstar Engineering Ltd is committed to:

1. Establishing, implementing, maintaining and improving its environmental management system;
2. Assuring itself of conformity to the Environmental policy
3. Demonstrating, as a minimum, compliance with relevant legislation and with the requirements of ISO 14001:2004

This policy applies to all Delstar operations both on-site at Haverhill and off-site, covering hydraulic, mechanical and special purpose equipment for theatre and stage, and general engineering work.

## **RESPONSIBILITY**

Responsibilities are defined in sections 2.8 and 2.9 of this Policy manual and within individual operating procedures.

## **PROCEDURES**

### **1 ENVIRONMENTAL MANAGEMENT SYSTEM STRUCTURE**

This Environmental Management System Manual is arranged in two parts:

- a) Part 1: provides an overview of the Environmental Management System and states the environmental policy, organisation and responsibilities, the scope of services provided by Delstar, together with a description of the system, a cross reference to how it implements the relevant requirements of BS EN ISO 14001:2004, and an index of the environmental procedures contained in Part 2 of the manual.

This part is intended to be suitable as an introduction to the system:

- For customers and members of the public seeking information relating to environmental management capability within Delstar Engineering Ltd
- For second or third party organisations undertaking assessments, as a key to the detailed implementation procedures adopted.
- For new and existing employees.

- b) Part 2: contains the environmental management procedures, primarily for use within the company.

These documents are available for reference or for audit purposes but, apart from the environmental policy, they are not normally distributed to outside organisations. A copy of this Policy Manual is communicated to interested parties including the general public via the company website at [www.delstar.co.uk](http://www.delstar.co.uk).



## **2 ENVIRONMENTAL MANAGEMENT SYSTEM**

### **2.1 General**

The Delstar Environmental Management System (EMS) is described below. The systems are regularly monitored, measured, analysed and reviewed in order to continually improve their effectiveness.

There are significant overlaps between Quality Assurance, Health & Safety and Environmental management. The core procedures covering Document control, records, auditing, management review and training are broadly common to all disciplines.

### **2.2 Environmental Policy**

Delstar Engineering Ltd is committed to ensuring continual improvement to the nature, scale, sustainability and environmental impact of its activities, products and services. The company is committed to complying with current environmental legislation and regulations, the prevention of pollution, and with all other requirements.

Delstar Engineering Limited target is the full implementation of ISO 14001. The company is committed to providing a documented, implemented, monitored and reviewed environmental management system framework. The purpose of the framework is to ensure continual improvement of the company's performance with regards to its environmental objectives and targets, and that it is fully communicated to all the company's employees and to interested parties, including the general public, via the company's website.

### **2.3 Environmental Aspects**

Delstar Engineering shall:

- (a) Establish and maintain procedures to identify the environmental aspects of its activities, products and services that it can control and over which it can have influence, in order to determine those which have or can have significant impact on the environment.
- (b) Ensure that all procedures are maintained and kept up-to-date.

### **2.4 Legal Compliance**

Delstar Engineering shall establish and maintain:

- (a) Procedures to identify legal and other requirements to which the organisation subscribes that are applicable to the environmental aspects of all company activities, products and services, and keep this up to date as new or amended legislation is introduced.



## **2.5 Objectives and Targets**

Delstar Engineering shall establish and maintain:

- a) Documented environmental objectives and targets relevant to each function and level within the organisation. All objectives shall consider legal and technological options, and financial and business requirements.

## **2.6 Management Programme**

Delstar Engineering shall establish and maintain:

- (a) Documented programmes for achieving its objectives and targets for each level and function of the company.
- (b) The means and time frame by which they are to be achieved.

## **2.7 Training, Awareness and Competence**

Delstar Engineering shall identify and establish:

- (a) Training needs and identify appropriate training for all personnel whose work may have a significant impact on the environment.
- (b) That all personnel are aware of the importance of conformance with the company's environmental policy and management systems.
- (c) The significant environmental impacts, actual or potential, of its work activities and any subsequent departure from specified procedures has on the environmental benefits.
- (d) Personnel training for roles and responsibilities in achieving conformance with the company environmental policy.

## **2.8 Structure and Responsibility**

Delstar Engineering shall establish and define:

- (a) Roles, responsibilities and authority in order to facilitate effective environmental management.
- (b) Resources essential to the implementation and control of the environmental system, and provide them.
- (c) Resources to include human, specialised skills, technological and financial and shall include defined roles and authorities for ensuring all the environmental



management systems are established and implemented, and to provide reports of compliance.

- (d) That the Managing Director ensures that the company's environmental policy and procedures are fully documented, complied with and kept under review to meet with current requirements and legislation.

## **2.9 Environmental Management System Representatives**

Delstar Engineering defines the environmental management responsibility and level of authority of the individuals detailed in the organisation charts as follows:

### **2.9.1 Managing Director**

- The overall achievement of environmental performance and the promotion of environmental awareness within the Delstar Engineering Ltd.
- The definition of the environmental policy and objectives for the business.
- The review and improvement of the Environmental Management System.
- The training of personnel.
- The resolution of all environmental related disputes brought to his attention, which cannot be resolved by the Management Support Services Director.
- The maintenance of all staff personnel records.

### **2.9.2 Quality Manager**

- Responsible to the Managing Director.
- Authorised to undertake the daily operation of the Environmental Management System. Specific duties are as follows:
  - Ensure that the requirements of BS EN ISO 14001:2004 as detailed in the Environmental Management System manual are implemented and maintained throughout the company.
  - Identify the need for environmental procedures and organise the preparation, issue and revisions of the Environmental Management System as necessary.
  - Review and approve amendments to the Environmental Management System.
  - Communicate changes to the Environmental Management System.
  - Prepare internal audit programmes for environmental system



- Follow up audit activities to verify and record effectiveness of corrective actions.
- Ensure that corrective actions are undertaken.
- Maintain appropriate records, including records of environmental complaints. Where applicable, maintenance of such records may be delegated to responsible personnel.

### **2.9.3 Works Manager**

- Responsible to the Managing Director.
- Ensures that waste carriers hold appropriate waste transfer licences and environmental waste codes.
- Ensures that Waste Transfer notes are raised and signed as appropriate and retains copies of documentation for a minimum of three years.
- Ensures that Delstar retains appropriate Environment Agency registration.





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Authorised by:

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