



Coventry City Council

**Part B Application Form  
Application for a Permit  
Pollution Prevention and Control Act, 1999  
Environmental Permitting (England and Wales) Regulations 2007**

**INTRODUCTION**

**1. When to use this form**

This regime is known as Local Authority Pollution Prevention and Control, **LAPPC**. Installations permitted under this regime are known as **Part B** installations. Use this form if you are sending an application for a 'Part B' permit to Coventry City Council under the Environmental Permitting Regulations 2007 ("the EP Regulations").

**2. Before you start to fill in this form**

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LAPPC, republished in 2008 and available at:

<http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>. This contains a list of other documents you may need to refer to when you are preparing your application, and explains some of the technical terms used. You will also need to read the relevant Process Guidance ("PG") Note for your process: <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/notes/pgnotes/index.htm>. The EP Regulations can be obtained from The Office of Public Sector Information or viewed on their website at: [http://www.opsi.gov.uk/si/si2007/uksi\\_20073538\\_en\\_1](http://www.opsi.gov.uk/si/si2007/uksi_20073538_en_1)

**3. Which parts of the form to fill in**

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the application to enable it to be processed further. When completed return to:

**Environmental Protection, Coventry City Council  
Room 311 Broadgate House, Broadgate  
Coventry CV1 1NH**

**4. Other documents you may need to submit**

There are a number of other documents you may need to send us with your application. Each time a request for a document is made in the application form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with this reference number and the application reference number (if you have been given one, it will be at the top of the form overleaf). If you do not have either of these, please use the name of the installation.

**5. Using continuation sheets**

In the case of the questions on the application form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

**6. Copies**

Please send the original and **three** copies of the form and all other supporting material, to assist consultation.

**7. If you need help and advice**

We have made the application form as straightforward as possible, but please get in touch with Environmental Protection on 0500 834333 or email [env.protection@coventry.gov.uk](mailto:env.protection@coventry.gov.uk) if you need any advice on how to set out the information we need.

# LAPPC Application Form : to be Completed by the Operator

For Local Authority use		
Application Reference:	Officer Reference:	Date Received:

## A 1.1 Name of the Installation

N/A

## A 1.2 Please Give the Address of the Site of the Installation

N/A

Postcode:

Telephone Number:

Ordnance Survey National Grid Reference: 8 characters

For example SJ 123 456

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## A 1.3 Existing Permit

Please give details of any existing LAPPC or LA-IPPC permit for the installation, including reference number(s):

N/A

Please provide the information requested below about the "Operator", which means the person who it is proposed will have control over the installation in accordance with the permit (if granted).

**A 2.1 The Operator - please Provide the Full Name of Company or Corporate Body**

HYDREX EQUIPMENT (UK) LTD

Trading / Business Name: (if different)

N/A

Registered Office Address:

HYDREX HOUSE, SERBERT WAY, PORTISHEAD,

BRISTOL

Postcode: BS20 7GD

Principal Office Address: (if different)

N/A

Postcode: \_\_\_\_\_

Company Registration Number:

170 8559

**A 2.2 Holding Companies**

Is the operator a subsidiary of a holding company within the meaning of Section 736 of the Companies Act 1985?

No

Yes

Name of Ultimate Holding Company:

N/A

Registered Office Address:

N/A

Postcode: \_\_\_\_\_

Principal Office address: (if different)

N/A

Postcode:

Company Registration Number:

### A 3.1 Who can we Contact about your Application?

*It will help us to have someone who we can contact directly with any questions about your application. The person you name should have the authority to act on behalf of the operator. This could be an agent or consultant rather than the operator.*

Name: JONATHAN TULL

Position: ASSISTANT CONTRACTS MANAGER

Address: 4 RYE HILL OFFICE PARK, BIRMINGHAM ROAD,  
ALLESLEY, COVENTRY

Postcode: CV5 9AB

Telephone Number: 024 76 405 100

Fax Number: 0845 2222 387

E-mail Address: jonathan.tull@hydrex.co.uk





## B 1.2 Why is the Application Being Made?

The installation is new.

It is an existing installation but changes to the installation or to the EP Regulations means that an LAPPC Part B Permit is now required

## B 1.3 Site Maps

Please provide:

- A suitable map showing the location of the installation clearly defining extent of the installations in red.

Document Reference:           N/A          

- A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere.

Document Reference:           N/A          

## B 2 THE INSTALLATION

*Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the EP Regulations are met.*

### B 2.1

Describe the proposed installation and activities and identify the foreseeable emissions to air, water and land from each stage of the process (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation).

*The use of process flow diagrams may aid to simplify the operations.*

Document Reference:           N/A

## B 2.2

Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.

Atmospheric emissions should be categorised under the following:

- i. Point source (e.g. chimney/vent, identified by a number and detailed on a plan).
- ii. Fugitive source (e.g. from stockpiles / storage areas).

If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken please state this.

*(Mass Emission - the quantification of an emission in terms of its physical mass per period of time. For example grams per hour, tonnes per year).*

## B 2.3

For each emission identified from the installation's activities describe the current and proposed technology and other techniques for preventing or, where that is not practicable, reducing the emissions. If no techniques are currently used and the emission goes directly to the environment without abatement or treatment, this should be stated.

Document Reference: Emissions will be reduced with the use of conveyor covers and water spray dust suppression where required.

## B 2.4

Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards and provide a risk based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please state.

Document Reference: N/A

## B 2.5

Describe the proposed measures for monitoring all identified emissions including any environmental monitoring and the frequency, measurement methodology and evaluation procedure proposed (e.g. particulate matter emissions, odour etc.). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason.

Document Reference: Emissions will be monitored daily by visual assessment.

## B 2.6

Provide detailed procedures and policies of your proposed environmental management techniques in relation to the installation activities described.

Document Reference: ENVIRONMENTAL POLICY STATEMENT EMS/P/01/P0/01,  
ENVIRONMENTAL MANUAL EMS/P/01, ENVIRONMENTAL OBJECTIVES & TARGETS EMS/P/12  
ENVIRONMENTAL TRAINING EMS/P/14.

## B 3 IMPACT ON THE ENVIRONMENT

### B 3.1

Provide an assessment of the potential significant local environmental affects of the foreseeable emissions (for example, is there a history of complaints; is the installation in an Air Quality Management Area?).

Document Reference: N/A

### B 3.2

Are there any sites of special scientific interest (SSSIs) or European Sites which are within either:

- 2 kilometres for an installation which includes Part B combustion, incineration (but not crematoria), iron and steel and non ferrous metal activities
- 1 kilometre for Part B mineral activities and cement and lime installations
- ½ a kilometre for all other Part B activities

No

Yes  Please give names of the sites.

N/A

### B 3.3

Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc.) Regulations 1994.

Document Reference: N/A

## B 4 ENVIRONMENTAL STATEMENTS

### B 4.1

Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999, or for any other reason with respect to the installation?

No

Yes  Please supply a copy of the environmental impact assessment and details of any decision made.

Document Reference:           N/A          

## B 5 ADDITIONAL INFORMATION

Please supply any additional information which you would like us to take account of in considering this application.

Document Reference:           N/A

## C 1 FEES AND CHARGES

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

### C 1.1 Please State the Amount Enclosed as an Application Fee for this Installation

£ 1,561      Cheques should be payable to:      Coventry City Council

We will confirm receipt of this fee when we write to you acknowledging your application.

### C 1.2

Please give any company purchase order number or other reference you wish to be used in relation to this fee.

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## C 2 ANNUAL CHARGES

If we grant you a permit you will be required to pay an annual subsistence charge: failure to do so will result in revocation of your permit and you will not be able to operate your installation.

### C 2.1

Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

FAC KERRIE NULTY, 4 THE MILL OFFICE PARK,

BIRMINGHAM ROAD, ALLESLEY

Postcode: CV5 9AB

Telephone Number: 02476 405100.



### C 3 COMMERCIAL CONFIDENTIALITY

#### C 3.1

Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the EP Regulations.

Document Reference:           N/A          

#### C 3.2

Is there any information in the application that you believe should be kept from the public register on the grounds of national security?

No

Yes

Do not write anything about this information on this form. Please provide full details on separate sheets, plus provide a copy of the application form to the Secretary of State for a Direction on the issue of National Security.

### C 4 DATA PROTECTION

The information you give will be used by the Local Authority to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. We may also use and/or disclose any of the information you give us in order to:

- Consult with the public, public bodies and other organisations.
- Carry out statistical analysis, research and development on environmental issues.
- Provide public register information to enquirers.
- Investigate possible breaches of environmental law and take any resulting action.
- Prevent breaches of environmental law.
- Assess customer service satisfaction and improve our service.
- Respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

We may pass on the information to agents/representatives who we ask to do any of these things on our behalf.

It is an offence under Section 38 of the EP Regulations, for the purpose of obtaining a permit (for yourself or anyone else) to:

- Make a false statement which you know to be false or misleading in a material particular.
- Recklessly make a statement which is false or misleading in a material particular.

*If you make a false statement we may prosecute you, and if you are convicted, you are liable to a fine or imprisonment (or both).*

## C 5 DECLARATION

### C 5.1 Previous Offences (please delete as applicable)

I/We certify:

#### EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations

#### OR

~~The following offences have been committed in the previous five years which may be relevant to my/our competence to operating this installation in accordance with the Regulations:~~

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Signature: 

Name: JONATHAN TULL

Position: ASSISTANT CONTRACTS MANAGER

Date: 09/03/10

### C 5.2 Signature of Current Operator(s)\*

I / We certify that the information in this application is correct. I / We apply for a permit in respect of the particulars described in this application (including supporting documentation) I / we have supplied.

Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.

For the Application from: HYOREX EQUIPMENT (UK) LTD

Installation Name: N/A

Signature: 

Name: JONATHAN TULL

Position: ASSISTANT CONTRACTS MANAGER

Date: 09/03/10

Signature: N/A

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

\* *Where more than one person is defined as the operator, all should sign. Where a company or other body corporate - an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*



Form	EMS/P/01/PO/01
Author	Andy Crago
Issue Status	6
Date	11.01.2010
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## ENVIRONMENTAL POLICY STATEMENT

As one of the UK's leading suppliers of plant and training services, we are committed to preventing an impact on the environment from any of our activities by working with our stakeholders in open and mutual collaboration. The Organisation is committed to:

- The prevention of pollution and contamination, monitoring and reducing any adverse impact of the Company's activities on the environment and local community.
- Life cycle analysis of all new products and use of sustainable materials
- Demonstrating efficiency in the use of energy, water and materials, as well as taking appropriate opportunities to minimise waste and re-use and recycle wherever possible to reduce our Carbon footprint.
- Compliance with all relevant environmental legislation and standards of relevance to the industry sectors in which we operate.
- Training staff and contractors to enhance awareness of relevant environmental issues and ensuring effective management of our environmental impacts.
- Working in partnership with our customers to promote the adoption of best practice and environmental management techniques.
- Collaboration with our stakeholders including staff, suppliers, customers, appropriate authorities, local communities and other organisations, to identify environmental issues and to seek innovative solutions and appropriate alternatives.
- We will ensure that any activity is managed professionally in a way which incorporates assessment of environmental aspects and impacts and takes appropriate action to keep any adverse impacts to a minimum.
- We will seek to minimise emissions and reduce waste.
- All environmental incidents will be fully investigated to ensure the root causes are identified and corrective and preventive action is taken.
- Implement a defensive driving program to improve fuel economy of company vehicles

### Continuous improvement

In order to improve our performance continually, we will:

- Produce an annual action plan, setting out specific targets for achieving continuous improvement which will be regularly monitored and reported.
- Actively involve employees, partners, subcontractors, suppliers and designers in promoting and improving our environmental performance.
- Engage with customers and professional, regulatory and institutional organisation's to help raise environmental standards.



Carl D'Amassa  
Review due by 31<sup>st</sup> January 2011

**Title: Environmental Manual**

**Type: Procedure**

**Author: Mohamed El Nairree**

**Controlled Details:** **Controlled**  
(Leave Blank for uncontrolled copies)

**APPROVED BY SHE MANAGER.**

Print Name: Mohamed El Nairree

Signature: 



Date: 31.01.09

**AUTHORISED BY COMPLIANCE DIRECTOR**

Print Name: Andy Crago

Signature: 

Date: 31.01.09

ANNUAL DOCUMENT REVIEW BY GROUP S,H&E MANAGER		
Review Date:	Remarks:	Signature:
31.01.2008	Amendments made, refer to page 2	
31.01.2009	Change to Organisation Chart	
31.01.2010		

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**ISSUE RECORD / AMENDMENT DETAILS:**

Issue Status	Date	Remarks
01	12.10.2005	For issue
02	19.01.2007	Change of logo & review
03	01.05.07	Add more definitions, change of references to QMS procedures
04	12.06.07	Change of wording to reflect the company structure
05	31.01.08	Annual review of document, new Environmental policy statement and updated organisation chart.
06	25.04.08	Statement to show cross reference to the SMS and QMS
07	10.06.08	Change of Hydrex Logo
07 Rev 0	29.01.09	Change to organisation chart

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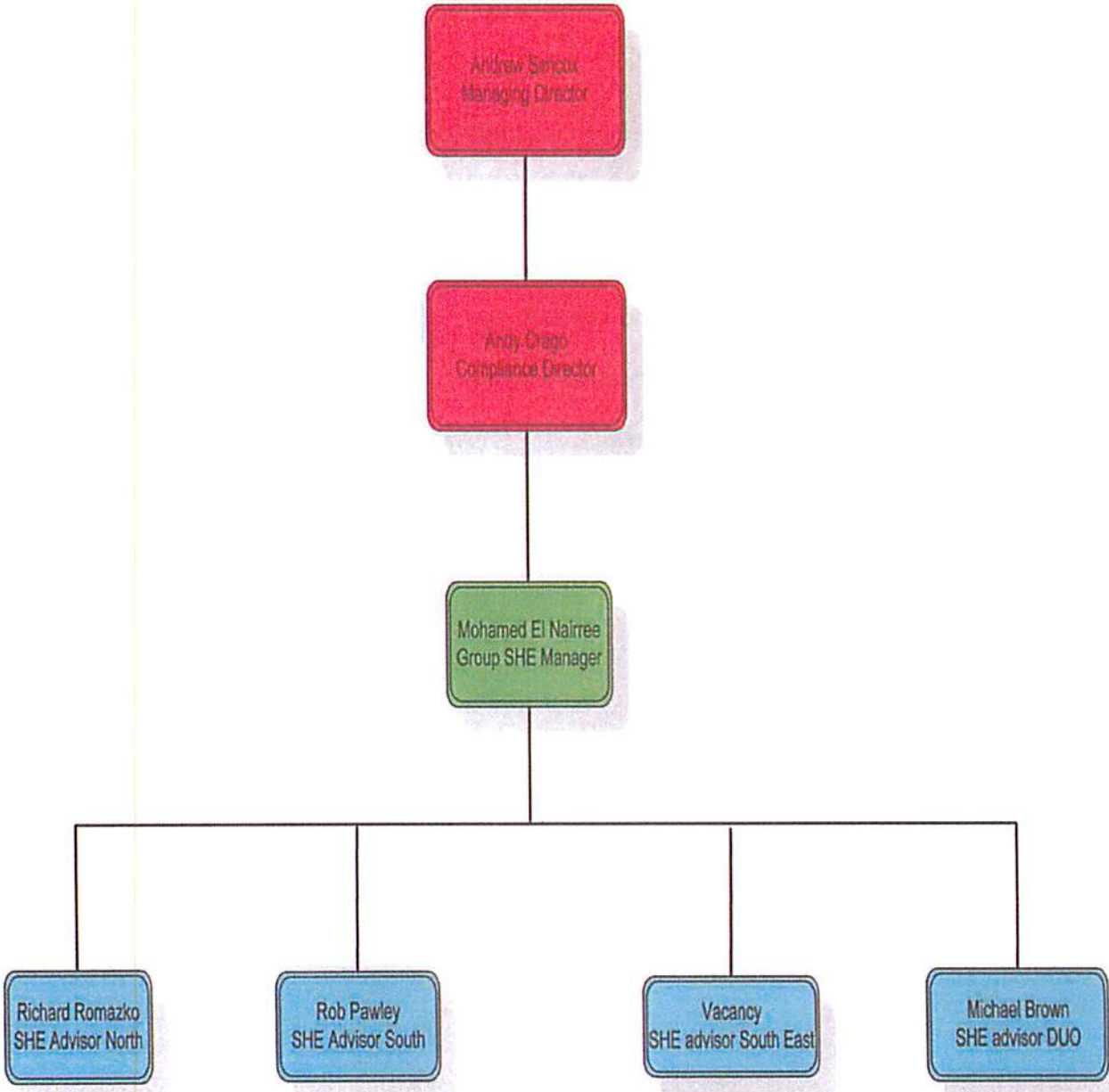


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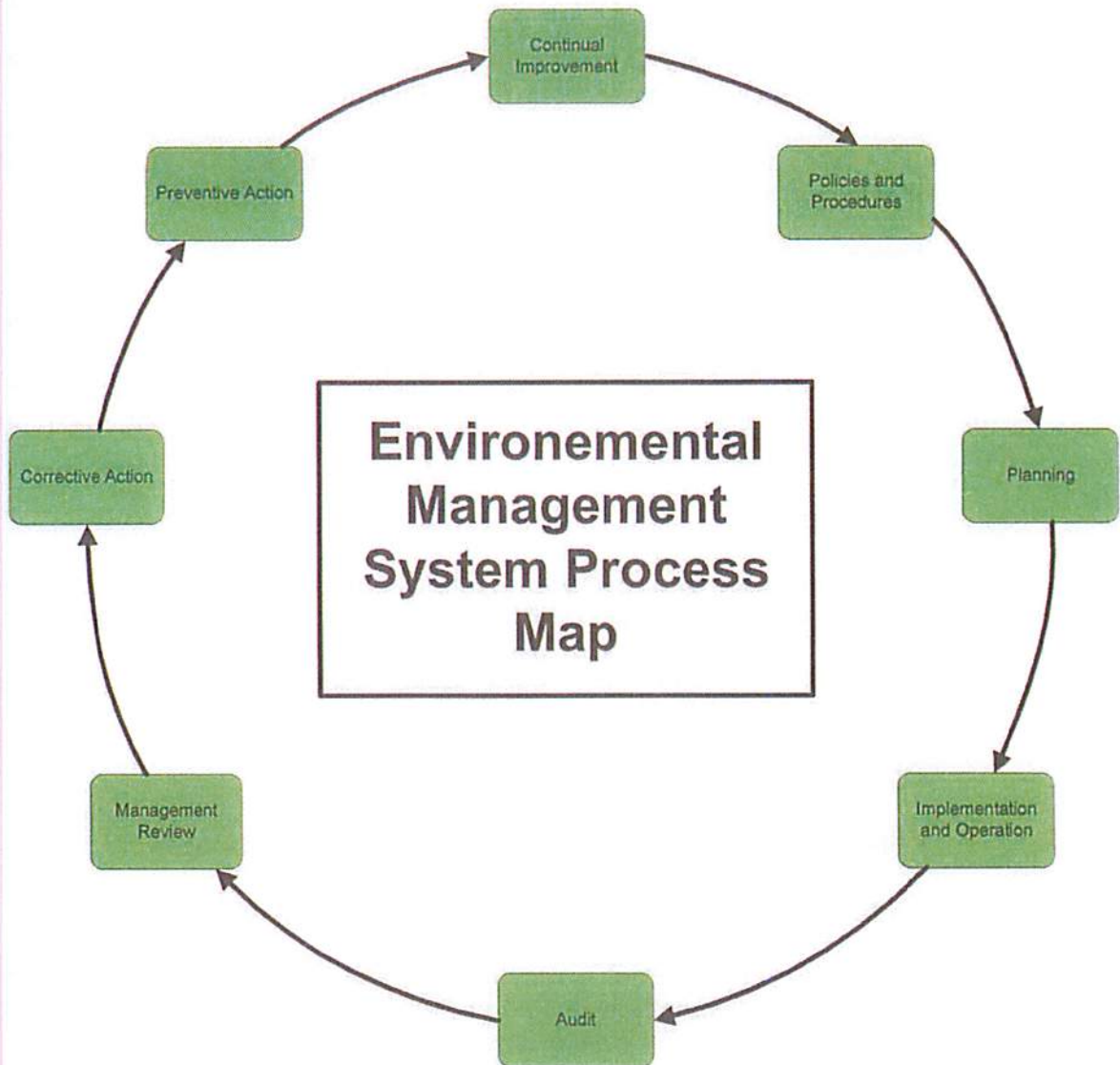
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**ORGANISATION CHART FOR ENVIRONMENT**



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## 1.0 Introduction

The organisation, specialises in training and the short term rental, contract rental and sale of mobile plant and equipment within the rail, construction and industrial services. It has been trading since 1985. The organisation has many depots across the UK and currently employs approximately 900 people. The organisation is committed to protecting the environment, and to this end has created and implemented an environmental management system which is described in this Environmental Management Manual.

(The organisation is working towards registration to the quality management Standard ISO 9001, and where possible the requirements of ISO 14001 and OHSAS 18001 have been integrated into a common management system).

## 2.0 Scope

This Manual covers all aspects of the organisations activities and its impact on the environment and highlight it's commitment to protect the environment by implementing, where possible an environmental management system that meets the requirements of ISO 14001. The Environmental Management System (EMS) is cross referenced with the Safety Management System (SMS) and with the Quality Management System (QMS) as shown in the EMS index.

## 3.0 Definitions

**Environmental Management System (EMS)** – part of an organisations management system used to develop and implement its environmental policy and manage its environmental aspects. Note a management system includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources.

**CD** - Compliance Director

**S,H&E Manager** - Safety, Health and Environmental Manager

**Auditor** - person with the competence to conduct an audit.

**Continual improvement** – recurring process of enhancing the EMS in order to achieve improvements in overall environmental performance consistent with the organisations environmental policy.

**Corrective action** – action to eliminate the cause of a detected nonconformity.

**Document** – information and its supporting medium. Note the medium can be paper, electronic, computer disk, photo's or a combination.

**Environment** – surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation.

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**Environmental Aspects** – elements of an organisations activities or products or services that can interact with the environment.

**Environment Impact** – any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisations environmental aspect.

**Environmental Objective** – overall environmental goal, consistent with the environmental policy, that an organisation sets itself to achieve.

**Environmental Performance** – measurable results of an organisations management of its environmental aspects.

**Environmental Policy** – overall intention and direction of an organisation related to its environmental performance as formally expressed by top management. Note the policy provides the framework for action and for the setting of environmental objectives and targets.

**Environmental Target** – detailed performance requirement, applicable to the organisation or parts thereof, that arise from the environmental objectives and that needs to be set and met in order to achieve those objectives.

**Interested Party** – person or group concerned with or affected by the environmental performance of an organisation.

**Internal Audit** – systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organisation are fulfilled.

**Nonconformity** – non-fulfilment of a requirement.

**Organisation** – company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

**Preventive Action** – action to eliminate the cause of a potential nonconformity.

**Prevention of Pollution** – use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination)the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.

**Procedure** – specified way to carry out an activity or a process. Note procedures can be documented or not.

**Record Document** – stating results achieved or providing evidence of activities performed.

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#### 4.0 Environmental management system

As required by Clause 4.1 of the Standard, the organisation has created and implemented an environmental management system (EMS) which conforms to the requirements of BS EN ISO 14001: 1996, hereafter referred to as ISO 14001.

The EMS is structured by means of the following documents:

- Environmental Policy Statement.
- Environmental Manual.
- Registers of Environmental Aspects and Environmental Legislation.
- Operating Procedures.
- (Work Instructions.)

#### 5.0 Environmental policy

As required by Clause 4.2 of the Standard, the organisation commitment to the environment is set out in the Environmental Policy. The Policy is signed by the Managing Director, is displayed on the notice board and has been communicated to all employees. The policy statement is printed at the front of this Manual. The Policy is supported by specific objectives and targets which are reviewed annually.



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## ENVIRONMENTAL POLICY STATEMENT

As one of the UK's leading suppliers of plant and training services it is our objective to ensure that any activities do not adversely impact on the environment by working with our customers in open and mutual collaboration. The Organisation is committed to:

- The prevention of pollution and contamination, monitoring and reducing any adverse impact of the Company's activities on the environment and local community.
- Demonstrating efficiency in the use of energy, water and materials, as well as taking appropriate opportunities to minimise waste and re-use and recycle wherever possible.
- Compliance with all relevant environmental legislation, other environmental regulations and standards of relevance to the industry sectors in which we operate.
- Training staff and contractors to enhance awareness of relevant environmental issues and ensuring effective management of our environmental impacts.
- Working in partnership with our customers to promote the adoption of best practice environmental management techniques.
- Collaboration with staff, suppliers, customers, appropriate authorities, local communities and other organisations, to identify and environmental issues and to seek innovative solutions and appropriate alternatives.
- We will comply fully with and keep abreast of all legal obligations requiring our employees and contractors to act in accordance with our environmental policy.
- We will ensure that any activity is managed professionally in a way which incorporates assessment of environmental impact and takes appropriate action to keep any adverse impacts to a minimum.
- We will seek to minimise emissions and reduce waste.
- All environmental incidents will be fully investigated to ensure the root causes are identified and corrective and preventive action is taken.

### Continuous improvement

In order to improve our performance continually, we will:

- Produce an annual action plan, setting out specific targets for achieving continuous improvement which will be regularly monitored and reported.
- Actively involve employees, partners, subcontractors, suppliers and designers in promoting and improving our environmental performance.
- Engage with customers and professional, regulatory and institutional organisation's to help raise environmental standards.

Review due by 31<sup>st</sup> January 2010

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## 6.0 Planning

### 6.1 Environmental aspects

As required by Clause 4.3.1 of the Standard, the organisation has examined its activities and services to determine which of them have an impact on the environment, and where possible the impact has been measured. The results of the analysis are presented in a Register of Environmental Aspects and Impacts. The relative significance of the various aspects is a factor which influences the selection of items for inclusion in environmental improvement and action plans. Guidance on how to rate the significance of aspects is given in Environmental objectives and targets procedure. The information on environmental aspects is reviewed and updated as part of the management review

See Procedure EMS/P/12 Environmental Objectives & Targets

### 6.2 Legal and other requirements

As required by Clause 4.3.2 of the Standard, the organisation has determined which environmental legislation and regulations and any relevant codes of practice apply to its activities. The information on legal and other requirements is presented in a Register of Environmental Legislation. The document control procedure QMS/P/02 contains instructions on how to keep the Register up-to-date. If changes to legislation require the organisation to make changes in the way it operates, the relevant Operating Procedures will be revised or new Procedures will be written.

### 6.3 Objectives and targets

As required by Clause 4.3.3 of the Standard, the organisation sets environmental improvement objectives and targets. Annually, the Managing Director at the environmental review meeting reviews the information contained in the Registers of Environmental Aspects and Impacts and Environmental Legislation, and selects which items shall be adopted as objectives and targets for the coming year. In setting these objectives and targets, the organisation is mindful of:

- The environmental Policy
- The relative importance of the environmental aspects.
- Relevant legislation, etc.
- The view of any interested parties.
- The need to prevent pollution in general.

Operating Procedure 12 'Environmental objectives and targets' describes the process of evaluating and ranking environmental aspects.

See Procedure EMS/P/12 Environmental Objectives & Targets

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## 6.4 Environmental management programme

As required by Clause 4.3.4 of the Standard, each objective or target is set out in an environmental action plan which states the objective of the plan, who shall be responsible for managing the project, and the stages and timescale. The progress of environmental action plans is monitored by the Environmental Manager and is reviewed at subsequent management review meetings.

The process is described in Operating Procedure 12 'Environmental objectives and targets'. When new products and processes are being developed, operating Procedure 13 'New products and processes' requires an assessment of the environmental implications of the development. Specific Operating Procedures are introduced when they are needed to ensure the adequate implementation of any part of the environmental programme.

See Procedure      EMS/P/12      Environmental Objectives & Targets  
                              EMS/P/13      New Products and Processes

## 7.0 Implementation and operation

### 7.1 Structure and responsibility

As required by Clause 4.4.1 of the Standard, the Managing Director has set up a management structure and has allocated responsibilities for environmental activities so that there is effective management of the EMS. The responsibilities of individual jobs which have an input to environmental performance are described in the following paragraphs. The Managing Director also ensures that adequate resources in terms of people, skills and equipment are available to allow the proper exercise of these responsibilities.

#### Compliance Director

The Compliance Director has overall responsibility for the policies and activities of the organisation. He or she chairs the management review meetings, has the ultimate responsibility for setting environmental objectives and targets, and authorises the Environmental Policy. All Managers are committed to the Environmental Policy. They are responsible for ensuring that they and their staff are aware of the requirements of the EMS and for training them in the specific environmental responsibilities of each job.

#### Environmental Manager

The Managing Director has appointed the S,H&E Manager who, in addition to his or her other responsibilities, acts as the 'management representative' with responsibility for ensuring that the requirements of the Standard are implemented and maintained. This person is called the Environmental Manager.

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The Environmental Manager's responsibilities are:

- To set up the EMS in accordance with the requirements of ISO 14001.
- To keep the EMS up to date.
- To obtain authorisation of environmental documentation and to control its distribution and revision. To keep environmental records.
- To monitor the progress towards the attainment of environmental objectives and targets.
- (Dealings with statutory bodies.)
- Environmental awareness training.
- To arrange internal environmental audits.
- To report on environmental performance to the management review meeting.

#### **Fleet Administrator**

The Fleet Administrator is responsible for the organisation's fleet of vehicles.

#### **IT Manager**

The IT Manager is responsible for the regular back-up of computer records and their secure storage.

### **7.2 Training, awareness and competence**

As required by Clause 4.4.2 of the Standard, all staff and new recruits receive environmental awareness training which includes the Environmental Policy, the major environmental impacts of the organisation's activities and an introduction to the EMS.

All staff are trained in the specific environmental impacts and responsibilities of their jobs, in emergency procedures and in the potential consequences of departing from the specific procedures. Where a job has the potential to cause significant environmental impacts, care is taken that job holders are competent to do the job.

Training needs are identified and the training is provided. Training records are kept.

See Procedure     **QMS/P/18 Training and Development**  
                           **EMS/P/14 Environmental Training**

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### 7.3 Environmental management system documentation

As described in Section 1 of the Policy and as required by Clause 4.4.4 of the Standard, The organisation has established a two level EMS, namely:

- The Policy.
- Operating Procedures supported by:
- The Register of Environmental Aspects.
- The Register of Environmental Legislation.

(Some parts of the environmental programme are administered in a similar way to the corresponding part of the organisation's quality management system. In these cases Operating Procedures have been written which apply to both environment and quality.)

See procedure QMS/P/02 Document Control

### 7.4 Document control

As required by Clause 4.4.5 of the Standard, Operating Procedures have been implemented for controlling all the documents which comprise the documented EMS, so that:

- They can be located.
- They are reviewed and revised as necessary.
- They are authorised before release and are circulated to named people or locations.
- Obsolete documents are removed from the locations where they are used.
- Documents which need to be retained for historical or legal purposes are clearly marked as withdrawn.
- (Where documents are held on computer for direct reference, any printed copy is automatically classified as 'uncontrolled'.)

See procedure QMS/P/02 Document Control

### 7.5 Operational control

As required by Clause 4.4.6 of the Standard, Operating Procedures have been written and implemented where they are needed to ensure compliance with the Environmental Policy, legal requirements, control of environmental aspects and progressing the environmental improvement plan.

See EMS Index – procedures EMS/P/01/F/001

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## 7.6 Emergency preparedness and response

As required by Clause 4.4.7 of the Standard, possible emergency situations have been identified and Operating Procedures written to keep control of the situation and to overcome any consequential environmental impacts. Some of these procedures already exist as separate documents and are referenced here. In other cases, emergency conditions are identified within Operating Procedures.

See procedure EMS/P/07 Spillage House keeping and drainage.

## 8.0 Checking and corrective action

### 8.1 Monitoring and measurement

As required by Clause 4.5.1 of the Standard, monitoring and measurement activities are controlled as follows:

- Internal auditors are required to draw attention to any environmental aspect which they feel is not adequately represented or controlled in the EMS.

See procedure QMS/P/09 Internal Audit

- The action plans leading to the achievement of environmental objectives and targets are regularly reviewed to ensure that satisfactory progress is being made.

See procedure EMS/P/12 Objectives and Targets

- Monitoring and measuring equipment which is used to control or measure environmental operations or performance is regularly calibrated and records are kept.

See procedure EMS/P/16 Monitoring & Measuring Equipment

- How the organisation complies with relevant legislation has been incorporated into Operating Procedures. Compliance is therefore tested as part of the internal auditing of these procedures.

See procedure QMS/P/13 Control of Standards

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## 8.2 Non-conformance, corrective and preventive action

As required by Clause 4.5.3 of the Standard, any non-conformance or incident with environmental significance is recorded and investigated, steps are taken to control any impact caused, and when appropriate and depending on the seriousness of the incident, corrective or preventive action is taken to prevent a recurrence. When necessary, Operating Procedures will be revised or new procedures written.

Environmental incidents may arise from:

- A failure to observe Operating Procedures.
- Inadequate Operating Procedures.
- Unforeseen circumstances e.g. abnormal operating conditions.
- Emergencies.
- Complaints.

See procedure QMS/P/08 Non Conforming Products or Services & Corrective Action

Accident Incident Index SMS/P/18/F/10

## 8.3 Records

As required by Clause 4.5.4 of the Standard, all documents and records which form part of the EMS are defined, identified, collated, indexed, filed and stored securely so that they will not deteriorate and can be retrieved. Retention times are defined. Back-up procedures are implemented for records which are held on computer

See procedure QMS/P/10 Records

## 8.3 Environmental management system audit

As required by Clause 4.5.5 of the Standard, internal environmental audits are carried out to determine that the EMS has been properly implemented and maintained and that it conforms to the requirements of the Standard. Auditors are appointed and trained. An audit schedule is prepared annually so that every audit topic is audited at least once a year; the frequency of audits depends on the importance of the topic and the outcome of previous audits. Audits are planned to examine each aspect of the relevant part of the Manual and the related Operating Procedures (and Work Instructions).

Auditors are also required to be alert to the environmental impact of the activities they are auditing and to draw attention to any aspect which they feel is not adequately represented or controlled in the EMS. Audit reports are written and recommendations for corrective or preventive action are made and agreed when necessary which are implemented and followed up. Audit findings and actions taken are reported to the management review meetings.

See procedure QMS/P/09 Internal Audit

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## 9.0 Management review

As required by Clause 4.6 of the Standard, the Managing Director and other Managers meet at regular intervals to attend a Management Review meeting to review on Quality Safety and Environmental issues.

See procedure QMS/P/04 Management Review

## 10.0 References

QMS/P/02	Document Control
EMS/P/12	Environmental Objectives & Targets
EMS/P/16	Monitoring & Measuring Equipment
QMS/P/10	Records
QMS/P/09	Internal Audit
QMS/P/08	Non Conforming Products or Services & Corrective Action
QMS/P/13	Control of Standards
QMS/P/18	Training and Development
EMS/P/14	Environmental Training
EMS/P/13	New Products and Processes
SMS/P/18	RIDDOR & Accident & Incident Investigation

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**Title: Environmental Objectives and Targets**

**Type: Procedure**

**Author: Richard Romaszko**

**Controlled Details:** **Controlled**

**APPROVED BY SHE MANAGER.**

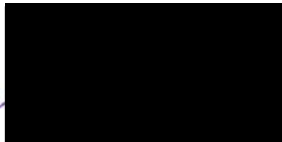
Print Name: Mohamed El Nairree

Signature: 

Date: 31.01.10



**AUTHORISED BY COMPLIANCE DIRECTOR**

Print Name: Andy Crago

Signature: 

Date: 31.01.10

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**ISSUE RECORD / AMENDMENT DETAILS:**

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01	20.12.06	For Issue
02	12.06.07	Change of wording to reflect the company structure
03	13.06.07	Change of procedure to document how the objectives and targets are formulated from the aspect and impacts
04	31.01.08	Annual review of procedure.
05	10.06.08	Change of Hydrex Logo
06	31.01.09	Annual review of procedure.
07	26.01.10	Annual review of procedure

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## 1.0 Introduction

Annually, the Compliance Director at the environmental review meeting reviews the information contained in the Registers of Environmental Impacts and Environmental Legislation, and selects which items shall be adopted as objectives and targets for the coming year.

## 2.0 Scope

This procedure covers the method that the organisation will adopt to set out its Environmental objectives and targets.

## 3.0 Definitions

The Environmental Manager = SHE Manager

Pollution = the introduction by man of substances or energy into the environment that are liable to cause hazards to human health, harm to ecological systems, damage to structures or amenity, or interference with legitimate uses of the environment.

Aspects = Elements of an organisations activities, products or services that do or could result in an environmental impact

Impact = Environmental changes that occur, wholly or partly as a result of an organisations environmental aspects

e.g.

Activity	Aspect	Impact
Vehicle washing	Effluent discharge	Water pollution and or soil contamination
Product distribution by road	Exhaust emissions	Air pollution / human health effects

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#### 4.0 Procedure: Environmental Objectives and Targets

To set the organisations environmental Objectives and Targets, the organisation examines its activities and services to determine which of them have an aspect and impact on the environment, this can be found on the Environmental Aspect & Impact Register (EMS/P/12/F/01) and where possible the impact has been measured by means of the frequency of occurrence multiplied by the environmental severity which will give an impact score of 1 to 30. For how to calculate the environmental impact see form EMS/P/12/F/02

- Low being 1 to 6
- Medium 7 to 12
- High 13 to 30

The strategy adopted is to identify the activities which have a high impact on the environment. The items that have a High Score are then transferred to the High Aspect & Impact Applicability Matrix for Hydrex, MTR & Gorrel form EMS/P/12/F/03 where they are put in relevant applicability for the different sections of the Hydrex Group. The serial number on this form refers to the Environmental Aspect & Impact Register

The items from the High Aspect & Impact Applicability Matrix for Hydrex, Hydrex Training & Gorrel form are then transferred to the EMS Environmental Objectives and Targets Action Plan Register Form Number EMS/P/12/F/04 where the register states the following.

- Serial Number
- Objective & Target
- Action
- Action by
- Start date
- Estimated completion date
- Date completed
- Remarks

From the EMS Objectives and Targets Register the items are then entered onto the Environmental Management Plan for Objectives and Targets form number EMS/P/12/F/05 which the owner has to make up a management plan to achieve the objectives and targets. The form gives information on the following:

- The objective
- The target with timescales
- Resources required
- Adopted at management meeting held on
- The Plan with Action, Action by, Start date, Completion date, Date completed.

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If the high impacts are covered with the objectives and targets, then the medium impacts are to be covered next.

The relative significance of the various aspects is a factor which influences the selection of items for inclusion in environmental objectives and targets. In setting these objectives and targets, the organisation is mindful of:

- The environmental Policy.
- The relative importance of the environmental aspects.
- Relevant legislation, etc.
- The view of any interested parties.
- Technological requirements
- Financial
- Operational and Business requirements
- The need to prevent pollution in general.

The progress of the environmental management plan for Objectives & Targets is monitored by the Compliance Director and the Environmental Manager and is reviewed at subsequent Management Review meetings.

## 5.0 References

EMS/P/14 Environment Training  
QMS/P/10 Records

## 6.0 Forms

EMS/P/12/F/01 Environmental Aspect & Impact Register.  
EMS/P/12/F/02 Calculation of Environmental Impact.  
EMS/P/12/F/03 High Aspect & Impact Applicability Matrix for Hydrex, MTR & Gorrel.  
EMS/P/12/F/04 Environmental Objectives and Targets Action Plan Register.  
EMS/P/12/F/05 Environmental Management Plan for Objectives and Targets

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**Title:** Environmental Training  
**Type:** Procedure  
**Author:** Richard Romaszko  
**Controlled Details:** **Controlled**

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**Date:** 31.01.10

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01	07.02.07	For Issue
02	12.06.07	Change of wording to reflect the company structure
03	31.01.08	Annual review of procedure
04	10.06.08	Change of Hydrex Logo
05	06.01.09	Annual review of procedure
06	26.01.10	Annual review of procedure

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## 1.0 Introduction

The organisation will ensure that all staff receive environmental awareness training, and specific training in the environmental responsibilities of their individual jobs, and records are kept. This procedure will also correspond to the Quality and Engineering procedures

## 2.0 Scope

This procedure is a method that the organisation will adopt to ensure staff receive environmental awareness training.

## 3.0 Definitions

The Environmental Manager = SHE Manager

Pollution = the introduction by man of substances or energy into the environment that are liable to cause hazards to human health, harm to ecological systems, damage to structures or amenity, or interference with legitimate uses of the environment.

Aspects = Elements of an organisations activities, products or services that do or could result in an environmental impact

Impact = Environmental changes that occur, wholly or partly as a result of an organisations environmental aspects

e.g.

Activity	Aspect	Impact
Vehicle washing	Effluent discharge	Water pollution and or soil contamination
Product distribution by road	Exhaust emissions	Air pollution / human health effects

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#### 4.0 Procedure: Environmental Training

##### 4.1 Responsibility

The responsible Managers shall ensure that all staff and new starters receive environmental awareness training.

The Engineering Manager shall ensure, all engineering staff receive specific training in the environmental implications and responsibilities of their job.

The Competence Manager shall ensure all operators receive specific training in the environmental implications and responsibilities of their job.

The Training department will keep and maintain the training records.

##### 4.2 Environmental awareness training

All staff shall receive training in environmental awareness including the Environmental Policy and to be introduced to the Environmental Management System (EMS) and its operating procedures.

Awareness training shall be part of the induction training for all new starters.

##### 4.3 Job Training

All staff shall be trained in the specific environmental impacts, actual and potential, and the environmental responsibilities associated with their job, and the relevant procedures including emergency procedures.

##### 4.4 Competence and training needs

The competence and training needs of staff shall be reviewed regularly and any training identified shall be provided externally or internally within the organisation. (see Management Review Procedure QMS/P/04)

##### 4.5 Training records

Training records are kept for each employee, which show when assessments have been carried out, courses carried out and training needs identified and training given.

Evidence of formal training, e.g. certificates of courses attended, are also copied to the individuals record.

Briefing records are kept at each location in the main briefing register

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## 5.0 References

Management Review Procedure QMS/P/04  
Records QMS/P/10  
Training and Development procedure QMS/P/18  
Briefing Procedure QMS/P/16  
Rail Maintenance Policy H/EngMS/P/01  
Hydrex Maintenance Plan for Material Handling & Construction  
H/EngMS/P/01/7  
All EMS procedures

## 6.0 Forms

Briefing Form H/QMS/P/16/F/01  
Assessment forms  
Induction Form QMS/P/17/F/02  
Training and Development request form QMS/P/07/F/14  
Management Review form QMS/P/04/F/01

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