

## **Appendix 4a - Environmental Management**

### **NMUK Environmental Management System Overview**

#### **1.0 Background**

NMUK have operated an environmental management system (EMS) since the early 1990s and in 1998 the NMUK EMS was BS EN:ISO14001 certified. The content of this section of the application refers to the ISO 14001 certified system. It is not the intention of this application to supply copies of all the documentation relating to the EMS. Copies are available from NMUK if required.

#### **2.0 System Description**

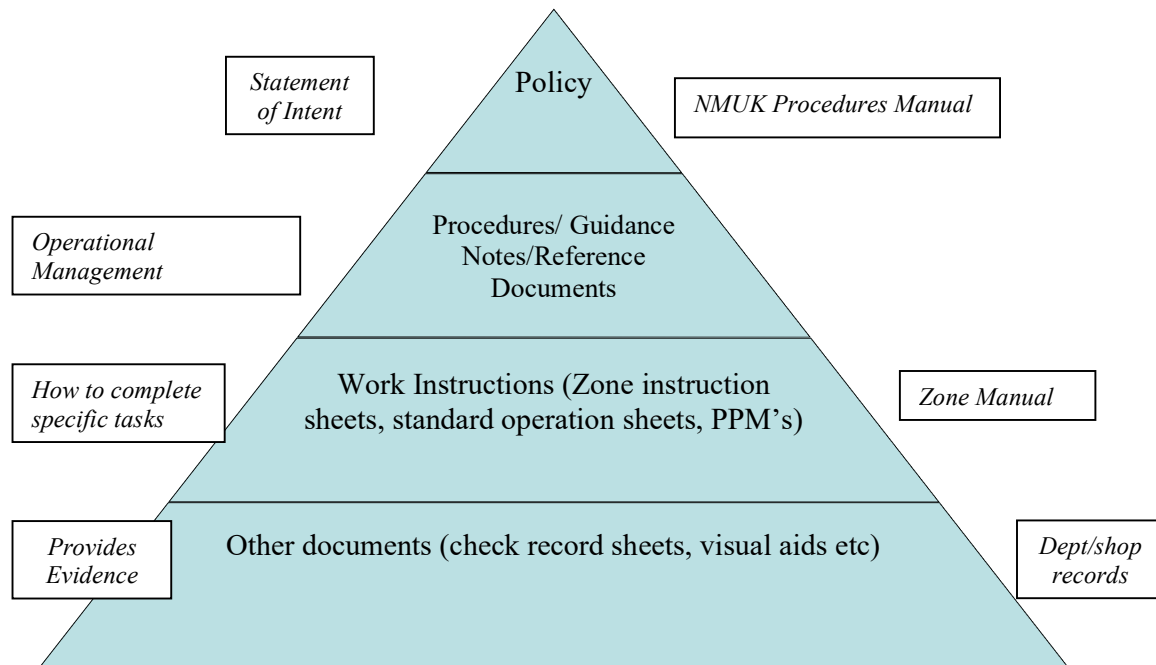
##### *2.1 Documentation*

Relevant Procedures:

- 21CP01 Environmental Management System Documentation - Development and Control
- 21CP12 Environmental Record Management
- 21CP13 Work Instructions - Issue to Operating Departments
- 21CG06 Preparation of Zone Instruction Sheets

A copy of the NMUK Environmental Policy entitled Manage Environmental Effects (ref: 21PL01) is included in Appendix 4b. The policy is supported by company documentation as illustrated in figure 1.1

Figure 1.1



To ensure the current document is available a version control system is operated within the EMS. A content list of the documents within the procedures manual is included in Appendix 4c.

## 2.2 EMS Management Organisation

### Relevant Procedures

#### -21CP02 Environmental Management System Organisation

NMUK have appointed the Director of engineering as the management representative for the EMS having authority and responsibility for co-ordination of the EMS. The audit Manager is a senior member of staff within the Engineering department.

A working and reporting group structure operates, which issues and receives EMS status reports and co-ordinates the EMS at all levels within NMUK.

NMUK have an annual management review of the EMS by the companies executive committee.

## 2.3 Aspect identification and significance

### Relevant procedures

- 21CP06 Environmental Aspects - Identification & Significance Assessment
- 21CG05 Consideration of Environmental Effects

An aspect is defined in ISO14001 as an interaction with the environment. NMUK have identified such interactions during normal production, during non-production time and in abnormal situations and presented a summary of the conclusions on aspect summary sheets. The standard then requires operators to determine which interactions are of significance. This consideration is carried out as part of the annual management review.

- The aspect is subject to legislation.
- The aspect is subject to the NMUK environmental policy.

NMUK also commit to consider the views of interested parties and decide if those views effect significance. This consideration is carried out as part of the annual management review.

#### *2.4 Compliance Evaluation and Concern Reporting*

##### Relevant Procedures

- 21CP04 Environmental control – Measurement, Monitoring & Legal Compliance
- 21CP10 Environmental Concern Reporting and Resolution
- 21CG02 Environmental Management - Zone and Shop Operational Status Reporting
- 21CG03 Environmental Concern Reporting
- 21CG07 Compilation of Record Sheet - Measurement Results

Key environmental performance parameters are routinely checked by NMUK staff on a pre-determined frequency. The details and frequency of the checks are included in zone instruction sheets issued to operators. Results of checks are reported to shop environmental groups on a monthly basis. A summary of results are incorporated into a monthly and quarterly site report and included in the annual management review.

If there is a non-compliance found during routine checking or if a control system is not operating a intended an environmental concern report is raised.

#### *2.5 Communication and contact with environmental regulatory bodies*

##### Relevant procedures

- 21CP05 Communication - The Needs & Expectations of External Interested Party's
- 21CP11 Contact with Environmental Regulatory Bodies

Key NMUK staff have roles, which may lead to direct contact with an external individual or organisation. If these staff receive communication regarding the performance of the EMS an environmental communication report is raised. Conversely, key NMUK staff have been assigned the role of liaison with environmental regulatory bodies. Appropriate records of the discussions between NMUK representatives and environmental regulatory bodies is maintained.

## *2.6 Objectives and targets*

Relevant procedures

- 21CP08 Environmental Objectives & Targets - Management System

NMUK is committed to continual improvement in performance. This is achieved through setting and completing actions associated with objectives and targets. Objectives are set at the highest level within NMUK. A compliance schedule is published and achievement of the scheduled actions is monitored by shop and site environmental groups.

## *2.7 Auditing*

Relevant procedures

- 21CP09 Environmental Management System - Audit Management
- 21CG01 Internal Environmental Audits
- 21REF04 Qualification Criteria for NMUK Internal Environmental Auditors

The NMUK EMS is certified to the ISO14001 standard by the United Test and Assembly Center Ltd (UTAC). The certification period is three years. On an annual basis UTAC visit site and carry out a compliance audit to check continued compliance with the requirements of the standard. Every three years the visit includes a re-certification audit. The complete EMS is audited at least once during the three-year certification period.

NMUK also ensures internal audits of the EMS are carried out by NMUK staff or an external auditor. NMUK staff have been trained to carry out environmental audits to check compliance with ISO14001. An annual audit timetable is produced and the complete EMS is audited at least once during the three year certification period.

A report of each audit is produced and issued to relevant staff. Audit results are reported to shop and site environmental groups.

## *2.8 Energy*

Relevant procedures

- 21CP24 Energy Management System Organisation
  - 21REF05 NMUK Energy Statement
- Energy management within NMUK is incorporated into the EMS.

## *2.9 Operational Controls*

Remaining procedures not listed in paragraphs 2.1 to 2.8 cover operational control of significant environmental aspects. Procedures cover:

- Land use and development
- Disposal of plant and equipment
- Storage, delivery and collection of materials in bulk
- Calibration of instruments used to measure environmental criteria
- Control of discharges to atmosphere
- Control of discharges to drain
- Waste management
- Emergency and accident control

### *2.10 Materials management*

Suppliers of materials used on site are required to provide a material safety data sheet (SDS). SDS are processed and filed in a NMUK online portal and made available to NMUK staff and others working on site as required.

Materials delivered to site are categorised, for waste disposal purposes, using the information supplied in the SDS in line with the system described in *21CP11 Waste Management - Evaluation of Waste Streams & Arrangements for Collection of Waste for Dispatch from Site*.