



Environmental Policies

Reference EMS 001

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Approved by

Philip Webb

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The Environmental System is intended to meet the requirements of relevant Environmental Legislation and is modelled on the ISO 14001-2004 standard. Procedures marked * are common with the corresponding ISO 9000 procedure

Introduction to the BEW Environmental Management System

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BEW is in the business of improving efficiency in the supply of electrical products and components. Through improving the efficiency of the business we will support sustainable supply of electrical products from producer to user in a manner which has the least practically achieved effect on the environment.

Our impact on the environment is important to us both as a business and as individuals who encourage sustainability.

We recognise our responsibility to support our customers in their environmental management initiatives and will comply with their operational and legislative requirements as required.

We have adopted an Environmental Management System to help reduce our impacts and demands on the environment. It is split into three parts described here:

This document is the top level and lays out in brief terms how Environmental management is applied in BEW.

The second level details procedures for processes support managing our environmental impacts and our objective of minimising the effects our business has on the environment.

The third level is the record of impacts and measurements, which give information on progress towards Environmental objectives and indicate the effectiveness of the Environmental Management System.

All instructions and records in the Environmental system are hosted on the server. Printing hard copies is not encouraged but if absolutely necessary they can be printed for reference. They won't be updated; and if you are reading this as a hard copy and are not sure if it is current please contact administration.

BEW – SUSTAINABILITY POLICY

We all have a responsibility to future generations to preserve the environment and ensure future sustainability.

Therefore BEW has established objectives for reducing the environmental impact of our business.

To achieve these objectives BEW will:

- Ensure compliance with legislation and our industry codes on the environment.
- Seek ways to continually reduce the impact of what we do by, reducing waste and energy consumption in all aspects of the business.
- Examine the impact of all aspects of the business from initial sourcing to final disposal of products at the end of their useful life.
- Determine where renewable resources can be employed; where energy savings can be achieved and where waste reduction can be influenced, then work to introduce steps to carry this out.
- Monitor our environmental impacts and the effectiveness of reducing these through the steps we take.
- Encourage suppliers, customers and staff to join us in reducing the effect we all have on the environment.

It is our firm belief that stewardship of the environment rests with us all and that we should all play our part in reducing the impact we have.

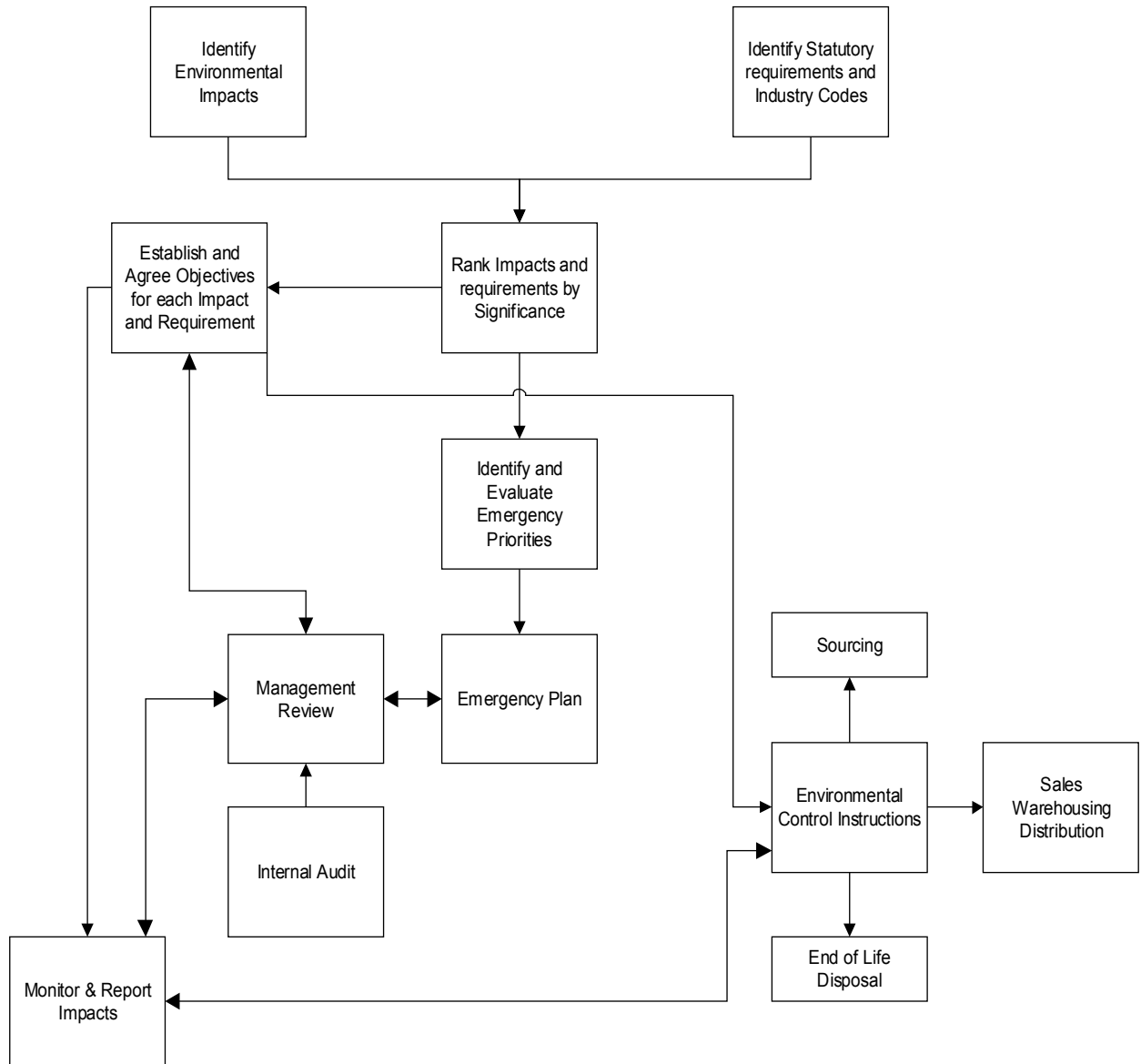


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1.2 Outline of the EMS

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The operation of our Environmental Management System is outlined here.



1.3 Document and Data Control

All environmental policy, instruction and record documents are “controlled”. Procedures are in place as part of the Environmental Management System to control the issue and approval of documents. As far as practical environmental documents are held in electronic form and are not normally available as hard copies

Documentation is “filed” to be easily accessible and retrievable

2 Organisation & Responsibility

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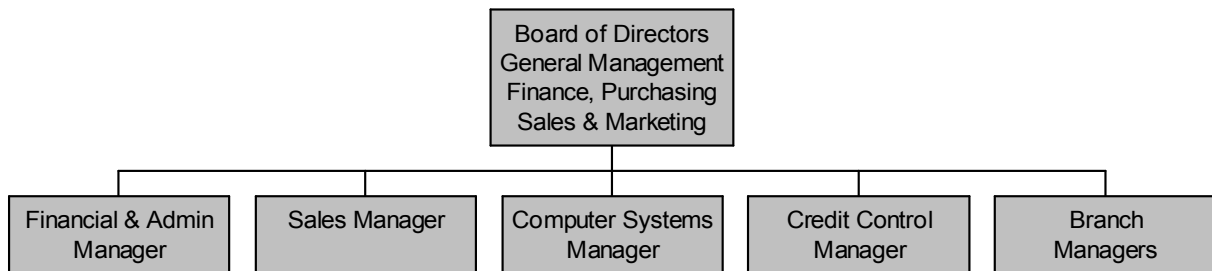
2.1 Organisation

The Directors have ultimate responsibility for implementing and operating the Environmental Management System. Day to day operation of the system is managed by the PA to the Directors. Implementation of environmental policies and procedures are carried out through the branch management structure.

Everyone in the business is responsible for ensuring that the company's Environmental policy is applied in their area of responsibility. They are responsible for reporting/recording Environmental problems. Similarly they are also responsible for carrying out any action, which avoids or corrects a Environmental problem. In addition everyone in the company is encouraged to make suggestions, which may bring about improvements in Environmental.

The PA to the Directors, is responsible for ensuring that information on Environmental performance is available to support management decision-making and administers the Environmental System.

Organisation Chart



Note: This chart does not necessarily represent seniority in the company it is intended to show inter-relationships between positions and functions.

2.2 Environmental Objectives

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Environmental Aspects of the business are assessed periodically. The Directors agree and prioritise objectives for managing these Environmental Aspects. These are communicated to all members of BEW and include:

- Energy usage
- Waste materials
- Supply chain impacts
- Recycling
- Legislative and Industry code compliance

The environmental management system and reporting mechanisms are based on achieving these objectives and highlighting areas for improvement to continually improve performance and reduce impacts. Regular meetings are held, which include discussion of environmental impacts. Feedback on environmental impacts is relayed to staff and suppliers.

2.3 Environmental Impact Assessment and Plans

The environmental impacts of the business are assessed. This assessment is reviewed at least annually to ensure it remains relevant.

Environmental plans are assembled to detail how environmental impacts will be managed and actions required to achieve objectives.

An Emergency plan is in place to describe how emergencies in BEW would be handled to minimise environmental risk

2.4 Environmental Reviews

Regular meetings are held to discuss effectiveness of the EMS in managing Environmental Aspects. In addition Environmental issues are discussed as part of day to day operations.

2.5 Communication

2.5.1 Internal

Staff are updated on BEW progress against environmental objectives and on new initiatives to support environmental improvements.

Suggestions are encouraged from staff on how BEW operations could be improved to reduce environmental impacts.

2.5.2 External

Suppliers and customers are kept aware of BEW environmental aims and initiatives which support them

Suppliers are encouraged to propose improvements in supply chain environmental impacts and new products; whilst suggestions are welcomed from customers on how BEW could reduce impacts in their business with them.

3. Resource Provision

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3.1 Training

Staff receive training in understanding the environmental impacts of the business and those areas where they can influence these.

In addition training is given to individuals as required in their specific tasks and responsibilities for operational activities to reduce impacts.

Where training is undertaken, its effectiveness is assessed through analysis of performance.

3.2 Equipment and Infrastructure

Any change in equipment or the operational infrastructure of BEW is assessed by the Directors for its influence on achieving environmental objectives. This will include energy usage and disposal options at the end of equipment life.

4. Operational Control

4.1 Purchasing

BEW assesses the products they purchase for supply for their impact on environmental aspects. Energy use, packaging recycling and end of life disposal are taken account of.

4.2 Distribution and Storage

Stock is stored at optimum levels to maintain supplies efficiently so it utilises space effectively.

Distribution is by customer collection and by BEW van transport, as far as practical goods and delivery routes are consolidated to reduce transport usage.

Packaging is used and recycled in accordance with the Packaging Waste Regulations

4.3 End Of Life

As far as practical stocks purchased are re-cyclable

Although goods are not often returned to BEW at the end of their useful life they are as far as possible disposed of through recycling channels.

If recycling is not feasible for a given item it is disposed of via appropriate routes.

Records of goods taken in are kept and their disposition recorded as:

- Re-used
- Recycled
- Disposed

These records are maintained under the requirements of the WEEE regulations.

BEW infrastructure items and waste materials such as paper as disposed of through recognised recycling channels.

As far as practical packaging materials are re-used.

5 Measurement Analysis and Improvement

5.1 Audit

Each aspect of operations and the Environmental system is audited for compliance with legislative requirements and effectiveness in reducing environmental impacts at least once every twelve months. Audit findings are fed back to management and staff.

5.2 Management Review

At least once each year, meetings are held to discuss effectiveness of the Environmental system and activities in achieving environmental objectives

5.3 Environmental Aspects Monitoring

Environmental aspects (e.g. waste, recycled items and energy use) as well as continued compliance with regulations are all monitored on an ongoing basis and progress towards objectives set for them is reported.

5.4 Non conformance & Corrective Action

Failures to comply with regulatory requirements or failures to meet environmental objectives are reported and action to resolve these issues is taken. Anyone associated with BEW can report such an issue. The Directors are responsible for ensuring action to address non conforming issues is taken and is effective.

5.5 Preventive Action

In addition to correcting Environmental issues when they happen; causes of the problems are identified and action taken to avoid their recurrence. Potential problems are identified through day to day operations and at management reviews and action to avoid potential problems is taken and evaluated for its effectiveness.

5.6 Continual Improvement

Progress towards achievement of Environmental objectives is measured against the environmental plan. Where progress is below target steps are taken to improve which are also monitored for effectiveness.

Through internal audits, corrective and preventive action and environmental monitoring; the Directors can take action to meet Environmental objectives.

It is a basic principle of the BEW Environmental Policy to seek to reduce environmental impacts continually. Therefore, Environmental Objectives are reviewed periodically for their continued relevance.

Appendix 1 Record of Amendments

Section	Pages	Issue/ Revision	Nature of Change	Date
All	All	1.1	Update of environmental policy statement to place further emphasis on sustainability Emphasis on third party and internal communication	June 2009