

# ISO 14001

## Environmental Policy Statement

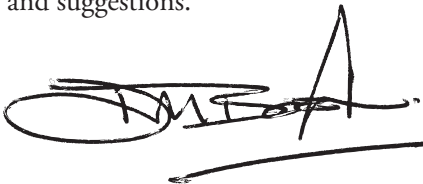
### EXECUTIVE SUMMARY

H. Charlesworth & Co. Ltd (the company) believes it has an important duty to ensure good environmental performance in all its business operations and to provide the necessary organisation, commitment and training to fulfil this obligation. The senior management firmly believes in, and is committed to monitoring and improving environmental performance, pollution prevention and environmental protection.

#### THESE AIMS WILL BE ACHIEVED THROUGH:

- Incorporating environmental responsibility into all business operations by planning environmental protection, reviewing and developing policy, by setting targets and reviewing and auditing performance.
- Utilising the best available techniques not entailing excessive costs (BATNEEC) to comply with the requirements of existing and future legislation, and encouraging those working on our site to meet the same standards.
- Implementing a systematic waste minimisation programme to achieve objectives and targets to reduce waste, avoiding the use of terminal waste treatment and dealing with it as far as possible at source.
- Pursuing continuous improvement in environmental performance, where reasonably practicable, by setting objectives and targets, especially in addressing the areas of resource use, by reducing energy and water consumption, increasing re-use and recycling and improving solid and liquid waste management methods.
- Being committed to maintaining effective communication systems on environmental matters through training and improved awareness.
- H. Charlesworth & Co. Ltd (the company) will promote its objectives and will respond positively to enquiries and suggestions from both inside and outside the company.

All employees have responsibilities for policy implementation by participating and contributing to its success through their actions and suggestions.



David Boothman  
Managing Director



## NOTES TO THE ENVIRONMENTAL POLICY

### Scope Statement:

“This EMS applies to all activities and operations at the company and includes the manufacture and supply of printed materials and the packaging and supply of books, journals, magazines and leaflets.”

### ISO 14001:2004 Application:

All requirements are applicable.

### Environmental Policy Review:

Environmental Policy shall be reviewed at least bi-annually, or in the light of significant change.

### EMS Processes:

The Environmental Management system processes/procedures and are outlined in the adjoining chart. QMS (Quality Management System) and SMS (Safety Management System) processes are also supportive of the EMS.

### Documented Procedures:

The EMS comprises a four tier structure incorporating: Environmental policy, procedures, records and where appropriate, the use of guidance documents to enhance understanding.

Standards, specifications and recommended guidance documents are used as appropriate. A hyperlinked list of all Environmental documents is shown at the right of this page. These documents are ‘controlled’ and may not be copied or circulated without the permission of the Environmental Management representative.

### Records:

Records are established and maintained to provide evidence of conformity to requirements and all records are controlled.

### Non-conformance control:

All endeavours will be taken to ensure that our operations and activities are controlled to avoid any detrimental impact to the environment throughout all stages but in the event of a non-conformity being discovered this shall be investigated with the aim of continual improvement – such incidents will be recorded.

### Corrective & Preventive Action:

Documented procedures are implemented to ensure appropriate corrective actions are taken when so required and the EMS Team regularly consider actions required to prevent potential non-conformities.

### Internal Audit & Management Review:

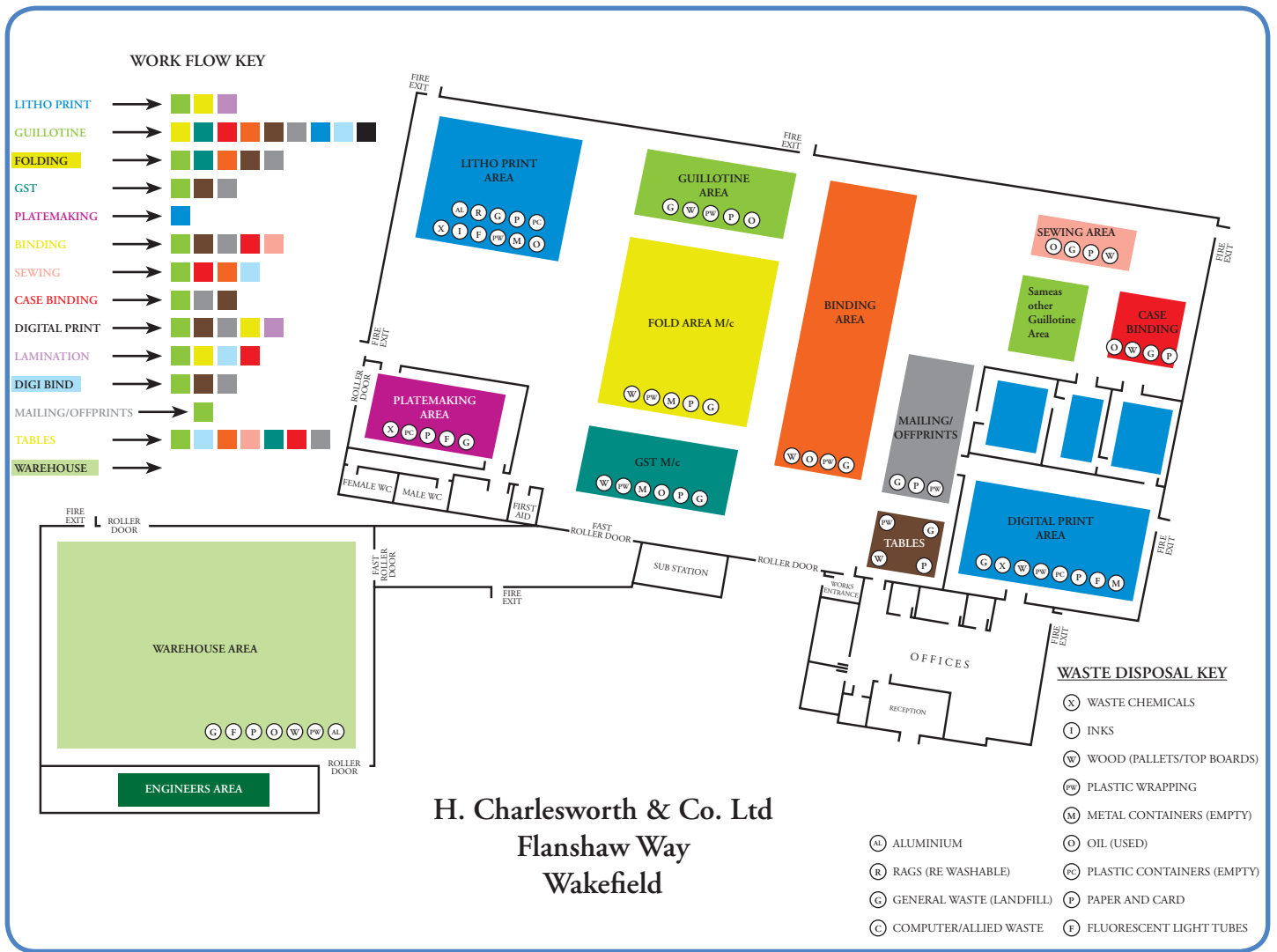
Audits are regularly carried out by trained staff to a predetermined schedule to ensure system and process compliance and continual improvement. Management Reviews are carried out at least biannually and minutes circulated to participants and interested parties.

## PROCESS INTERACTIONS

Processes and process interactions shall be examined with the aim of identifying environmental aspects and associated environmental impacts that are related to the company’s activities, products and services with particular attention to emissions including:

- Materials & process emissions
- Chemicals & hazardous substances
- Air & noise emissions
- Waste water effluents
- Solid/hazardous waste
- Biodiversity & archeological waste

Continual improvement will be encouraged throughout all departments and active participation by all employees will enable the achievement of our environmental objectives and targets in a cost effective way. Results will be communicated via notice board information and company newsletters.



## HYPERLINK DOCUMENTS

### Environmental procedures:

- EP-01: Identification of Impacts & Aspects & Significance
- EP-02: Ensuring Legal Compliance (Register Review)
- EP-03: Setting & Reviewing Objectives & Targets
- EP-04: Roles, Responsibilities & Communication (The Environmental Management Programme)
- EP-05: EMS Document Control
- EP-06: EMS Operational (Process) Control (including Control of Waste)
- EP-07: Emergency Preparedness & Response
- EP-08: Environmental Monitoring & Measurement
- EP-09: Non-conformance & Corrective/Preventive Action
- EP-10: Records Control
- EP-11: Internal EMS Audit
- EP-12: EMS Management Review

### Environmental record forms:

- EF-00.00: Initial Status Review Record
- EF-01.01: Significance of Aspects & Impacts Record
- EF-02.01: Register of Legal Compliance Record
- EF-03.01: Environmental Objectives & Targets Programme
- EF-04.01: Environmental Management Programme
- EF-04.02: Environmental Project Record
- EF-05.01: EMS Document Master List

EF-06.01: Work Flow & Waste Streams Plan

EF-06.02: Chemical Location Plan

EF-06.03: COSHH Record Cards

EF-06.04: Waste Transfer Notes

EF-07.01: Emergency Preparedness & Response Plan

EF-08.01: EMS Monthly Inspection Record

EF-08.02: Environmental Performance Statistics

EF-09.01: NCR/Corrective/Preventive Action Request

EF-10.01: Records Disposal Register

EF-11.01: Internal EMS Audit Schedule

EF-11.02: Internal Audit (Checklist) Record Form

EF-12.01: EMS Management Review meeting agenda

### Safety guides:

GUIDE-01: Guide to the Control of Waste

