

Description:	Environmental Management System (EMS) Management Review Procedure.		
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Environmental Management System Annual Review Minutes

Meeting date -	08/11/19
Note taker –	Daniel Westow
Attendees	Phil Clark, Dave Smyth, Belinda Logan, Sam Conning, Mark Hamblion, Daniel Westow

All topics below were presented in the management review presentation which can be found by following this [link](#)

Topics Covered	Actions to be taken	Owner
a) The status of actions from previous management reviews. <ul style="list-style-type: none"> • We discussed the actions from the previous review. Line 2 wasn't formally captured in the site change process due to its size and complexity. An internal project manager was appointed who oversaw the installation from start to finish. See presentation for review. No further actions required. 	No Actions	N/A
b) Changes in: <ol style="list-style-type: none"> 1. External and internal issues that are relevant to the environmental management system. <ul style="list-style-type: none"> • We discussed the uncertainty around Brexit 	No Actions	N/A

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<p>(now scheduled for 31/01/20). We also discussed the increased use of renewable energy from the farm.</p> <p>2. The needs and expectations of interested parties, including compliance obligations.</p> <ul style="list-style-type: none"> • No Changes from last year. <p>3. Significant environmental aspects.</p> <ul style="list-style-type: none"> • No changes. We have now tested the stack emissions and discussed that we will continue to test annually. <p>4. Risks and opportunities.</p> <p>We discussed the following</p> <ul style="list-style-type: none"> • Brexit • Bottle deposit scheme • Tethered caps 	<p>No Actions</p> <p>Plan annual inspections.</p> <p>No Actions</p>	<p>N/A</p> <p>D Westow</p> <p>N/A</p>
<p>c. The extent to which environmental objectives have been achieved.</p> <ul style="list-style-type: none"> • Line 2 is still being commissioned so we are still working on baselining the data. • We discussed the TSS sample which was out of consent. • We discussed the 10 x the discharge has gone over the volume of consent. 	<p>No Actions</p> <p>See d.1 for actions</p> <p>Continue to monitor and make sure we have a plan for communicating the status and changes at the WWTP</p>	<p>N/A</p> <p>Russell Smith</p>

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<p>d. Information on our environmental performance including trends in:</p> <ol style="list-style-type: none"> 1. Nonconformities and corrective actions. <ul style="list-style-type: none"> • We discussed the TSS that went out of consent. We discussed that the probe has been calibrated and that we need to look at the frequency that it needs recalibrating. We also discussed the WWTP manual and the requirement for training. • We discussed the glycol leak we are still waiting for recommendations from Krones. • We discussed the line 2 drains overflowing and the plan to install a restrictor. 2. Monitoring and measurement results. <ul style="list-style-type: none"> • Discussed 3. Fulfilment on our compliance obligations. <ul style="list-style-type: none"> • Discussed the non-compliances from the legal compliance audit. 4. Audit results. <ul style="list-style-type: none"> • Discussed 0 NC from 14001 audit. 	<p>Lab to flag when the difference between the probe is greater than 5 so we can re calibrate. FLM's/KO's to go through WWTP training.</p> <p>Follow up on Krones recommendations.</p> <p>Install restrictor.</p> <p>No Actions</p> <p>Put plan in place when we receive DSEAR assessment.</p> <p>Find information from Krones on the blow moulder so we can arrange EMF assessment.</p> <p>N/A actions being tracked.</p>	<p>DW/Lab</p> <p>Russell Smith</p> <p>Mark Hamblion</p> <p>Mark Hamblion</p> <p>N/A</p> <p>Daniel Westow</p> <p>Mark Hamblion</p> <p>N/A</p>
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<ul style="list-style-type: none"> Discussed finding from internal audit. Actions being tracked. 		
e. Adequacy of resources. <ul style="list-style-type: none"> We agreed that the resources are suitable. 	No Actions	N/A
f. Relevant communications from interested parties, including complaints. <ul style="list-style-type: none"> Discussed the 3 complaints. 	Actions being tracked.	N/A
Opportunities for continual improvement. <ul style="list-style-type: none"> We discussed that we will continue to work with Pepsi towards their goal of 100% recyclable PET by 2021 	Continue to work with Pepsi on their plans	Phil Clark

The outputs of this management review shall include;

- a. Conclusions on the continuing suitability, adequacy and effectiveness of the environment management system.

The system is running effectively – no changes required.

- b. Decisions related to continual improvement opportunities.

We discussed the following improvement opportunities for next year.

1. Look at the possibility of installing a chemical tank farm at the WWTP to remove the need to transport IBC's. This will reduce the number of deliveries, reduce the chance of a spill and make the process safer.
2. Look to reduce the lighting levels outside.
3. Look into sustainable PPE as part of the purchasing process.
4. Work with Pepsi and Faircare so we can give our "waste" production to people in need.

- c. Decisions related to any need for changes to the environmental management system including resources.

We would like to continue to use Belinda as a resource to support with internal auditing.

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- d. Actions, if needed, when environmental objectives have not been achieved.

Discussed when we looked at objectives.

- e. Opportunities to improve integration of the environmental management system with other business processes, if needed.

We will work with the business on their plans for integrating the management systems.

We should look to give staff smart EMS objectives in their PDR's.

We will also continue to look for opportunities such as moving trailers to site reducing the need for offsite storage and transport.

- f. Implications for the strategic direction of the organisation.

We will look at the line 2 efficiencies when commissioning is complete and make investment decisions based on line 2 usage.