



ENVIRONMENTAL & QUALITY MANAGEMENT SYSTEM including MCERTS SELF MONITORING OF EFFLUENT FLOW

ROLES AND RESPONSIBILITIES.

Executive Directors, Phillip Guest and Mark Anderson.

Phillip Guest has primary responsibility for all Commercial aspects of the business.

Mark Anderson has primary responsibility for the financial, legal and contractual aspects of the business, including all human resources management for the site.

The Executive Directors are in overall control of company strategy and overall responsibility for Health and Safety, Environmental and Quality Policies. They are responsible for ensuring that all employees operate within the company's Environmental and Quality policies, EQMS, MCERTS Management System for Self Monitoring of Effluent Flow. They are also responsible for ensuring that any resources required to meet the requirements of the Quality (Both Product and Self Monitoring of Effluent Flow) and Environmental Management System, legal and Environmental Permitting Regulations (EPR) permit are available.

Darryl Macready, Operations Director.

The Operations Director reports directly to the Executive Directors and is responsible for the management of all Site Operations & Maintenance Functions. The Operations Director has overall responsibility for Production Capabilities, Production Procedures and Productivity. The Operations Director also has responsibility of Human Resources relating to process, plant, and material handling, including all Health and Safety and Quality matters. He also has overall responsibility for the Production Planning, Stock Control and Toll processing departments.

Richards Burton, Director.

Richard Burton reports directly to the Executive Directors and is primarily responsible for the management of all Site I.T. systems, this includes the running, maintenance and development of all hardware, software and communications services.

Richard, along with the other Directors also has the overall responsibility for the operation of all areas of the company ensuring it performs to the highest standard possible and meets all requirements and targets.

Sarah Ostins, Company Secretary.

The company secretary reports directly to the Executive Directors. The company secretary is the company's named representative on legal documents and it is their responsibility to ensure that the company and its directors operate within the law. It is also their responsibility to maintain company records, such as lists of directors and shareholders, and annual accounts. The company secretary is also responsible for the management of the overall human resources function for the site.



Mark Thomas, Works Manager.

The Works Manager reports directly to the Operations Director and is responsible for all day-to-day running of the works. Working closely with the Sales Co-ordinators, Shift Supervisors & Laser Production Manager, to ensure total customer satisfaction is achieved.

Jamie Fereday, Engineering Manager.

The Engineering Manager reports directly to the Operations Director and is responsible for ensuring that preventative maintenance and repairs are conducted in accordance with the EQMS and EPR Permit (which by its nature includes MCERTS Management System for Self Monitoring of Effluent Flow) requirements whether conducted by company personnel or outside contractors. The Engineering Manager also has responsibility for Maintenance Scheduling and Process Development to further ensure the quality of our products is as of a high a standard as possible.

Stuart Hill, Quality & Environmental Manager.

The Quality & Environmental Manager reports directly to the Operations Director and is responsible for ensuring that all aspects of ISO 9001:2015 and ISO 14001:2015 are fully implemented and adhered too. He is responsible for ensuring that all legal requirements are met through the continuing commitment to our EPR Permit, MCERTS requirements and our internal EQMS manual which is subject to CCAS accreditation. Through the management of all these requirements, he is responsible for overall effluent control and monitoring of any other environmental emissions from the site. He is also responsible for monitoring water and energy consumption and waste handling, recycling and disposal methods. He is responsible for meeting EPR reporting requirements.

Steve Young, Engineering Supervisor.

The Engineering Supervisor reports directly to the Engineering Manager and is responsible for ensuring that preventative maintenance and repairs are conducted in accordance with the EMS and EPR Permit requirements (which by its nature includes MCERTS Management System for Self Monitoring of Effluent Flow) whether conducted by company personnel or outside contractors. He is also part of the decision making for Maintenance Scheduling and Process Development to ensure all processes produce as high a quality product as possible, and acts as a deputy for the Engineering Manager in his absence.

Effluent Engineers.

The Effluent Engineers report directly to the Effluent Supervisor and are responsible for the day to day operation of the associated plant required to ensure that the Coil Pickle Line is capable of operation to a high quality standard, which includes operation of the Effluent Treatment Plant and associated maintenance, which for the purpose of the MCERTS Managing System for Self Monitoring of Effluent Flow involves the routine examination, cleaning, inspection and maintenance of equipment designed to deliver accurate measurement of effluent flow to sewer from the Coil Pickling process.



Shift Supervisors & Laser Production Manager.

The roles of the Shift Supervisors & Laser Production Manager are to assist in the day-to-day running of the works, assisting the Works Manager; working closely with all operational staff to ensure weekly targets are achieved and are completed within accordance with ISO 9001:2015.

Stuart Hill, Internal Auditor.

Jenny Lee, Internal Auditor.

The Internal Auditors are responsible for ensuring impartial management system audits are conducted in accordance with the requirements of ISO 9001:2015, ISO 14001:2015 and MCERTS for the Self Monitoring of Effluent Flow.

All personnel.

All employees of Servosteel are made fully aware that within their jobs roles, the company expects the high standards of ISO 9001:2015 & ISO 14001:2015 are adhered to.