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1. Purpose

- 1.1 This manual provides the key reference source for the operation and maintenance of the Jaguar Land Rover (JLR) Environmental Management System (EMS) at the Halewood Site.
- 1.2 It contains the environmental system documentation relevant to the Halewood Site and supplements the JLR EMS Manual in ensuring the environmental aspects of the Halewood Site are controlled in line with the JLR Sustainable Development Policy.

2. Manual Scope

- 2.1 This Halewood Environmental Manual applies to environmental management at Jaguar Land Rover, Body & Assembly Plant at Halewood, Liverpool, L24 9BJ, United Kingdom.
- 2.2 This scope of this Manual covers:
 - the environmental aspects which the Halewood Site controls and can directly manage through its organisational structure and responsibilities; and
 - the environmental aspects, which the Halewood Site does not control or directly manage but over which it may be expected to have an influence.

3. Environmental Manual Issue and Update

- 3.1 This manual is a controlled document and the copyright of Jaguar Cars Ltd and Land Rover. Its maintenance and distribution is the responsibility of the Halewood Site Environmental Representative and shall be undertaken in line with Jaguar Land Rover Procedure "JLR-Q-001 Directive, Policy & Procedure Writing & Control".
- 3.2 The master copy of the Halewood Environmental Manual is maintained in 'read only' format on the Halewood web site at "<http://www.jaguar.ford.com/comp/halewood/iso14001/>".
- 3.3 All personnel working at the Halewood Site, including contractors, may access this manual for reference purposes. All documents, once printed, become uncontrolled and should be used for reference only. The currency of any uncontrolled copies printed off should be confirmed via the document issue date before they are used for operational purposes.
- 3.4 A limited number of controlled copies of the Manual are issued to named individuals as follows:
 - Operations Director
 - Estate Engineering & Environment Department
- 3.5 Manual holders are responsible for maintaining their own manual and protecting it against damage or loss. The un-authorized provision or copying of this manual for use off-site by non-JLR organisations or individuals is strictly prohibited.

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- 3.6 Copies of this manual or individual documents within it may be supplied uncontrolled to interested parties on a discretionary basis, and only with the authorisation of the Halewood Site Environmental Representative.

4. Manual Contents

- 4.1 The Halewood Environmental Manual contains ten sections, the core elements of which are summarised below:

4.2 [Sustainable Development Policy Statement](#)

This part contains the JLR Sustainable Development Policy, which defines JLR's commitment to the philosophy of sustainable development and the protection of the environment. This Sustainable Development Policy applies to all activities at, and personnel working on, the Halewood Site, whether directly or indirectly involved with the design, development, manufacture and marketing of motor vehicles and parts.

4.3 [Jaguar Land Rover Procedures](#)

This part of the manual contains copies of the JLR Procedures relevant to the Halewood Site and specifies where the Halewood site deviates from these procedures. These documents are uncontrolled copies from the JLR intranet where the most update versions can be found.

4.4 [Halewood Environmental Procedures \(HEPs\)](#)

- a) Site-wide Halewood Environmental Procedures (HEPs) are issued centrally as controlled documents by the Estate Engineering & Environment Department, and apply across the whole of Halewood Body & Assembly Operations. These procedures supplement the JLR Procedures. In certain circumstances there may be a need for the Halewood Site to deviate from or be excluded from all or part of JLR Procedures. In such cases requests have been formally documented by the Estate Engineering & Environment Department and approved by the authorising executive/manager of the original procedure as required by "JLR-Q-001 Directive, Policy & Procedure Writing & Control".
- b) All employees and contractors are responsible for following the Halewood Environmental Procedures, as appropriate to their job functions.

4.5 [Halewood Local Environmental Procedures \(HLEPs\)](#)

This section contains the listings of Halewood Local Environmental Procedures (HLEPs). These have a limited scope, and generally apply to a single department or a very small number of related areas within the Halewood Site. They are developed locally but issued centrally as controlled documents, and aim to control the environmental aspects of specific activities at an operational level.

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4.6 Environmental Aspects and Impacts

This section contains the listings of environmental aspects related to the Halewood Site as required under Jaguar and Land Rover Procedure "JLR/EP/01 Environmental Aspects Reviews". The listings summarise the principal activities undertaken on the Halewood Site, and their actual or potential environmental aspects. These actual or potential aspects are evaluated against defined criteria to establish those of significance.

4.7 Legal and Other Requirements

This section contains the environmental legal and other requirements for the Halewood Site as required under Jaguar and Land Rover Procedure "JLR/EP/05 Compliance with Environmental Legislation and Other Environmental Requirements". The listings summarise the principal laws and other requirements (e.g. company policy) with which the Halewood Site must comply, as determined by the processes and activities undertaken on site.

4.8 Objectives and Targets

This section contains the JLR Environmental Innovation Scorecard; the Halewood Site Environmental Objectives; and relevant Individual Area / Departmental Objectives and Targets as required by "JLR/EP/03 Environmental Objectives & Targets and Environmental Management Programmes".

Those at an Area / Departmental level set out for each significant environmental performance area (e.g. air emissions, surface water discharges etc.):

- The general objectives for environmental performance (e.g. to achieve regulatory compliance).
- The nature of targets which define those performance objectives. (e.g. a substance which requires emission control).
- Quantified targets for achievement. (e.g. the concentration of a substance released).
- Time-scales for the achievement of those quantified targets.

4.9 Improvement Programmes

a) Improvement programmes are prepared at an Area / Department level for each environmental objective and targets, as required by "JLR/EP/03 Environmental Objectives & Targets and Environmental Management Programmes", where:

- improvement is required to achieve or maintain the objectives and targets established.
- improvement actions have been identified which will improve the environmental performance of the Halewood Site; these may or may not be directly related objectives and targets.

b) Improvement programmes specify the activities identified as necessary to achieve an improvement and the responsibilities and time-scales for undertaking those activities.

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- c) 'Improvement programmes' being progressed across the Site as a result of non-environmentally lead initiatives (e.g. cost savers) may also realise environmental benefits, but are not generally included within environmentally led improvement programmes.

5. Definitions

For the purposes of the Halewood Environmental Manual the following definitions apply:

- a) **continual improvement** - year-on-year enhancement of overall environmental performance, not necessarily in all key environmental performance areas or all areas of activity, and resulting from enhancement of the Halewood EMS and continuous efforts to achieve improvement in line with the environmental policy.
- b) **prevention of pollution** - use of processes, practices, materials or products that avoid, reduce or control pollution to recognised levels as defined by legal or other (e.g. Corporate) requirements.

6. System Integration

The Jaguar Land Rover Environmental Management System is operated at the Halewood Site through integration with the other management systems including:

- The Quality Management System
- Health and Safety control systems
- Relevant Area / Department PM (Preventative Maintenance) and contract maintenance systems.
- Financial control systems