



ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL

ISO 14001:2015

Prepared By: _____

Environmental Management Representative

Approved By: _____

Managing Director / Top Management

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 1 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

Contents

Contents

ISO 14001:2015.....	1
Contents.....	2
1. Introduction.....	4
2. Normative References	4
3. Terms and Conditions	4
4. Context of the Organisation	9
4.1 Understanding the organization and its context.....	9
4.2 Understanding the needs and expectations of interested parties.....	9
4.3 Determining the scope of the environmental management system.....	9
4.4 Environmental management system	10
5. Leadership	10
5.1 Leadership and commitment	10
5.2 Environmental policy	11
5.3 Organizational roles, responsibilities and authorities.....	11
6. Planning	12
6.1 Actions to address risks and opportunities	12
6.1.1 General	12
6.1.2 Environmental aspects	12
6.1.3 Compliance obligations	14
6.1.4 Planning action	14
6.2 Environmental objectives and planning to achieve them	15
6.2.1 Environmental objectives	15
6.2.2 Planning actions to achieve environmental objectives.....	15
7. Support.....	16
7.1 Resources.....	16
7.2 Competence	16
7.3 Awareness	16

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 2 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

7.4 Communication.....	17
7.4.1 General	17
7.4.2 Internal communication	17
7.4.3 External communication	17
7.5 Documented information	17
7.5.1 General	17
7.5.2 Creating and updating	18
7.5.3 Control of documented information	18
8. Operation	19
8.1 Operational planning and control	19
8.2 Emergency preparedness and response.....	20
9. Performance Evaluation	20
9.1 Monitoring, measurement, analysis and evaluation.....	20
9.1.1 General	20
9.1.2 Evaluation of compliance	21
9.2 Internal audit.....	21
9.2.1 General	21
9.2.2 Internal audit programme	21
9.3 Management review	22
10. Improvement.....	24
10.1 General	24
10.2 Nonconformity and corrective action	24
10.3 Continual improvement.....	24

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 3 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

1. Introduction

Achieving a balance between the environment, society and the economy is considered essential to meet the needs of the present without compromising the ability of future generations to meet their needs.

Sustainable development as a goal is achieved by balancing the three pillars of sustainability.

Social expectations for sustainable development, transparency and accountability have evolved with increasingly stringent legislation, growing pressures on environment from pollution, inefficient use of resources, improper waste management, and climate change, degradation of ecosystems and loss of biodiversity.

This has led to Melton Foods to adopt a systematic approach to environmental management by implementing an environmental management system (EMS) with the aim of contributing to the environmental pillar of sustainability.

Consistent with Melton Foods environmental policy, the intended outcomes of an environmental management system include:

- Enhancement of environmental performance,
- Fulfilment of compliance obligations,
- Achievement of environmental objectives.

2. Normative References

N/A

3. Terms and Conditions

For the purposes of this document, the following terms and definitions apply. These are to be those terms associated with this environmental standard.

Management system

Set of interrelated or interacting elements of an organization to establish policies and objectives and processes to achieve those objectives. A management system can address a single discipline or several disciplines (e.g. quality, environment, occupational health and safety, energy, financial management). The system elements include the organization's structure, roles and responsibilities, planning and operation, performance evaluation and improvement. The scope of a management system can include the whole of the

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 4 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

organization, specific and identified functions of the organisation, specific and identified sections of the organization, or one or more functions across a group of organizations.

Environmental management system

Part of the management system used to manage environmental aspects, fulfil compliance obligations and address risks and opportunities.

Environmental policy

Intentions and direction of an organization related to environmental performance as formally expressed by its top management.

Organization

Person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives. The concept of organization includes, but is not limited to sole-trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

Top management

Person or group of people who directs and controls an organization at the highest level. Top management has the power to delegate authority and provide resources within the organization. If the scope of the management system covers only part of an organization, then top management refers to those who direct and control that part of the organization.

Interested party

Person or organization that can affect, be affected by, or perceive itself to be affected by a decision or activity. EXAMPLE Customers, communities, suppliers, regulators, non-governmental organizations, investors and employees. To “perceive itself to be affected” means the perception has been made known to the organization.

Environment

Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelationships. Surroundings can extend from within an organization to the local, regional and global system. Surroundings can be described in terms of biodiversity, ecosystems, climate or other characteristics.

Environmental aspect

Element of an organization’s activities or products or services that interacts or can interact with the environment. An environmental aspect can cause (an) environmental impact(s). A significant environmental aspect is one that has or can have one or more significant environmental impact(s).

Significant environmental aspects are determined by the organization applying one or more criteria.

Environmental condition

State or characteristic of the environment as determined at a certain point in time

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 5 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

Environmental Impact

Change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization’s environmental aspects.

Objective

Result to be achieved. An objective can be strategic, tactical, or operational.

Environmental objective

Objective set by the organization consistent with its environmental policy.

Prevention of pollution

Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts. Prevention of pollution can include source reduction or elimination; process, product or service changes; efficient use of resources; material and energy substitution; reuse; recovery; recycling, reclamation; or treatment.

Requirement

Need or expectation that is stated, generally implied or obligatory. “Generally implied” means that it is custom or common practice for the organization and interested parties that the need or expectation under consideration is implied. A specified requirement is one that is stated, for example in documented information. Requirements other than legal requirements become obligatory when the organization decides to comply with them.

Compliance obligations (preferred term)

Legal requirements and other requirements (admitted term). Legal requirements that an organization has to comply with and other requirements that an organization has to or chooses to comply with. Compliance obligations are related to the environmental management system. Compliance obligations can arise from mandatory requirements, such as applicable laws and regulations, or voluntary commitments, such as organizational and industry standards, contractual relationships, codes of practice and agreements with community groups or non-governmental organizations.

Risk

Effect of uncertainty. An effect is a deviation from the expected — positive or negative. Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of, an event, its consequence, or likelihood. Risk is often characterized by reference to potential “events” (as defined in ISO Guide 73:2009, 3.5.1.3) and “consequences” (as defined in ISO Guide 73:2009, 3.6.1.3), or a combination of these. Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated “likelihood” (as defined in ISO Guide 73:2009, 3.6.1.1) of occurrence.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 6 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

Risks and opportunities

Potential adverse effects (threats) and potential beneficial effects (opportunities).

Competence

Ability to apply knowledge and skills to achieve intended results

Documented information

Information required to be controlled and maintained by an organization and the medium on which it is contained. Documented information can be in any format and media, and from any source. Documented information can refer to:

- The environmental management system (3.1.2), including related processes (3.3.5);
- Information created in order for the organization to operate (can be referred to as documentation);
- Evidence of results achieved (can be referred to as records).

Life cycle

Consecutive and interlinked stages of a product (or service) system, from raw material acquisition or generation from natural resources to final disposal. The life cycle stages include acquisition of raw materials, design, production, transportation/ delivery, use, end-of-life treatment and final disposal.

Outsource (verb)

Make an arrangement where an external organization performs part of an organization’s function or process. An external organization is outside the scope of the management system, although the outsourced function or process is within the scope.

Process

Set of interrelated or interacting activities which transform inputs into outputs. A process can be documented or not.

Audit

Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled. An internal audit is conducted by the organization itself, or by an external party on its behalf. An audit can be a combined audit (combining two or more disciplines). Independence can be demonstrated by the freedom from responsibility for the activity being audited or freedom from bias and conflict of interest. “Audit evidence” consists of records, statements of fact or other information which are relevant to the audit criteria and are verifiable; and “audit criteria” are the set of policies, procedures or requirements used as a reference against which audit evidence is compared, as defined in ISO 19011:2011, 3.3 and 3.2 respectively.

Conformity

Fulfilment of a requirement.

Nonconformity

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 7 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

Non-fulfilment of a requirement. Nonconformity relates to requirements in this International Standard and additional environmental management system requirements that an organization establishes for itself.

Corrective action

Action to eliminate the cause of a nonconformity and to prevent recurrence. There can be more than one cause for nonconformity.

Continual improvement

Recurring activity to enhance performance. Enhancing performance relates to the use of the environmental management system to enhance environmental performance consistent with the organization’s environmental policy. The activity need not take place in all areas simultaneously, or without interruption.

Effectiveness

Extent to which planned activities are realized and planned results achieved

Indicator

Measurable representation of the condition or status of operations, management or conditions

Monitoring

Determining the status of a system, a process (3.3.5) or an activity. To determine the status, there might be a need to check, supervise or critically observe.

Measurement

Process to determine a value.

Performance

Measurable result. Performance can relate either to quantitative or qualitative findings. Performance can relate to the management of activities, processes products (including services), systems or organizations.

Environmental performance

Performance related to the management of environmental aspects. For an environmental management system, results can be measured against the organization’s environmental policy, environmental objectives or other criteria, using indicators.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 8 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

4. Context of the Organisation

4.1 Understanding the organization and its context

Melton Foods shall determine external and internal issues that are relevant to the organisation and that have a direct influence on the effectiveness of the environmental management and an impact on global environmental and sustainability issues. In doing so Melton Foods will consider the following environmental issues when developing and implementing its business strategy:

In addition to these core values, Melton Foods will also consider the implications and risks to our business in respect of:

- Culture and social responsibility
- Legal and regulatory regulations and guidance
- Financial implications
- Use best available technologies where financially practical and feasible

In applying the above criteria and techniques, Melton Foods will actively manage and implement programs, procedures and its business strategy in order to mitigate against pollution and harm to the environment and global climate change. These aspects will form the core strategy of Melton Foods when managing both its risks and opportunities for enhancing the local and global environment. These key strategies and management programs will form the core values of Melton Foods when implementing and managing its environmental management system.

4.2 Understanding the needs and expectations of interested parties

Melton Foods shall determine:

- a) The interested parties that are relevant to the environmental management system;
- b) The relevant needs and expectations (i.e. requirements) of these interested parties;
- c) Which of these needs and expectations become its compliance obligations?

Melton Foods will carry out regular reviews with regards to all interested parties whether internal or external. In doing so Melton Foods will consider the needs and expectations of interested parties in terms of its overarching environmental strategy and performance.

4.3 Determining the scope of the environmental management system

Melton Foods shall determine the boundaries and applicability of the environmental management system to establish its scope.

When determining this scope, Melton Foods shall consider:

- a) The external and internal issues referred to in 4.1;
- b) The compliance obligations referred to in 4.2;
- c) Its organizational units, functions and physical boundaries;
- d) Its activities, products and services;
- e) Its authority and ability to exercise control and influence.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 9 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

Once the scope is defined, all activities, products and services of Melton Foods within that scope need to be included in the environmental management system. The scope shall be maintained as documented information and be available to interested parties.

4.4 Environmental management system

To achieve the intended outcomes, including enhancing its environmental performance, Melton Foods shall establish, implement, maintain and continually improve an environmental management system, including the processes needed and their interactions, in accordance with the requirements of this International Standard. Melton Foods shall consider the knowledge gained in 4.1 and 4.2 when establishing and maintaining the environmental management system.

5. Leadership

5.1 Leadership and commitment

Melton Foods top management shall demonstrate leadership and commitment with respect to the environmental management system by:

- a) Taking accountability for the effectiveness of the environmental management system;
- b) Ensuring that the environmental policy and environmental objectives are established and are compatible with the strategic direction and the context of the organization;
- c) Ensuring the integration of the environmental management system requirements into the organization’s business processes;
- d) Ensuring that the resources needed for the environmental management system are available;
- e) Communicating the importance of effective environmental management and of conforming to the environmental management system requirements;
- f) Ensuring that the environmental management system achieves its intended outcomes;
- g) Directing and supporting persons to contribute to the effectiveness of the environmental management system;
- h) Promoting continual improvement;
- i) Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 10 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

NOTE: Reference to “business” in this International Standard can be interpreted broadly to mean those that are core to the purposes of the organization’s existence.

5.2 Environmental policy

Melton Foods top management shall establish, implement and maintain an environmental policy that, within the defined scope of its environmental management system:

- A) is appropriate to the purpose and context of the organization, including the nature, scale and environmental impacts of its activities, products and services;
- B) provides a framework for setting environmental objectives;
- C) includes a commitment to the protection of the environment, including prevention of pollution and other specific commitment(s) relevant to the context of the organization;

NOTE: Other specific commitment(s) to protect the environment can include sustainable resource use, climate change mitigation and adaptation, and protection of biodiversity and ecosystems.

- D) includes a commitment to fulfil its compliance obligations;
- E) Includes a commitment to continual improvement of the environmental management system to enhance environmental performance.

The environmental policy shall:

- be maintained as documented information;
- be communicated within the organization;
- be available to interested parties.

Melton Foods have an environmental policy which has been approved by Top management and satisfies all the criteria set out in 5.2 of ISO 14001:2015.

5.3 Organizational roles, responsibilities and authorities

Melton Foods top management shall ensure that the responsibilities and authorities for relevant roles are assigned and communicated within the organization.

Top management shall assign the responsibility and authority for:

- a) Ensuring that the environmental management system conforms to the requirements of this International Standard;
- b) Reporting on the performance of the environmental management system, including environmental performance, to top management.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 11 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

6. Planning

6.1 Actions to address risks and opportunities

6.1.1 General

Melton Foods shall establish, implement and maintain the processes needed to meet the requirements in 6.1.1 to 6.1.4.

When planning for the environmental management system, the organization shall consider:

- a) The issues referred to in 4.1;
- b) The requirements referred to in 4.2;
- c) the scope of its environmental management system; and determine the risks and opportunities, related to its environmental aspects (see 6.1.2), compliance obligations (see 6.1.3) and other issues and requirements, identified in 4.1 and 4.2, that need to be addressed to:

- give assurance that the environmental management system can achieve its intended outcomes;
- prevent or reduce undesired effects, including the potential for external environmental conditions to affect the organization;
- achieve continual improvement.

Within the scope of the environmental management system, the organization shall determine potential emergency situations, including those that can have an environmental impact.

The organization shall maintain documented information of it's:

- Risks and opportunities that need to be addressed;
- Processes needed in 6.1.1 to 6.1.4, to the extent necessary to have confidence they are carried out as planned.

6.1.2 Environmental aspects

Within the defined scope of the environmental management system, the organization shall determine the environmental aspects of its activities, products and services that it can control and those that it can influence, and their associated environmental impacts, considering a life cycle perspective.

When determining environmental aspects, the organization shall take into account:

- a) Change, including planned or new developments, and new or modified activities, products and services;
- b) Abnormal conditions and reasonably foreseeable emergency situations.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 12 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

The organization shall determine those aspects that have or can have a significant environmental impact, i.e. significant environmental aspects, by using established criteria.

The organization shall communicate its significant environmental aspects among the various levels and functions of the organization, as appropriate.

The organization shall maintain documented information of It's:

- Environmental aspects and associated environmental impacts;
- Criteria used to determine its significant environmental aspects;
- Significant environmental aspects.

NOTE Significant environmental aspects can result in risks and opportunities associated with either adverse environmental impacts (threats) or beneficial environmental impacts (opportunities).

When working out the rating for each environmental impact, this guideline is used as follows:

NOTE: Where an impact's severity is deemed to be Very High or High, regardless of the Likelihood of occurrence and the score, it should be determined as significant.

Likelihood of Occurrence (A)		Severity / Scale of Environmental Impact (B)	
Criteria	Rating	Criteria	Rating
Certain	5	Very high	10
Very likely	4	High	8
Likely	3	Moderate	6
Unlikely	2	Low	4
Very unlikely	1	Minor	2
		None	1

Result - $A \times B =$ level of significance More than 20 then the aspect should be recorded as significant (see Table 1 attached)

The identified significant aspects should be recorded on [EMS 005 - Significant Environmental Aspects and Impacts Register](#) and where possible control procedures or working instructions cross referenced.

The sites Green Team will monitor the register of significant aspects on a quarterly basis to ensure environmental impacts are reduced and controlled.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 13 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

Table 1

		Severity of Occurrence / Impact					
		10	8	6	4	2	1
Likelihood of Occurrence	5	50	40	30	20	10	5
	4	40	32	24	16	8	4
	3	30	24	18	12	6	3
	2	20	16	12	8	4	2
	1	10	8	6	4	2	1

 = a significant impact
 = not a significant impact

6.1.3 Compliance obligations

The organization shall:

- a) Determine and have access to the compliance obligations related to its environmental aspects;
- b) Determine how these compliance obligations apply to the organization;
- c) Take these compliance obligations into account when establishing, implementing, maintaining and continually improving its environmental management system. The organization shall maintain documented information of its compliance obligations.

NOTE Compliance obligations can result in risks and opportunities to the organization.

6.1.4 Planning action

The organization shall plan:

a) To take actions to address its:

- 1) Significant environmental aspects;
- 2) Compliance obligations;
- 3) Risks and opportunities identified in 6.1.1;

b) How to:

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 14 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

- 1) Integrate and implement the actions into its environmental management system processes (see 6.2, Clause 7, Clause 8 and 9.1), or other business processes;
- 2) evaluate the effectiveness of these actions (see 9.1).

When planning these actions, the organization shall consider its technological options and its financial, operational and business requirements.

6.2 Environmental objectives and planning to achieve them

6.2.1 Environmental objectives

Melton Foods shall establish environmental objectives at relevant functions and levels, taking into account the organization's significant environmental aspects and associated compliance obligations, and considering its risks and opportunities.

The environmental objectives shall be:

- A) Consistent with the environmental policy;
- B) Measurable (if practicable);
- C) Monitored;
- D) Communicated;
- E) Updated as appropriate.

Melton Foods shall maintain documented information on the environmental objectives.

6.2.2 Planning actions to achieve environmental objectives

When planning how to achieve its environmental objectives, the organization shall determine:

- a) What will be done and;
- b) What resources will be required and;
- c) Who will be responsible and;
- d) When it will be completed;
- e) How the results will be evaluated, including indicators for monitoring progress toward achievement of its measurable environmental objectives (see 9.1.1).

Melton Foods shall consider how actions to achieve its environmental objectives can be integrated into the organization's business processes.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 15 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

7. Support

7.1 Resources

Melton Foods shall determine and provide the resources needed for the establishment, implementation, maintenance and continual improvement of the environmental management system.

7.2 Competence

Melton Foods shall:

- A) Determine the necessary competence of person(s) doing work under its control that affects its environmental performance and its ability to fulfil its compliance obligations;
- B) Ensure that these persons are competent on the basis of appropriate education, training or experience;
- C) Determine training needs associated with its environmental aspects and its environmental management system;
- D) Where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken.

NOTE Applicable actions can include, for example, the provision of training to, the mentoring of, or the reassignment of currently employed persons; or the hiring or contracting of competent persons.

Melton Foods shall retain appropriate documented information as evidence of competence.

7.3 Awareness

Melton Foods shall ensure that persons doing work under the organization's control are aware of:

- a) The environmental policy;
- b) The significant environmental aspects and related actual or potential environmental impacts associated with their work;
- c) Their contribution to the effectiveness of the environmental management system, including the benefits of enhanced environmental performance;
- d) The implications of not conforming to the environmental management system requirements, including not fulfilling the organization's compliance obligations.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 16 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

7.4 Communication

7.4.1 General

Melton Foods shall establish, implement and maintain the processes needed for internal and external communications relevant to the environmental management system, including:

- a) On what it will communicate;
- b) When to communicate;
- c) With whom to communicate;
- d) How to communicate.

When establishing its communication processes, the organization shall:

- take into account its compliance obligations;
- ensure that environmental information communicated is consistent with information generated within the environmental management system, and is reliable.

Melton Foods shall respond to relevant communications on its environmental management system.

Melton Foods shall retain documented information as evidence of its communications, as appropriate.

7.4.2 Internal communication

Melton Foods shall:

- a) Internally communicate information relevant to the environmental management system among the various levels and functions of the organization, including changes to the environmental management system, as appropriate;
- b) Ensure its communication processes enables persons doing work under the organization’s control to contribute to continual improvement.

7.4.3 External communication

Melton Foods shall externally communicate information relevant to the environmental management system, as established by the organization’s communication processes and as required by its compliance obligations.

7.5 Documented information

7.5.1 General

Melton Foods environmental management system shall include:

- a) Documented information required by this International Standard;

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 17 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

b) Documented information determined by the organization as being necessary for the effectiveness of the environmental management system.

NOTE: The extent of documented information for an environmental management system can differ from one organization to another due to:

- The size of organization and its type of activities, processes, products and services;
- The need to demonstrate fulfilment of its compliance obligations;
- The complexity of processes and their interactions;
- The competence of persons doing work under the organization’s control.

7.5.2 Creating and updating

When creating and updating documented information, the organization shall ensure appropriate:

- a) Identification and description (e.g. a title, date, author, or reference number);
- b) Format (e.g. language, software version, graphics) and media (e.g. paper, electronic);
- c) Review and approval for suitability and adequacy.

7.5.3 Control of documented information

Documented information required by the environmental management system and by this International Standard shall be controlled to ensure:

- a) It is available and suitable for use, where and when it is needed;
- b) It is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).

For the control of documented information, the organization shall address the following activities as applicable:

- Distribution, access, retrieval and use;
- Storage and preservation, including preservation of legibility;
- control of changes (e.g. version control);
- Retention and disposition.

Documented information of external origin determined by the organization to be necessary for the planning and operation of the environmental management system shall be identified, as appropriate, and controlled.

NOTE Access can imply a decision regarding the permission to view the documented information only, or the permission and authority to view and change the documented information.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 18 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

8. Operation

8.1 Operational planning and control

Melton Foods shall establish, implement, control and maintain the processes needed to meet environmental management system requirements, and to implement the actions identified in 6.1 and 6.2, by:

- establishing operating criteria for the processes;
- implementing control of the processes, in accordance with the operating criteria.

NOTE: Controls can include engineering controls and procedures. Controls can be implemented following a hierarchy (e.g. elimination, substitution, administrative) and can be used individually or in combination.

Melton Foods shall control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

Melton Foods shall ensure that outsourced processes are controlled or influenced. The type and extent of control or influence to be applied to the processes shall be defined within the environmental management system.

Consistent with a life cycle perspective, the organization shall:

- a) Establish controls, as appropriate, to ensure that its environmental requirement(s) is (are) addressed in the design and development process for the product or service, considering each life cycle stage;
- b) Determine its environmental requirement(s) for the procurement of products and services, as appropriate;
- c) Communicate its relevant environmental requirement(s) to external providers, including contractors;
- d) Consider the need to provide information about potential significant environmental impacts associated with the transportation or delivery, use, end-of-life treatment and final disposal of its products and services.

Melton Foods shall maintain documented information to the extent necessary to have confidence that the processes have been carried out as planned.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 19 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

8.2 Emergency preparedness and response

Melton Foods shall establish, implement and maintain the processes needed to prepare for and respond to potential emergency situations identified in 6.1.1.

Melton Foods shall:

- a) Prepare to respond by planning actions to prevent or mitigate adverse environmental impacts from emergency situations;
- b) Respond to actual emergency situations;
- c) Take action to prevent or mitigate the consequences of emergency situations, appropriate to the magnitude of the emergency and the potential environmental impact;
- d) Periodically test the planned response actions, where practicable;
- e) Periodically review and revise the processes and planned response actions, in particular after the occurrence of emergency situations or tests;
- f) Provide relevant information and training related to emergency preparedness and response, as appropriate, to relevant interested parties, including persons working under its control.

Melton Foods shall maintain documented information to the extent necessary to have confidence that the processes are being carried out as planned.

9. Performance Evaluation

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General

Melton Foods shall monitor, measure, analyse and evaluate its environmental performance.

Melton Foods shall determine:

- a) What needs to be monitored and measured;
- b) The methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;
- c) The criteria against which the organization will evaluate its environmental performance, and appropriate indicators;
- d) When the monitoring and measuring shall be performed;
- e) When the results from monitoring and measurement shall be analysed and evaluated.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 20 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			



Melton Foods shall ensure that calibrated or verified monitoring and measurement equipment is used and maintained, as appropriate.

Melton Foods shall evaluate its environmental performance and the effectiveness of the environmental management system.

Melton Foods shall communicate relevant environmental performance information both internally and externally, as identified in its communication processes and as required by its compliance obligations.

Melton Foods shall retain appropriate documented information as evidence of the monitoring, measurement, analysis and evaluation results.

9.1.2 Evaluation of compliance

Melton Foods shall establish, implement and maintain the processes needed to evaluate fulfilment of its compliance obligations.

Melton Foods shall:

- a) Determine the frequency that compliance will be evaluated;
- b) Evaluate compliance and take action if needed;
- c) Maintain knowledge and understanding of its compliance status.

Melton Foods shall retain documented information as evidence of the compliance evaluation result(s).

9.2 Internal audit

9.2.1 General

Melton Foods shall conduct internal audits at planned intervals to provide information on whether the environmental management system:

- a) Conforms to:
 - 1) Melton Foods own requirements for its environmental management system;
 - 2) The requirements of this International Standard;
- b) Is effectively implemented and maintained.

9.2.2 Internal audit programme

Melton Foods shall establish, implement and maintain (an) internal audit programme(s), including the frequency, methods, responsibilities, planning requirements and reporting of its internal audits.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 21 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

When establishing the internal audit programme, the organization shall take into consideration the environmental importance of the processes concerned, changes affecting Melton Foods and the results of previous audits.

Melton Foods shall:

- a) Define the audit criteria and scope for each audit;
- b) Select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;
- c) Ensure that the results of the audits are reported to relevant management.

Melton Foods shall retain documented information as evidence of the implementation of the audit programme and the audit results.

9.3 Management review

Top management shall review Melton Foods environmental management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.

The management review shall include consideration of:

- a) The status of actions from previous management reviews;
- b) Changes in:
 - 1) External and internal issues that are relevant to the environmental management system;
 - 2) The needs and expectations of interested parties, including compliance obligations;
 - 3) Its significant environmental aspects;
 - 4) Risks and opportunities;
- c) The extent to which environmental objectives have been achieved;
- d) Information on the organization's environmental performance, including trends in:
 - 1) Nonconformities and corrective actions;
 - 2) Monitoring and measurement results;
 - 3) Fulfilment of its compliance obligations;
 - 4) audit results;

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 22 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

e) Adequacy of resources;

f) Relevant communication(s) from interested parties, including complaints;

g) Opportunities for continual improvement.

The outputs of the management review shall include:

— Conclusions on the continuing suitability, adequacy and effectiveness of the environmental management system;

— Decisions related to continual improvement opportunities;

— Decisions related to any need for changes to the environmental management system, including resources;

— Actions, if needed, when environmental objectives have not been achieved;

— Opportunities to improve integration of the environmental management system with other business processes, if needed;

— Any implications for the strategic direction of the organization.

Melton Foods shall retain documented information as evidence of the results of management reviews.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 23 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			

10. Improvement

10.1 General

Melton Foods shall determine opportunities for improvement (see 9.1, 9.2 and 9.3) and implement necessary actions to achieve the intended outcomes of its environmental management system.

10.2 Nonconformity and corrective action

When nonconformity occurs, the organization shall:

A) React to the nonconformity and, as applicable:

- 1) Take action to control and correct it;
- 2) deal with the consequences, including mitigating adverse environmental impacts;

B) Evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere, by:

- 1) Reviewing the nonconformity;
- 2) Determining the causes of the nonconformity;
- 3) Determining if similar nonconformities exist, or could potentially occur;

C) Implement any action needed;

D) Review the effectiveness of any corrective action taken;

E) Make changes to the environmental management system, if necessary.

Corrective actions shall be appropriate to the significance of the effects of the nonconformities encountered, including the environmental impact(s).

Melton Foods shall retain documented information as evidence of:

- The nature of the nonconformities and any subsequent actions taken;
- The results of any corrective action.

10.3 Continual improvement

Melton Foods shall continually improve the suitability, adequacy and effectiveness of the environmental management system to enhance environmental performance.

Doc Ref	Issue No	Superseded Date	Issue Date	Page number
Environmental Management System	01			Page 24 of 24
Amended by		Authorised by	Neil Traynor, SHE Manager	
Reasons for change	New			