


APPENDIX J
SUMMARY OF THE ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

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VERSION HISTORY				
DATE	PAGE No.	ISSUE No.	DESCRIPTION	APPROVED
February 2018	All	1.2	First Issue	AS

INTEGRATED MANAGEMENT SYSTEM TABULAR MANUAL ISO 14001: 2015, ISO 9001: 2015 and OHAS 18001: 2007

Ref	Clause ISO 9001:2015 & ISO 14001:2015	Clause OHSAS 18001	Relevant Individual / Responsibility	Procedure (s)	Related Documents / Records	Review Frequency
4.0	Context of the Organisation					
4.1	Understanding the organization & its context		HSE Manager Technical Director HSEQ Manager	Context and Scope of Organisation	Org Chart, Scoping flowchart	Annual; upon significant change
4.2	Understanding the needs & expectations of interested parties		HSE Manager Technical Director HSEQ Manager	Communication (IMS03)	Stakeholder assessment within Context spreadsheet	Annual; upon significant change
4.3	Determining scope of the management system		HSE Manager Technical Director HSEQ Manager	Context and Scope of Certification	Org Chart, Scoping flowchart BSI Certificates	Annual
4.4	Management systems		HSE Manager Technical Director HSEQ Manager	All	FPC; Objectives and Targets; Management Review Roles and Responsibilities	Annual
5	Leadership					
5.1	Leadership and commitment Customer Focus (Q) (5.1.2)		CEO; Directors & Senior management HSE Manager Technical Director	Management Review (IMS06); Communication (IMS03)	Policy Minutes Objectives and Targets Management programmes Newsletters /	Annual


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Ref	Clause ISO 9001:2015 & ISO 14001:2015	Clause OHSAS 18001	Relevant Individual / Responsibility	Procedure (s)	Related Documents / Records	Review Frequency
			HSEQ Manager		communications Customer feedback	
5.2	Policy	4.2	CEO; Directors & Senior management	Management Review (IMS06)	Policy Risks & Opportunities Assessments Objectives and Targets Legal Register	Annual
5.3	Roles, responsibility and authority	4.4.1	CEO; Directors & Senior management Line management HR	Duties and Responsibilities (BS01 – Breedon Southern)		Annual
6	Planning					
6.1	Actions to address risks & opportunities Compliance obligations (6.1.3) Planning Action (6.1.4)	4.3.1 4.3.2 4.5.2	HSE Manager Technical Director HSEQ Manager Operational Management	Assessment of Risk (IMS01)	Risk Assessments; Aspects & Impacts Assessments & EIAs Associated action plans Legal Register	Annual; after incident; after changes in legal & other requirements
6.2	Objectives & planning to achieve them	4.3.3	CEO; Directors & Senior management HSE Manager, Technical Director, HSEQ Manager	Objectives (IMS02)	Objectives and Targets spreadsheet Management programmes Management Review	Quarterly

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			Line management			
6.3 - Q	Planning of changes		Technical Director, HSEQ Manager, General Manager		Management Review Audit outputs	As required
7	Support					
7.1	Resources (including People, Infrastructure, Environment)	4.4.1	HSE Manager, Technical Director, HSEQ Manager; HR; Line / Operational management	Communication (IMS03) Duties and Responsibilities (BS01 – Breedon Southern)	Management Review Structural Survey Audit outputs Capex / Projects	Annual; upon significant change
7.1.5 - Q	Monitoring & measuring resources		Technical Director; Operational Management	Regional Quality Procedures	Certificates of Conformity; Statutory inspections records; Calibration records	
7.1.6 - Q	Organisational knowledge		Technical Director; HR; Operational Management	Duties and Responsibilities (BS01 – Breedon Southern)	Training records & documentation, including training needs assessments, matrices Legal Register	Annual, upon change, for new staff
7.2	Competence	4.4.2	HSE Manager, Technical Director, HSEQ Manager; HR; Line / Operational management	Duties and Responsibilities (BS01 – Breedon Southern)	Training records & documentation, including training needs assessments Appraisals	Annual, upon change, for new staff
7.3	Awareness		HSE Manager,	Communication	Policy, Objectives & Targets,	As required

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			Technical Director, HSEQ Manager; Line / Operational management	(IMS03)	HSEQ Alerts Noticeboards Induction / TBT awareness tests	
7.4	Communication (Internal & External)	4.4.3	CEO; Directors & Senior management HSE Manager, Technical Director, HSEQ Manager Line management	Communication (IMS03)	Policy, Objectives & Targets, HSEQ Alerts Noticeboards Register of Legislation; TBT & Briefings; Liaison Committees, Website	As required
7.5	Documented Information (Creating & Controlling)	4.4.4 4.4.5 4.5.4	HSE Manager, Technical Director, HSEQ Manager	Document Control (IMS07)	All documents	
8	Operation					
8.1	Operational planning and control	4.4.6	HSE Manager, Technical Director, HSEQ Manager Operational management	Objectives (IMS02) Regional Quality procedures	Daily / weekly checksheets / log books Risk Assessments, Aspects & Impacts Assessments, EIAs FPC Environmental Permits & Licenses (inc Water)	
8.2 - Q	Requirements for products & services					
8.2.1- Q	Customer Communication		HSE Manager, Technical Director,	Communications (IMS03)	Contracts & specifications Electronic sales / dispatch	Periodic by agreement; new


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			HSEQ Manager Commercial		records	contract
8.2.2 - Q	Determining requirements for products & services		Technical Director, HSEQ Manager Commercial		Contracts & specifications, customer requirements	Periodic by agreement; new contract
8.2.3 - Q	Review of requirements for products & services		Technical Director, HSEQ Manager Commercial		Contracts & specifications, customer requirements	Periodic by agreement; new contract
8.2.4 - Q	Changes to requirements for products & services		Technical Director, HSEQ Manager Commercial		Contracts & specifications, customer requirements	Periodic by agreement; new contract
8.2 - E	Emergency preparedness and response	4.4.7	HSE Manager, HSEQ Manager Operational management	Emergency Arrangements Fire safety First aid Incident Reporting (Assure)	All risk assessments, EIAs Emergency drill forms (eg spill drills) Accident book Delivery tickets (In / out) Weekly check sheets Conformity declarations Complaints	
8.3 - Q	Design and development (To include planning, inputs, controls, outputs & changes)		Technical Manager		Batch designs / mix card	

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8.4 - Q	Control of externally provided products and services		Site Managers	Haulier Management Induction and Training Contractor Safety Regional Quality procedures	Daily / Weekly check sheets	As required
8.5 - Q	Production and service provision (To include controls, identification & traceability, customer property)		Technical Director, HSEQ Manager	Regional Quality Procedures	Delivery tickets Customer feedback forms	As required
8.6 - Q	Release of products and services		Technical Director, HSEQ Manager Operational Management		DOPs Technical spreadsheets	As required
8.7 - Q	Control of nonconforming outputs		Technical Director, HSEQ Manager Operational Management	Non-conformance and corrective action (IMS05) Regional Quality procedures	Cat C failure notifications CAR reports Non-conformance database	As necessary
9	Performance evaluation					
9.1	Monitoring, measurement,	4.5.1	HSE Manager; Technical Director,	Internal Audit (IMS04) Regional Quality	Daily / weekly checksheets Calibration records	As required


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	analysis and evaluation		HSEQ Manager Operational Management	Procedures	Customer feedback Audit outputs	
9.1.2 - Q	Customer Satisfaction		Technical Director, HSEQ Manager	Communications (IMS03)	Customer feedback (surveys etc)	As required
9.1.3 - Q	Analysis & Evaluation		Technical Director, HSEQ Manager	Management Review (IMS06)	Management Review	Annual
9.2	Internal Audit (Including Internal audit programme)	4..5.5	HSE Manager; Technical Director, HSEQ Manager	Internal Audit (IMS04)	Audit schedule (Internal & External) Audit reports (Internal & External) CARs Corrective Action Plan Minutes	Annual; as required with change or incident etc
9.3	Management Review	4.6	CEO; Directors & Senior management HSE Manager, Technical Director, HSEQ Manager Operational management	Management Review (IMS06)	Agenda & Minutes Annual Reports Objectives and targets	Annual
10	Improvement					
10.1	Improvement – General		CEO; Directors & Senior management HSE Manager, Technical Director, HSEQ Manager	Management Review (IMS06)	Minutes Objectives & targets Management programmes	Annual

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			Operational management			
10.2	Nonconformity and corrective action	4.5.3	HSE Manager, Technical Director, HSEQ Manager Operational management	Nonconformance & corrective actions (IMS05)	Audit outputs CARs Minutes Alerts Incident reports	As required
10.3	Continual improvement		HSE Manager, Technical Director, HSEQ Manager Operational management	Management Review (IMS06)	Minutes Objectives & targets Management programmes	Quarterly

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