

**EHS  
INTEGRATED MANAGEMENT SYSTEM**



**ENVIRONMENTAL HEALTH & SAFETY IMS MANUAL**

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**The Integrated Management System is aligned with the requirements of ISO 14001:2015 and ISO 45001:2018.**

**At present, IGC is not accredited to these standards; however, the Oldham site will seek full third-party accreditation by the end of 2027, once we have completed a minimum of 12 months of monitoring, review, and continual improvement to demonstrate system maturity and effectiveness.**

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# EHS INTEGRATED MANAGEMENT SYSTEM



## SCOPE

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EHS IMS 1.0	ISO 14001:2015 & ISO 45001:2018	1	Matt Stott	Matt Parkes	13.10.2025	Page 1 of 1

The Integrated Management System (IMS) for Inspired Global Cuisine Ltd (IGC) defines the scope of our Environmental (ISO 14001:2015) and Occupational Health & Safety (ISO 45001:2018) management systems.

This IMS applies to all operations at IGC's manufacturing facilities including food production, cooking, chilling, blending, freezing, packaging, warehousing, distribution, and supporting functions such as engineering, hygiene, procurement, and administration.

The IMS covers environmental aspects and occupational health & safety hazards arising from activities, products, and services that can be controlled or influenced by IGC.

The system includes but is not limited to:

- Food manufacturing and associated processes.
- Energy use and emissions from combustion plants, refrigeration, and utilities.
- Use and control of hazardous substances and chemicals (including ammonia and CO<sub>2</sub> systems).
- Waste generation and disposal practices.
- Management of occupational risks such as manual handling, slips/trips, noise, vibration, and machinery safety.
- Emergency preparedness and response for environmental or safety incidents.

The IMS excludes activities or areas outside IGC's operational control, such as third-party logistics providers and external supplier operations.

The IMS scope is periodically reviewed to ensure continued suitability and alignment with operational changes and business strategy.



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**NORMATIVE REFERENCES**

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EHS IMS 2.0	ISO 14001:2015 & ISO 45001:2018	1	Matt Stott	Matt Parkes	13.10.2025	Page 1 of 1

The following normative references are integral to the implementation and maintenance of the Integrated Management System (IMS):

**Primary Standards:**

- ISO 14001:2015 – Environmental Management Systems – Requirements with Guidance for Use.
- ISO 45001:2018 – Occupational Health and Safety Management Systems – Requirements with Guidance for Use.

**Supporting Standards and Guidance:**

- ISO 9001:2015 – Quality Management Systems (for process alignment).
- BRCGS Food Safety Issue 9 – Food Safety Management.
- Environmental Permitting (England and Wales) Regulations 2016 (as amended).
- HSE Approved Codes of Practice (ACoPs) and Guidance Notes.
- Environment Agency Guidance and BAT Reference Documents.
- Legal and Other Requirements Register (EHS IMS 6.1.3).

All referenced standards and regulatory documents are maintained and updated through Legal Update Services and are available to relevant personnel for consultation.



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## TERMS AND DEFINITIONS

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EHS IMS 3.0	ISO 14001:2015 & ISO 45001:2018	1	Matt Stott	Matt Parkes	13.10.2025	Page 1 of 2

### Purpose

To ensure consistent understanding and application of terminology used within Inspired Global Cuisine Ltd's Integrated Management System (IMS) for Environmental and Occupational Health & Safety management, aligned with ISO 14001:2015 and ISO 45001:2018.

### Terms and Definitions

Term	Definition (Aligned with ISO 14001 / ISO 45001)
Organisation	Person or group of people that has its own functions, responsibilities, authorities, and relationships to achieve its objectives.
Interested Party	Person or organisation that can affect, be affected by, or perceive itself to be affected by a decision or activity.
Management System	Set of interrelated or interacting elements of an organisation to establish policies, objectives, and processes to achieve those objectives.
Policy	Intentions and direction of an organisation as formally expressed by its top management.
Objective	Result to be achieved, consistent with the organisation's policy and commitment to continual improvement.
Process	Set of interrelated or interacting activities that transform inputs into outputs.
Performance	Measurable result related to the management of environmental or OH&S aspects, objectives, and compliance obligations.
Continual Improvement	Recurring activity to enhance performance.
Compliance Obligations	Legal requirements and other requirements that an organisation must or chooses to comply with. (ISO 14001 term – replaces 'legal and other requirements').
Risk	Effect of uncertainty; the combination of the likelihood of occurrence and the consequence of an event.
Hazard	Source or situation with potential to cause injury or ill health. (ISO 45001 specific).
OH&S Risk	Combination of the likelihood of occurrence of a work-related hazardous event(s) or exposure(s) and the severity of injury or ill health that can be caused.
OH&S Opportunity	Circumstance that can lead to improvement of OH&S performance.
Environmental Aspect	Element of an organisation's activities, products, or services that interacts or can interact with the environment.
Environmental Impact	Change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects.
Incident	Occurrence arising out of or in the course of work that could or does result in injury, ill health, or environmental harm.
Nonconformity	Non-fulfilment of a requirement within the IMS.
Corrective Action	Action to eliminate the cause of a nonconformity and to prevent recurrence.
Worker	Person performing work or work-related activities under the control of the organisation.
Participation	Involvement of workers in decision-making processes regarding the IMS.
Consultation	Seeking views before decisions are made.
Documented Information	Information required to be controlled and maintained by the organisation and the medium on which it is contained.
Top Management	Person or group of people who directs and controls an organisation at the highest level.

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**TERMS AND DEFINITIONS**

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**Notes**

Definitions are directly based on ISO 14001:2015 Clause 3 and ISO 45001:2018 Clause 3, adapted to IGC's operational context. Where duplicate or overlapping terms occur, harmonised wording is used to maintain integration across both standards. All terms are to be used consistently within procedures, risk assessments, and IMS documentation.

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<b>CONTEXT OF THE ORGANISATION</b>						
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EHS IMS 4.1	ISO 14001:2015 & ISO 45001:2018	1	Matt Stott	Matt Parkes	01/10/2025	Page 1 of 1

## Understanding the Organisation and its Context

Inspired Global Cuisine Ltd (IGC) is a UK-based manufacturer of frozen ready meals, sauces, soups, and meal components, operating from a high-capacity food production site involving cooking, chilling, blending, and packing processes.

As part of our commitment to **environmental stewardship, occupational health and safety, and compliance**, IGC monitors and reviews internal and external issues that can affect the intended outcomes of the Integrated Management System (IMS). This is achieved through structured planning, internal audits, annual management reviews, and risk and opportunity assessments.

Examples of internal issues include:

- High energy consumption from medium combustion plants, blast chillers, air compressors, and refrigeration systems.
- Water usage during steam generation, hygiene processes (hose-downs, CIP systems) and staff facilities.
- On-site use and storage of chemicals including cleaning & treatment agents and ammonia refrigerant.
- Waste segregation and disposal practices.
- Workplace risks such as manual handling, slips and trips, noise, vibration, and working at height.
- Contractor and visitor management on site

Examples of external issues include:

- Evolving UK legislation (environmental permits, OH&S regulations, Extended Producer Responsibility, discharge consent limits).
- Climate change impacts such as increased flooding risk (relevant to drainage and attenuation systems).
- Market and customer pressure to reduce plastic use, carbon footprint, and improve OH&S performance.
- Community expectations regarding traffic management, odour, waste transport, and site cleanliness.
- Expectations from insurers, certification bodies, and regulators (Environment Agency, HSE).

These internal and external issues are reviewed at least annually, during significant changes, and through risk management processes.

## Applicable Legal and Other Requirements

IGC maintains a consolidated Legal Register for Environmental and Health & Safety compliance, as required by ISO 14001:2015 clause 6.1.3 and ISO 45001:2018 clause 6.1.3. This register is maintained through Legal Update Services, monitored for changes, and reviewed at Management Review to ensure ongoing compliance.

*(For details of specific legislation applicable to IGC, refer to IMS Section 6.1.3 Legal & Other Requirements.)*



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## LEADERSHIP AND COMMITMENT

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### Leadership and Commitment

The Senior Leadership Team (SLT) of Inspired Global Cuisine Ltd (IGC) demonstrates leadership and commitment to the Integrated Management System (IMS) by:

#### General Responsibilities

- Taking accountability for the effectiveness of the IMS.
- Ensuring that the IMS achieves its intended outcomes, including:
  - Improved environmental performance (ISO 14001)
  - Prevention of work-related injury and ill health (ISO 45001)
  - Fulfilment of compliance obligations
  - Continual improvement

#### Policy and Objectives

- Establishing, implementing, and maintaining the EHS Policy aligned to the strategic direction of IGC.
- Ensuring measurable objectives are set, monitored, and achieved at relevant functions and levels.
- Promoting a culture of prevention, sustainability, and continual improvement.

#### Integration and Resources

- Ensuring IMS requirements are integrated into business processes, operations, and decision-making.
- Providing resources needed for effective IMS implementation, including people, infrastructure, technology, and financial support.
- Supporting roles with authority and responsibility for IMS performance.

#### Communication and Engagement

- Communicating the importance of effective management and compliance with IMS requirements.
- Ensuring consultation and participation of workers (ISO 45001 focus), including safety committees and forums.
- Promoting awareness of environmental protection and occupational health and safety responsibilities at all levels.

#### Compliance and Risk Management

- Supporting compliance with legal and other requirements (see IMS Section 6.1.3).
- Ensuring risks and opportunities, significant aspects, and OH&S hazards are identified, assessed, and controlled.
- Responding to incidents and nonconformities with effective corrective actions.

#### Continual Improvement

- Directing and supporting continual improvement of the IMS.
- Reviewing IMS performance at planned intervals (see Section 9.3 Management Review).
- Ensuring outcomes contribute to long-term resilience, customer confidence, and stakeholder trust.

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## PLANNING

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EHS IMS 6	ISO 14001:2015 & ISO 45001:2018	1	Matt Stott	Matt Parks	28.10.2025	Page 1 of 1

### Purpose

This section defines how Inspired Global Cuisine Ltd (IGC) plans and manages actions to address risks and opportunities, determine compliance obligations, establish objectives, and plan changes within the Integrated Management System (IMS). It ensures systematic planning in alignment with ISO 14001:2015 and ISO 45001:2018 requirements to achieve continual improvement.

### Documented Information Structure

EHS IMS Ref	Document Title	Relevant Clauses	Purpose / Summary
EHS IMS 6.1	Integrated Management System GAP Analysis	ISO 14001 6.1 / ISO 45001 6.1	Evaluates current management practices against ISO 14001 and ISO 45001 standards to identify gaps, strengths, and improvement actions.
EHS IMS 6.2	Actions to Address Risks and Opportunities	ISO 14001 6.1.1 / ISO 45001 6.1.1	Framework for identifying, assessing, and managing risks and opportunities to achieve IMS outcomes.
EHS IMS 6.3	Environmental Aspects & Impacts Assessment Procedure	ISO 14001 6.1.2	Defines how environmental aspects and impacts are identified, evaluated, and prioritised across IGC operations.
EHS IMS 6.4	Compliance Obligations Register & Procedure	ISO 14001 6.1.3 / ISO 45001 6.1.3	Describes how legal and other requirements are identified, tracked, and reviewed through Legal Update Services.
EHS IMS 6.5	Hazard Identification and Risk Assessment Procedure	ISO 45001 6.1.2.1 – 6.1.2.2	Outlines the method for hazard identification and OH&S risk assessment. Integrates with the Risk Register.
EHS IMS 6.6	Environmental and OH&S Objectives	ISO 14001 6.2.1 / ISO 45001 6.2.1	Defines the process for setting measurable environmental and safety objectives and targets.
EHS IMS 6.7	Planning to Achieve Objectives	ISO 14001 6.2.2 / ISO 45001 6.2.2	Describes how objectives are achieved, including plans, resources, responsibilities, and timeframes.
EHS IMS 6.8	Change Management Planning	ISO 45001 6.3 / ISO 14001 6.1.1(f)	Procedure for identifying and controlling environmental or OH&S impacts from organisational or process changes.

This documented information structure provides the foundation for the planning elements of IGC's Integrated Management System (IMS). All related documents are controlled within the IMS framework and reviewed as part of the annual management review process.



# EHS INTEGRATED MANAGEMENT SYSTEM



## SUPPORT PROCEDURE (RESOURCE, COMPETENCE, TRAINING & AWARENESS)

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EHS IMS 7	ISO 14001:2015 & ISO 45001:2018	1	Matt Stott	Matt Parkes	28.10.2025	Page 1 of 3

### Purpose

To ensure that Inspired Global Cuisine Ltd (IGC) provides and maintains the people, infrastructure, environment, technology, and financial resources necessary to establish, implement, operate, and continually improve the Integrated Management System (IMS) in accordance with ISO 14001:2015 and ISO 45001:2018. This document also defines how competence, training, and awareness are determined, delivered, recorded, and evaluated across all IGC sites.

### Scope

This procedure applies to all operational areas, departments, and functions, including production, hygiene, engineering, warehousing, administration, and senior leadership. It applies to all employees, agency staff, contractors, and visitors whose activities may influence environmental or occupational health and safety (OH&S) performance.

### Responsibilities and Accountability

Role / Function	Responsibility	Accountability
SLT (Senior Leadership Team)	Ensures adequate resources (people, infrastructure, equipment, financial, and technological) are identified, budgeted, and made available to maintain and continually improve the IMS.	Demonstrating leadership commitment, approving budgets, and ensuring alignment with business strategy and compliance obligations.
HSE Manager	Identifies health and safety resource and training requirements, including PPE, statutory inspections, emergency response, and competence assurance.	Maintaining compliance with ISO 45001:2018, Health and Safety at Work Regulations, and insurer requirements.
Environmental Compliance & TACCP Manager	Identifies environmental and sustainability resource needs (monitoring equipment, spill response, waste management, EA permit awareness). Leads environmental training and awareness programmes.	Maintaining compliance with ISO 14001:2015, EA Environmental Permitting Regulations, and sustainability objectives.
Engineering Manager	Ensures plant, utilities, and control systems are maintained to support safe and compliant operation.	Maintaining infrastructure reliability and compliance with statutory inspections.
L&D Business Partner	Maintains the Training Matrix, schedules training, tracks refresher cycles, and retains certificates or digital records.	Ensuring accurate and auditable competence and awareness documentation.
Department Managers / Team Leads	Report deficiencies in resourcing that could affect performance, quality, or compliance and ensure staff apply learning effectively.	Escalating gaps and supporting continuous development.
Employees / Contractors / Visitors	Participate in training, follow safe work practices, and apply environmentally responsible behaviors.	Demonstrating competence and awareness in assigned duties.

### 7.1 Resources

IGC ensures provision of sufficient and suitable resources to achieve IMS objectives. Resource categories include:

- People – sufficient personnel with appropriate competence (see Section 5).

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## SUPPORT PROCEDURE (RESOURCE, COMPETENCE, TRAINING & AWARENESS)

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- Infrastructure – buildings, utilities, plant, IT systems, and communications.
- Work Environment – safe, hygienic, and environmentally responsible conditions.
- Technology – systems to support monitoring, control, and data integrity.
- Financial – budgets to fund compliance, maintenance, training, and improvement projects.

### 7.2 Competence

Competence needs are determined by role, risk, and legal requirements. Assessment considers qualifications, experience, and training needs. Training requirements are identified through job descriptions, risk assessments, management reviews, and audits.

#### Core and Role-Specific Training

Core Training	Frequency / Review Cycle
Site Induction (H&S and Environmental)	Before work + every 3 years or after significant change
Fire Safety & Evacuation (EHS-IMS-8.2.1)	Every 3 years or after site modification
Spill Response & Environmental Awareness	Every 3 years or after incident
Manual Handling	Every 3 years or after change in activity
First Aid / Emergency Preparedness	Every 3 years or as required by HSE
DSEAR / Ammonia Awareness (Oldham Site)	Every 3 years or following system change
Permit-to-Work & Contractor Induction	Prior to work + annual refresher
Environmental & Sustainability Objectives Awareness	Annual or following campaign updates

### 7.3 Awareness

All personnel shall be made aware of:

- IMS Policy commitments (Environmental, Health & Safety)
- Significant environmental aspects and OH&S hazards related to their role
- Potential consequences of non-conformance
- IMS objectives and targets relevant to their department
- Individual roles in achieving compliance and continual improvement
- Emergency Preparedness and Response Plans

#### Awareness Delivery Methods

Method	Description / Frequency
Site Induction	Mandatory before work starts; refresher every 3 years or following major change
Toolbox Talks / Team Briefs	At least monthly or following incidents or changes
Campaigns & Posters	Focused topics displayed across site; updated quarterly
Digital Communications	SharePoint, screens, emails for updates and alerts
Safety Walks / Engagements	Leadership visibility and feedback sessions
Refresher Awareness	Annually or following audit findings / incidents

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## SUPPORT PROCEDURE (RESOURCE, COMPETENCE, TRAINING & AWARENESS)

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### Evaluation and Continuous Improvement

Effectiveness of resources, competence, training, and awareness programmes is reviewed annually through Management Review (EHS-IMS-9.3). Feedback from audits, inspections, drills, and employee engagement is used to drive improvement actions and communication updates.

### Records and References

- EHS-IMS-7.5 Documented Information Procedure
- EHS-IMS-9.3 Management Review Procedure
- EHS-IMS-8.2 Emergency Management Plans
- EA Environmental Permit
- Training Records / Nvolve Training Matrix
- ISO 14001:2015 Clauses 7.1 – 7.3
- ISO 45001:2018 Clauses 7.1 – 7.3



**OPERATIONAL PLANNING & CONTROL OVERVIEW**

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EHS IMS 8.1	ISO 14001:2015 & ISO 45001:2018	1	Matt Stott	Matt Parkes	20.11.2025	Page 1 of 2

## Purpose

The purpose of this document is to summarise how Inspired Global Cuisine Ltd (IGC) plans, implements, and controls operational processes and outsourced activities in accordance with ISO 14001:2015 and ISO 45001:2018 Clause 8.1. It provides a top-level overview linking all relevant EHS IMS documents and controls that ensure environmental protection, legal compliance, and safe operations.

## Scope

This overview applies to all operational areas including production, engineering, hygiene, warehousing, utilities, refrigeration, logistics, waste management, and all outsourced activities impacting environmental or OH&S performance.

## Operational Planning & Control Framework

IGC maintains an integrated framework of operational controls that manage environmental and OH&S risks through documented procedures, risk assessments, emergency plans, legal compliance systems, contractor controls, and operational monitoring. This framework ensures:

- Processes are controlled under defined procedures
- Outputs from the Legal Update Service (LUS) shape operational controls
- Permit requirements and legal obligations are met
- Outsourced activities are controlled through contracts, oversight and permit to work
- Environmental and OH&S controls are maintained during normal, abnormal and emergency conditions

## Core Documents Supporting Operational Control

- EHS IMS 6.3 Aspects & Impacts Assessment Procedure
- EHS IMS AP 6.1.3 Environmental Risk Assessment & Mitigation Plan
- EHS IMS 6.4 Compliance Obligations Register & Procedure
- EHS IMS 6.2 Actions to Address Risks & Opportunities
- EHS IMS 7 Support Procedure (Resources, Competence, Training & Awareness)
- EHS IMS A 8.1.1 Emergency Preparedness and Response Procedure
- EHS IMS A 8.2.1 Fire & Evacuation Response Plan
- EHS IMS A 8.2.2 Lithium Battery Charging & Electrical Fire Response Plan
- EHS IMS A 8.2.3 Confined Space & Rescue Plan
- EHS IMS A 8.2.4 Occupational Health & Welfare Emergency Plan
- EHS IMS A 8.2.5 Transport, Traffic & Vehicle Incident Plan
- EHS IMS A 8.2.6 Public Health / Pandemic Response Plan
- EHS IMS A 8.2.7 Combined Emergency Management & Testing Plan
- EHS IMS 8.2.10 Foul & Surface Water Drainage & Interceptors Plan
- EHS IMS B 8.2.1 Ammonia Release Response Plan
- EHS IMS B 8.2.1.1 No Re-Entry Policy (Ammonia Release Response Plan)
- EHS IMS B 8.2.1.3 Gas Detection Procedure
- EHS IMS C 8.2.1 Environmental Incident, Pollution & Surface Water Response Plan
- EHS IMS C 8.2.2 Odour Management Plan
- EHS IMS C 8.2.3 Noise & Vibration Management Plan
- EHS IMS C 8.2.6 Flood & Severe Weather Response Plan
- EHS IMS C 8.2.7 Spill Response & Chemical Management Plan
- EHS IMS C 8.2.8 Waste & Recycled Material Management Plan

# EHS INTEGRATED MANAGEMENT SYSTEM



## OPERATIONAL PLANNING & CONTROL OVERVIEW

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- EHS IMS C 8.2.9 Firewater & Contaminated Run-off Management Plan
- EHS IMS C 8.2.10 Foul, Surface Water Drainage & Sewer Connection Plan (United Utilities Network)
- EHS IMS C 8.2.11 Air Quality Management Plan
- EHS IMS D 8.2.1 Pest Control & Infestation Management Plan
- EHS IMS D 8.2.2 Energy, Utilities & Services Continuity Plan
- Permit-to-Work & Contractor Management Controls
- Engineering PPM Programme & Statutory Inspection Controls

### Outsourced Process Control

IGC controls outsourced activities through formal service agreements, competence verification, permit-to-work controls, audits, and performance reviews. Key outsourced operations include:

- Biffa – Waste removal and recycling services
- Larkins – Liquid Waste and Trade Effluent Sediments
- Star Refrigeration – Ammonia plant servicing and emergency response
- Co2 Servicing and emergency response
- Pest Control Services
- Calibration and monitoring services
- External laboratory analysis (trade effluent and environmental samples)
- Cochran – Boiler Service and emergency response

### Monitoring & Verification

Operational controls are monitored through:

- Daily operational checks
- Monthly KPI review and environmental/HS performance meetings
- Internal audits and inspections
- Engineering PPM and statutory inspections
- Drainage and effluent monitoring
- Emergency drill exercises
- Monthly LUS reviews and compliance updates (email Alerts Set Up on Regulation updates)

### Continual Improvement

Outputs from audits, incidents, inspections, LUS updates, KPIs and SLT reviews feed into continual improvement actions recorded in EHS IMS 6.2, Management Review (EHS IMS 9.3) and relevant AP plans.

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## PERFORMANCE EVALUATION PROCEDURE

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### Purpose

The purpose of this procedure is to define how Inspired Global Cuisine Ltd evaluates the performance of the Integrated Environmental, Health & Safety Management System (EHS-IMS) in accordance with ISO 14001:2015 and ISO 45001:2018 Clause 9. This procedure covers monitoring, measurement, analysis, evaluation, compliance review, internal audits and management review.

### Scope

This procedure applies to all operational departments, processes, and outsourced activities across Inspired Global Cuisine Ltd business operations

### Performance Evaluation Framework

Performance evaluation is carried out using the following linked EHS IMS procedures and processes:

- EHS IMS 9.1.1 Monitoring, Measurement & KPI Procedure
- EHS IMS 9.1.2 KPI Dashboard / Monthly Performance Summary
- EHS IMS 9.1.3 Compliance Evaluation Procedure
- EHS IMS 9.1.4 Compliance Evaluation Register
- EHS IMS 9.1.5 Inspection & Monitoring Evaluation Procedure
- EHS IMS 9.2 Internal Audit Procedure
- EHS IMS 9.3 Management Review Procedure

### Monitoring & Measurement

IGC conducts monitoring and measurement of environmental and OH&S performance using the following controls:

- Utilities monitoring (energy, water, gas)
- Waste generation, recycling and waste contractor performance
- Trade effluent sampling and MCERTS monitoring
- Air emissions, noise, odour and vibration monitoring where required
- PPM and statutory engineering inspections
- Workplace inspections and behavioural safety checks
- Training compliance and competence monitoring
- Incident, near-miss, hazard and nonconformance tracking

### KPI Dashboard & Reporting

KPI results are reviewed monthly by the Environmental Compliance & TACCP Manager, HSE Manager, Engineering Site Services Manager and the Senior Leadership Team. The KPI Dashboard captures trends in environmental performance, OH&S performance, compliance, incidents and operational efficiency.

### Evaluation of Compliance

Compliance with legal and other requirements is assessed through:

- Weekly Legal Update Service (LUS) reviews
- Compliance Evaluation Procedure (EHS IMS 9.1.3)
- Compliance Register (EHS IMS 9.1.4)

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## PERFORMANCE EVALUATION PROCEDURE

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- EA Permit compliance, trade effluent compliance, waste duty of care checks
- Internal inspections and third-party audits

Noncompliance triggers corrective actions recorded in EHS IMS 10.2.

### Internal Audits

Internal audits are planned and carried out as per EHS IMS 9.2. The audit programme considers:

- Legal and permit risks
- Environmental and OH&S performance history
- Changes to processes and operation

Audit outputs feed into corrective actions, continuous improvement and management review.

### Management Review

Management Review is held annually (or more frequently if required). The review covers:

- Audit results
- Compliance status
- KPI performance
- Incidents, near misses and investigations
- Resource and training needs
- Changes affecting the EHS-IMS
- Opportunities for improvement

Outcomes include actions, resource allocation and strategic decisions for the EHS-IMS.

### Responsibilities

Role	Responsibilities
Environmental Compliance & TACCP Manager	Leads environmental monitoring, compliance evaluation, KPI reporting
HSE Manager	Leads OH&S monitoring, internal audits and safety performance evaluation
Engineering Site Service Manager	Ensures reliability of monitoring equipment, PPM and statutory inspections.
Department Managers	Supply data, implement actions and support audits.
SLT	Reviews EHS-IMS performance, approves improvements and resources.

### Records & Document Control

Records and evidence generated from this procedure include:

- Monitoring logs and inspection sheets
- KPI Dashboard and monthly reports
- Compliance Evaluation Register (EHS IMS 9.1.4)
- Internal audit reports (EHS IMS 9.2)
- Management Review minutes (EHS IMS 9.3)
- Corrective action reports (EHS IMS 10.2)

# EHS INTEGRATED MANAGEMENT SYSTEM



## IMPROVEMENT PROCEDURE

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### Purpose

The purpose of this procedure is to define how Inspired Global Cuisine Ltd identifies, manages, and implements improvements across the Integrated Environmental, Health & Safety Management System (EHS-IMS) in accordance with ISO 14001:2015 and ISO 45001:2018 Clause 10. This procedure covers nonconformities, corrective actions, opportunities for improvement, and verification of effectiveness.

### Scope

This procedure applies to all departments, personnel, contractors, outsourced activities, and operational processes within Inspired Global Cuisine Ltd that may impact environmental or health & safety performance.

### Definitions

- Nonconformity – Failure to meet a requirement (legal, regulatory, EA permit, trade effluent consent, ISO standard, internal procedure, customer requirement).
- Corrective Action – Action taken to remove the root cause of a nonconformity and prevent recurrence.
- Preventive Action – Action taken to eliminate potential nonconformities.
- Continual Improvement – Recurring activity to enhance performance and elements of the EHS-IMS.

### Sources of Improvement opportunities

- Internal and external audits
- Incidents, near-misses, spills and emergency events
- Legal Update Service (LUS) notifications
- EA Permit or Trade Effluent consent changes
- KPI performance trends
- Complaints from stakeholders or neighbours
- Changes in operations, equipment or processes
- Employee or contractor suggestions
- Management Review actions

### Nonconformity Management

Nonconformities must be logged, investigated and managed using the following steps:

- Step 1 – Identify and record the nonconformity in the Nonconformance Log.
- Step 2 – Assess severity, environmental impact and OH&S risk.
- Step 3 – Implement immediate containment or corrective action.
- Step 4 – Conduct root cause analysis using 5-Why, fishbone or equivalent.
- Step 5 – Assign long-term corrective actions in the Corrective Action Register (EHS IMS 10.2).
- Step 6 – Monitor actions in monthly EHS/SLT meetings.
- Step 7 – Verify effectiveness before closure.

### Continual Improvement

Continual improvement is achieved using inputs from:

- Audit results and inspection findings
- Legal compliance evaluation (EHS IMS 9.1.3)

# EHS INTEGRATED MANAGEMENT SYSTEM



## IMPROVEMENT PROCEDURE

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- KPI performance analysis
- LUS updates and EA guidance
- SLT strategic decisions
- Lessons learned from incidents
- Management Review outputs

### Responsibilities

- Environmental Compliance & TACCP Manager – Leads environmental improvement processes and manages the Corrective Action Register.
- HSE Manager – Leads OH&S investigations, root-cause analysis and oversees corrective actions.
- Engineering Services Manager – Delivers engineering improvements, PPM enhancements and equipment-related actions.
- Department Managers – Implement corrective/preventive actions and track performance.
- SLT – Provides support, resources and strategic direction for improvement.

### Records & Document

Records created under this procedure include:

- Nonconformance Log
- Corrective Action Register (EHS IMS 10.2)
- Audit reports (internal and external)
- Incident and investigation reports
- Management Review minutes

Records shall be retained in accordance with EHS IMS 7.5.3 – Records Management Procedure.