**ISO 14001: 2015**

**Environmental Management System**

**(EMS)**

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| **Date:** | 01/12/2023 | 01/12/2023 |
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| **REVISION** | **DATE** | **REVISION DETAILS** | **PREPARED** | **APPROVED** |
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**ISO 14001:2015 Documentation**

Relationship between PDCA and the framework of ISO 14001:2015



**ISO 14001:2015 Clauses**

1. **Scope**

Specification for the requirements for an environmental management system that can be used to enhance an organisation environmental performance and manage its environmental responsibilities in a systematic and sustainable manner which includes processes for improvement of the system.

1. **Normative references** *page 5.*
2. **Terms and definitions** *page 5.*
3. **Context of the organisation** *page 6-8.*

4.1 Understanding the organisation and its context – This document.

4.2 Understanding the needs and expectations of interested parties – This document.

4.3 Determining the scope of the environmental management system – This document.

4.4 Environmental management system – This document.

1. **Leadership** *page 9-10.*

5.1 Leadership and commitment – This document.

5.2 Environmental policy.

5.3 Organisational roles, responsibilities and authorities – This document.

1. **Planning** *page 11-12.*

6.1 Actions to address risks and opportunities - Risk Register.

6.1.1 General.

6.1.2 Environmental aspects – Environmental Aspects file, Environmental Aspects Register Summary.

6.1.3 Compliance obligations – Compliance Log.

6.1.4 Planning action – Management Review.

6.2 Environmental objectives and planning to achieve them - Management Review Minutes.

6.2.1 Environmental objectives – Management Review and this document.

6.2.2 Planning actions to achieve environmental objectives – Management Review.

1. **Support** *page 13.*

7.1 Resources.

7.2 Competence - Personnel Files; Skills Matrix.

7.3 Awareness - Personnel Files; Skills Matrix.

7.4 Communication - Management Review Minutes.

7.4.1 General.

7.4.2 Internal communication – verbal; memos.

7.4.3 External communication – web site; emails; telecoms.

7.5 Documented information

7.5.1 General – This document.

7.5.2 Creating and updating - Documentation Issue Record.

7.5.3 Control of documented information - Documentation Issue Record.

1. **Operation** *page 14.*

8.1 Operational planning and control – Project Files.

8.2 Emergency, preparedness and response – Environmental Incident Report.

1. **Performance evaluation** *page 14.*

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General.

9.1.2 Environmental compliance - Management Review Minutes.

9.2 Internal audit - Audit Programme; Audit Report Form.

9.2.1 General.

9.2.2 Internal audit programme.

9.3 Management review

1. **Improvement** *page 14.*

10.1 General

10.2 Nonconformity and corrective action - Problem Corrective Action.

10.3 Continual improvement - Management Review Minutes.

**1. Scope**

This documentation specifies the requirements for a management system which meets the requirements of ISO 14001:2015 for The Company who operate under the scope as given on page 6 of this document.

**2. Normative references**

There are normative references identified within ISO14001:2015.

**3. Terms and definitions**

For the purposes of this document, the terms and definitions given in clause 3.1 Terms relating to organisation and leadership apply.

**Structure of ISO 14001:2015**



**4. Context of the Organisation**

In addressing the context, Recycle For Future Ltd (the Company / Organisation) has established and understands the external and internal issues that form the basis of its context. When addressing the context, the company takes into consideration the relevant environmental conditions that affect its ability to achieve the intended outcomes of the Environmental Management System (EMS).

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The context of the organisation includes the natural environment in which it operates that can create conditions and events which affect the organisation’s activities, products and services. In arriving at the context or improving its EMS within its existing business processes, the company has reviewed its context in order to gain knowledge of the relevant issues that can affect the EMS.

The review takes a life cycle perspective and cross-functional involvement, including procurement, finance, human resources, engineering, design and sales and marketing. The review includes the following key areas.

1. Identification of the relevant external and internal issues, including environmental conditions and events, which relate to the company’s activities, products and services;
2. consideration of how these issues can affect the company’s purpose and ability to achieve the intended outcomes of its EMS;
3. understanding of how a) and b) can be addressed in planning; and
4. identification of opportunities to improve its environmental performance.

The internal context identified includes, but is not limited to.

* Organisational governance and structure; outsourced services; company relationships; roles, responsibilities and authorities;
* legal compliance, status and trends;
* policies, objectives and resources that are needed to achieve them;
* capacity and capability;
* information systems, their flows and decision-making processes (both formal and informal) and the time taken for their completion;
* relationships with, and perceptions and values of, internal interested parties;
* management systems and standards;
* organisational style and culture; and
* contracts, forms, content and extent of contractual relationships.

External sources of information that can contribute to the organisation’s knowledge of external issues can include: customers, suppliers and partners; business councils; sector organisations; chambers of commerce; government bodies; international agencies; consultants; academic research; local news media; local community groups; competitors (this list is not exhaustive).

Relationships of stakeholders including the members of staff and their perceptions and values are considered in these areas.

* Company’s culture;
* standards, guidelines, and models adopted by the company; and
* form and extent of the company’s contractual relationships.

Context factors.

* Customers – The Company attracts and retains customers offering services that meet their needs along with providing excellent customer service;
* Members of staff – availability of people who are motivated to remain as contributing members of the company and develop the skills necessary to provide a competitive edge through training and awareness;
* Suppliers (where required) – provide the company with the resources they need to carry out their activities. If a supplier provides bad service, this affects the way the company is perceived and its operations. Close supplier relationships are fostered by the company as an effective way to remain competitive and secure the resources needed;
* Investors – the company requires investment to grow. This has been forthcoming from top management. However, in the future money may be needed from a bank or individuals. Relationships with investors will be managed carefully as problems can detrimentally affect the long-term success of the company;

Interested parties are also part of the context in which an organisation operates and have been considered when reviewing the context.

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| Examples of Interested Parties and their needs and expectations |
| Relationship | Examples of interested parties | Examples of needs and expectations |
| By responsibility | Investors | Expect the company to manage its risks and opportunities that can affect an investment |
| By influence | Non-governmental organisations (NGO’s) | Need the company’s cooperation to achieve the NGO’s environmental goals |
| By proximity | Neighbours, the community | Expect socially responsible performance, honesty and integrity |
| By dependency | Employees | Expect to work in a safe and healthy environment |
| By representation | Industry membership organisations | Need collaboration on environmental issues |
| By authority | Regulatory or statutory agencies | Expect demonstration of legal compliance |

The company maintains the scope as documented information and makes it available to interested parties as a document.

The top management of the company has looked at the needs and expectations of interested parties, from which they have identified that customers want an experience that produces high level services at affordable prices and meets timeframes. As well as this, members of staff want to work in a forward-thinking company that provides a good working environment.

The Company monitors and reviews information about relevant external and internal issues and uses such information to improve its operations.

The Top Management have established contingency plans which would allow for continued working in case of any foreseeable disruption which is within their control.

***NOTE*** *this should be read in conjunction with the ISO 9001:2015 context document.*

SCOPE: Plastic recycling

The EMS is built on the PLAN DO CHECK ACT model; the steps of this ongoing process are as follows:

**Plan:**

1. Understand the organisation and its context, (including the needs and expectations of interested parties);
2. Determine the scope of and implement the EMS,
3. Ensure leadership and commitment from top management,
4. Establish an environmental policy,
5. Assign responsibilities and authorities for relevant roles,
6. Determine environmental aspects and associated environmental impacts,
7. Identify and have access to compliance obligations,
8. Determine the risks and opportunities that need to be addressed,
9. Plan to take actions to address risks and opportunities determined and evaluate effectiveness,
10. Establish environmental objectives and define indicators and a process to achieve them.

**Do:**

1. Determine the resources required to implement and maintain the EMS,
2. Determine the necessary competence of people and ensure these people have the required awareness of the EMS,
3. Establish, implement and maintain the processes needed for internal and external communications,
4. Ensure an appropriate method for creating, updating and controlling documented information,
5. Establish, implement and control operational processes needed to meet the EMS requirements,
6. Determine potential emergency situations and the necessary response.

**Check:**

1. Monitor, measure, analyse and evaluate environmental performance,
2. Evaluate fulfilment of compliance obligations,
3. Conduct periodic internal audits,
4. Review the company’s EMS to ensure continuing suitability, adequacy and effectiveness.

**Act:**

1. Take action to deal with nonconformity,
2. Take action to continually improve the suitability, adequacy and effectiveness of the EMS to enhance environmental performance.

**5. Leadership**

The top management of The Company has approved an Environmental Policy which they are committed to and is appropriate to the Company. The basis of the Environmental Policy and the EMS is continual improvement and its effectiveness is regularly reviewed using the mechanism of internal audit and management review. These are further enhanced by independent external audit and third-party certification.

Environment objectives are set within Management Review and they are monitored to ensure their achievement as a part of this process. Where this is the case, an amended Environmental Policy may be issued which bears the new issue date.

A key part of the process is risk-based thinking at all stages of the Company’s operations and this is used throughout the EMS. This entails a holistic approach to all aspects of the Company and its processes. Top management provides all resources necessary to ensure this, as well as communicating the importance of effective quality management and of conforming to the quality management system requirements to all members of the Company.

Top management ensures that customers and applicable statutory and regulatory requirements are determined, understood and consistently met and that the risks and opportunities that can affect environmental impacts in relation to services and the ability to enhance customer satisfaction are determined and addressed.

Top management ensures that the responsibilities and authorities for relevant roles are assigned and communicated within the company. Top management has assigned the responsibility and authority for ensuring that the EMS conforms to the requirements of ISO 14001:2015, as well as reporting to it on the performance of the EMS. All Environmental responsibilities are noted in individuals’ Job Descriptions and on the Training Log, which includes environmental awareness.

**Environmental Policy Statement**

Recycle For Future Ltd (the Company) is a UK based recycling company that supplies plastic scrap and regrind to specific customer requirements. All employees undergo training for each of the processes and procedures they carry out and are only deemed competent once training is completed. The Company operates with health, safety, the environment and quality at the forefront of its mind, ensuring all are a priority in any works carried out.

Protection of the environment of which we live and operate is part of the Company’s principles and values, making what we consider sound business practice. Care for the environment is one of our key responsibilities and forms an important part of the way we conduct business.

We aim to:

* Comply with relevant environmental legislation, regulations, approved codes of practices and ISO 14001 Standards
* Minimise the adverse effects of our operations on the environment and our neighbours
* Keep waste to a minimum and maximise the efficient use of materials and resources
* Manage our waste in a responsible manner and by use of the waste hierarchy
* Provide training for our employees to adopt an environmentally aware culture
* Communicate our objectives and performance to all relevant persons
* Make environmental issues a part of our decision-making process
* Monitor and continuously improve our environmental performance
* Implement, monitor and update the policy and arrangements as required
* Actively encourage the use of recyclable materials
* Where possible, to trade with businesses with similar standards to our own – suppliers, vendors and contractors
* Show that we are serious about our commitment to sustainable development by including environmental issues in our strategic planning
* Encourage staff to use energy and water resources efficiently
* Reduce any unnecessary travel, encouraging staff to travel by public transport or by car sharing when possible

This policy is endorsed by the management of Recycle For Future Ltd and is supported by an Environmental Management System, Environmental Manual, Environmental Risk Assessment and supporting documents.

The policy statement will be reviewed regularly and updated as necessary.

Awais Butt

A. Butt

Managing Director

Recycle For Future Ltd

**6. Planning**

The Company has identified and assessed risks and developed strategies to manage them. These are recorded on the Company’s Risk Register.





Examples:

* Environmental aspects, e.g., a very small spill that hardly contaminates soil or groundwater, and is therefore not determined as significant from an environmental perspective, can nevertheless harm the company’s image as being an environmentally conscious enterprise;
* significant environmental aspects, such as where a pollution incident raises doubt of the company’s ability to manage its significant environmental aspects and thus weakens its credibility;
* non-fulfilment of compliance obligations, which can result in fines, costs for corrective action, and potentially losing the social license to operate;
* environmental conditions, including events impacting the environment, such as where climate change causes reduced water availability, which can affect the operation of the company’s waste water treatment plant;
* a customer need that requires a rapid expansion of the company’s capacity without a commensurate increase in skilled employees, which can lead to a potential for mistakes that can result in environmental harm;
* views of interested parties on the company’s environmental performance, which can mobilise broader opposition;
* an action taken to address risks and opportunities without considering any unintended consequence that this can create, e.g., an opportunity to use wastewater to irrigate the company’s recreational areas can create human health issues for those using the areas.

Potential beneficial effects for the company can include:

* identifying new technology, such as control equipment that can reduce polluting discharges;
* optimising resource conservation, such as recycling water; or
* working with interested parties to defuse opposition to a proposed waste disposal method.

Within the defined scope of the EMS, the company has determined 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. Details are recorded on the Environmental Aspects Register.

The company has access to the compliance obligations related to its environmental aspects from the Environment Agency web site www.gov.uk/government/organisations/environment-agency, as well as through internet searches. Records of its compliance obligations are maintained on the Compliance Log.

The company plans actions to address its significant environmental aspects’ compliance obligations and risks and opportunities as part of the ongoing EMS and through management review processes.

The company’s environmental objectives have been established as part of the company’s Environmental Policy and are included within its standard operating processes, with responsibilities identified in them and planned and documented as part of its Environmental Aspects document.

Key Objective: To ensure that, in accordance with legislation, waste will be managed in a sustainable manner following the waste hierarchy of Prevention, Reuse, Recycling, Energy Recovery and Disposal, to ensure the reduction in waste sent to landfill and in the carbon emissions of landfilling.

Targets

1. Undertake an annual review of legislation and communicate changes to the relevant staff with waste management responsibilities (ongoing)
2. To establish a reliable baseline for total waste data
3. Reduce waste production by 5%
4. Achieve 50+% recycling
5. Reduce proportion of waste sent to landfill by 10%

**7. Support**

The top management of the company has determined and provides the resources needed for the establishment, implementation, maintenance and continual improvement of the EMS.

Top management has established the competence they require for members of the Company and have documented these in Job Descriptions. In addition, they ensure that all Company members are aware of and/or reminds them of any new or existing requirements, both regulatory and customer based, either by verbal or electronic communications. Documented information on competence is maintained and reviewed using the Personnel Files and the Training Matrix.

The Company ensures that all members of staff are aware of: its environmental policy; environmental aspects; related potential environmental impacts associated with their work; their contribution to the effectiveness of the EMS and any relevant regulatory and/or compliance obligations.

The condition of the Company’s infrastructure is monitored and maintained by top management and for documented records of work done and equipment maintained or purchased see Purchase Orders.

Top management has determined what internal and external communications are relevant to the EMS. All project/job related communications, including who, how and when are documented in the relevant Project/Job/Customer File.

Top management has approved all documentation used within the Company and it all bears a revision number and date. They also approve all changes/amendments which are recorded in Management Review Minutes.

Documentation used in the company is as detailed in the ISO 9001:2015 document under 7. Support, with the additional EMS documentation as follows:

All documentation used in the Company is identified on the Documentation Issue Record along with its revision status and date of issue.

Documents/data for archiving are clearly marked on the respective archive file. Where archived hard copy files are boxed, the contents of the box are marked on it or an index of its contents is retained and cross-referenced to the box number by the administrator.

All hardcopy records are maintained in files and the information held on the computer system, including project specific emails, are backed-up as detailed in the ISO 9001:2015 document under 7. Support.

**8. Operation**

The company has established, implemented, controls and maintains the processes needed to meet its EMS requirements. The majority of the company’s environmental impacts come from: purchases of products/ services and their usage; power/energy consumption; and the disposal of waste materials. Associated documents, available and planned

Clear lines of communication are established with customer’s regarding environmental matters by phone, fax, letter and email and full records are maintained, as appropriate, in the relevant file. Communication on environmental matters within the company is by means of verbal communication and notices/posters etc.

All Company personnel are responsible for ensuring that all wastes are disposed of in compliance with relevant legislation and current best practice and to minimise the risk of pollution. Waste materials are collected in suitable containers, which are identified with the type of waste, and are uplifted for re-cycling or disposal by an outside contractor. Where materials go for disposal, the contractor provides the Company with a certificate of disposal. These certificates are retained on file by an assigned member of staff. Waste packaging is retained and re-used where possible. Where this is not possible due to damage etc., it is disposed of in the appropriate waste bin for re-cycling. All waste paper produced in the Office is put in the recycling bin, unless unused on one side, when it is either cut up for scrap paper or the clean side is reused for draft printing. Once fully used, the paper is put for recycling. Where a document bears any confidential information, it is not re-used but is shredded prior to passing for recycling. The company has established, implemented, maintains and tests plans to respond to potential environmental emergency situations to prevent or mitigate adverse impacts from such (Environmental Emergency Plan). Where environmental incidents occur, an Environmental Incident Report is completed by a competent assigned member of staff and is actioned as detailed on the Emergency Incident Plan.

As previously approved, the waste throughput for the permitted waste plastic stream shall not exceed the limits as follows:

* 5,200 tonnes per calendar year (or 100 tonnes per week) for heat treatment of relevant plastic wastes;
* 15,600 tonnes per calendar year (or 300 tonnes over any 7-day period) for cleaning, washing, spraying, or coating treatment of relevant plastic wastes;
* 3,000 tonnes indoors over any 7-day period for baling, sorting, or shredding of relevant plastic wastes.

The waste storage limit for the site shall not exceed 500 tonnes over a 12-month period. Records showing waste plastic throughput and storage limits for any specified period shall be kept on site and provided to the Waste Planning Authority within 10 days of a written request. The company will make sure they do not exceed these time limits by monitoring the levels of material on site via a control document populated with material coming in and out.

The height of each storage pile on site will not exceed that of the perimeter fencing, or 3 bales tall, and are pyramid stacked wherever possible. Waste will be stored by type, and will be identified by giving staff training, inspecting and sampling the waste upon arrival to site, and labelling the waste wherever necessary. Waste is separated where required, for example when quarantining waste. There are designated areas for this.

Should waste that we are not permitted to store or process arrive at site, it will be rejected and returned to the supplier.

**1. Loading/Unloading Material**

**Process:** Efficient and safe handling of materials to minimise environmental impacts.

Implement spill prevention and containment measures.

Use appropriate PPE to prevent hazardous material exposure.

Minimise material waste during handling.

Segregate waste at the source for proper disposal or recycling.

**2. Forklift Truck Movements**

**Process:** Safe and efficient operation of forklift trucks to minimise emissions and noise pollution

**Actions:**

Use statistical process control to monitor fuel efficiency and emissions, identifying areas for improvement.

Ensure regular maintenance and servicing to optimise performance.

Train operators in eco-driving techniques.

Use electric or hybrid forklift trucks where feasible.

Implement traffic management plans to minimise congestion.

**3. Yard Sweeping**

**Process:** Maintain a clean and organised yard to prevent pollution and promote safety.

**Actions:**

Analyse the process to identify opportunities to reduce dust and particulate matter generation.

Use dry sweeping methods or low-emission sweepers.

Collect and dispose of yard waste appropriately.

Implement measures to prevent spills and leaks.

**4. Guillotining Plastic Sheets**

**Process:** Cutting plastic sheets efficiently while minimising waste and emissions

**Actions:**

Use Design of Experiments (DOE) to optimise cutting patterns and reduce waste.

Collect and recycle plastic offcuts.

Use well-maintained equipment to minimise energy consumption.

Implement dust collection systems.

**5. Baling Cardboard**

**Process:** Compacting cardboard for efficient storage and recycling

**Actions:**

Measure and analyse baling density to identify opportunities for improvement.

Maximise baling density to reduce storage and transport emissions.

Ensure cardboard is free of contaminants.

Partner with reliable recycling companies.

**6. Granulating Plastics to Flake**

**Process:** Size reduction of plastic waste for further processing and recycling

**Actions:**

Monitor energy consumption and particulate matter emissions to identify improvement areas.

Use energy-efficient granulators.

Implement dust collection systems.

Ensure proper segregation and cleaning of plastic waste.

**7. Blending Plastic Regrind**

**Process:** Mixing different types of plastic regrind to create a homogenous material

**Actions:**

Optimise blending ratios and minimise waste.

Use energy-efficient blenders.

Implement dust collection systems.

**8. Filling Bulk Bags**

**Process:** Efficient and safe filling of bulk bags to minimise spillage and waste

**Actions:**

Use statistical process control to monitor and reduce spillage.

Use automated filling systems.

Ensure proper sealing of bulk bags.

Reuse or recycle bulk bags where possible

**9. Extrusion Processes**

**Process:** Transforming plastic material into finished products

**Actions:**

Implement process control and statistical analysis to minimise defects and scrap.

Optimise extrusion parameters to minimise energy and material waste

Use energy-efficient equipment.

**10. Maintenance Procedures**

**Process:** Regular maintenance to ensure optimal performance and minimise impacts.

**Actions:**

Use preventative maintenance and failure mode analysis to reduce breakdowns and waste.

Implement preventative maintenance programmes.

Use environmentally friendly products.

Properly manage and dispose of maintenance waste

**11. Office Work**

**Process:** Efficient and sustainable office practices

**Actions:**

Analyse workflows to identify waste and inefficiencies.

Promote paperless communication and digital workflows.

Implement energy-saving measures.

Encourage recycling and proper waste disposal.

Promote sustainable commuting.

The following shows the internal processes on site:

**9. Performance evaluation**

The company monitors, measures, analyses and evaluates its environmental performance by checking and reporting and recording on its performance as a part of the management review process. Evaluation of compliance is carried out as a part of the internal audit processes, which are carried out as detailed on the annual Audit Programme and the findings, along with any corrective actions or opportunities for improvement, are recorded on an Audit Report Form. Results of audits are discussed as part of the Management Review process. Internal auditors are identified in their training records and are qualified by their competence which is defined by top management, either by third party certification and/or by their designation. Management reviews are carried out on a quarterly basis and are chaired by a member of top management, with other members of the Company as appropriate, and the attendees are recorded in the minutes. Records are maintained in the Management Review Minutes which includes an agenda (see ISO 9001 documents for details).

**10. Improvement**

Nonconformity and corrective actions are recorded on Problem Corrective Action Reports, by a competent assigned member of the Company. The Company retains documented information as evidence of the nature of the nonconformities, any subsequent actions taken and the results of any corrective action. Corrective actions shall be appropriate to the effects of the nonconformities encountered (see ISO 9001 documents for details). Continual improvement is an ongoing process and is recorded at Management Review Minutes (see ISO 9001 documents for details). The Company continually strives to improve the suitability, adequacy and effectiveness of its EMS and such improvements may result in change which will be recorded at Management Review.