

Processes: System Overview - Details

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Code	1	Owner	Esther Ukala	Type	Basic
Version*	Version 20	Summary	System Overview		
Team					

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Item No	Key Processes	References
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1.1 Business Context and Critical Requirements Management

1.1.1	<p>Biogen has established an Integrated Management System (IMS). The purpose of this system is to ensure that the company:</p> <ul style="list-style-type: none"> satisfies its customers and supplies products/services that meet their requirements; prevents accidents and incidents of work-related ill-health; and minimises the impact its activities have on the environment. ensure relevant employees under its management are technically competent in their roles to protect both human health and the environment. 	<p>System Process Map.ppt Business Context and Critical Requirements Management Procedure.docx Business Risk Register.xlsx Improvement Log Standards</p>
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	<p>The system is designed to ensure compliance with:</p> <ul style="list-style-type: none"> the requirements of ISO 9001:2015, OHSAS 18001:2007 and ISO 14001:2015 the requirements of the digestate PAS 110:2014 standard the requirements of the compost PAS 100:2018 standard the requirements of the Competence Management System 2015 standard all health, safety and environmental legal requirements any other health, safety and environmental requirements that the company subscribes to. <p>The system has been authorised by the Top Management of the company. Support for its implementation and compliance with its procedures and policies is a condition of employment for all employees.</p> <p>The System Process Map provides a schematic representation of the system's processes and their interactions.</p> <ul style="list-style-type: none"> The following are identified, assessed, monitored and managed as per the Business Context and Critical Requirements Procedure: <ul style="list-style-type: none"> External and internal issues that are relevant to the organisation's purpose and strategic direction, and have the potential to affect its ability to achieve the intended results of the IMS; Interested parties and their requirements that are relevant to the IMS; Risks arising from external and internal issues and the requirements of relevant interested parties, and appropriate actions to prevent or minimise undesirable effects; Opportunities arising from external and internal issues and the requirements of relevant interested parties, and appropriate actions to exploit them. The results of assessments are recorded in the Business Risk Register. The Business Risk Register is reviewed at management reviews and update as appropriate. 	
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1.2 Scope and Processes

1.2.1	<p>The Scope of the IMS and CMS are determined based on the issues outlined in the Business Risk Register and the products/services provided.</p> <p>The Processes required for the IMS and CMS and their interaction is detailed in 1.0 System Overview.</p> <p>All processes are documented sufficiently to ensure that essential organisational knowledge is made available. Processes are reviewed at management reviews to ensure organisational knowledge is adequately maintained. The specification of each process, including the Process Owner, inputs, outputs, controls and the sequence of planned actions, is documented and stored on Activ.</p>	<p>Business Risk Register.xlsx Certificates - Byrn Pica Certificates - Bygrave Certificates - Gwyrriad Certificates - Merevale Certificates - Twinwoods Certificates - Westwood</p>
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	<p>The effectiveness of all Processes is reviewed at management reviews. The monitoring, measurement, analysis and evaluation requirements for each process and the corresponding results are detailed in the Objectives and KPI Register.</p> <p>The scope of Biogen's IMS and CMS encompasses:</p> <p>People: All employees, visitors and contractors</p> <p>The following processes, products and services:</p> <ul style="list-style-type: none"> Operation of anaerobic digestion plants, including waste handling services (food waste, crops and animal slurries) for the production of electricity and bio-fertiliser. Management of digestate quality and dispatch at anaerobic digestion plants. Generation and export of renewable energy via anaerobic digestion plant CHPs. Operation of composting sites, including waste handling services (food and green waste) at both open-windrow compost (OWC) sites and in-vessel compost (IVC) sites for the production of compost. Management of compost quality and dispatch at compost sites. All internal business support and customer service processes The management of all quality, health and safety risks and environmental aspects arising from these activities and the competency of employees at the following sites/locations: <ul style="list-style-type: none"> Head office - Milton Parc, Milton Ernest, Bedfordshire, MK44 1YU Twinwoods - Twinwoods Farm, Oakley, Littlewood, Clapham, Bedfordshire, MK41 6BL Westwood - Bedford Road, Rushden, Northamptonshire, NN10 0SQ Gwyrriad - Llwyn Isaf AD Site, Clynnog, Caernarfon, Gwynedd, LL54 5DF Wael - Holywell Road, St Asaph, Denbighshire, LL17 0DS Bygrave - Bygrave Lodge Farm, Baldock, Hertfordshire, SG7 6QX Byrn Pica - Byrn Pica Waste Disposal Site, Merthyr Road, Llwydcoed, Aberdare, Glamorgan, CF44 0BX Merevale - Merevale Lane, Baxterley, Atherstone, CV9 2LA Millerhill - Whitehill Road, Millerhill, Dalkeith, EH21 8RZ Basingstoke - Dummer, Basingstoke, Hampshire, RG23 7LW Halstead - 6th Avenue, Bluebridge Industrial Estate, Halstead, Essex, CO9 2SZ Hoddesdon - Ratty's Lane, Hoddesdon, Hertfordshire, EN11 0FD Retford (Agri) - Sutton Grange Farm, Retford, Nottinghamshire, DN22 8SB Holbeach (Agri) - Manor Farm, Holbeach Hurn, Spalding, Lincolnshire, PE12 8LR Parham (IVC) - Woodbridge, Suffolk, IP13 9AF Tempsford (IVC) - Everton, Sandy, Bedfordshire, SG19 2JW Beddingham (OWC) - Benimons Road, Beddingham, Lewes, East Sussex, BN8 6JX Lackford (OWC) - Bury Road, Bury St Edmunds, Suffolk, IP28 6HJ 	<p>Certificates - Wael Certificates - Milton Parc Certificates - Millerhill Certificates - Basingstoke Certificates - Halstead Certificates - Hoddesdon Certificates - Retford (Agri) Certificates - Holbeach (Agri) Certificates - Parham (IVC) Certificates - Tempsford (IVC) Certificates - Beddingham (OWC) Certificates - Lackford (OWC) Certificates - Ongar (OWC) Certificates - Swanley (OWC) IMS Objectives Improvement Log</p>
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	<ul style="list-style-type: none"> ◦ Lackford (OWC) - Bury Road, Bury St Edmunds, Suffolk, IP20 0NS ◦ Ongar (OWC) - Ashlyns Farm, Epping Road, Ongar, Essex, CM16 6RZ ◦ Swanley (OWC) - Cookham Road, Swanley, Kent, BR8 7QP <ul style="list-style-type: none"> • All clauses of ISO 9001:2015; ISO 14001:2015, OH SAS 18001 are deemed applicable to the IMS with the exception of the following: <ul style="list-style-type: none"> ◦ ISO 9001:2015 Clause 8.3 - Design and development of products and services; 8.3.1 – General; 8.3.2 - Design and development planning; 8.3.3 - Design and development inputs; 8.3.4 - Design and development controls; 8.3.5 - Design and development outputs and 8.3.6 - Design and development changes. This is because the organisation does not complete any design or development work in the provision of products/services on behalf of customers <p>All clauses of the Competence Management System are deemed applicable.</p> <p>The applicability of both the IMS and CMS scopes are reviewed at Management Reviews which are carried out at least once year</p>	
1.3 CORE PROCESSES		
1.3.1	<p>All of the processes undertaken to implement the Management System are detailed in the following core process descriptions:</p> <p>2.0 System Development & Review</p> <p>This details the processes in place to:</p> <ul style="list-style-type: none"> • Maintain the integrity and appropriateness of the Management System • Review the effectiveness of the Management System in meeting the objectives specified in Section 1.1 above • Continually improve the effectiveness of the Management System <p>3.0 Resource Management</p> <p>This details the processes in place to:</p> <ul style="list-style-type: none"> • Ensure the company's employees have the appropriate skills, experience and training to enable them to fulfill their responsibilities and effectively support the implementation of the Management System • Ensure the company's infrastructure and equipment is of a sufficient specification and is suitably maintained <p>4.0 HSE Management</p> <p>This details the processes in place to:</p> <ul style="list-style-type: none"> • Minimise and manage the company's health and safety risks • Manage the company's environmental aspects and minimise their environmental impact 	<p>System Development and Review</p> <p>Resource Management</p> <p>HSE Management</p> <p>Feedstock Management and AD Plant / Compost Operation</p> <p>PAS 110</p> <p>PAS 100</p> <p>Laboratory Process</p>
	<p>5.0 Food Waste Management and AD Plant Operation</p> <ul style="list-style-type: none"> • This details the processes in place to ensure the company's food waste management services and AD plant operations satisfy its customers' expectations. <p>6.0 PAS 110</p> <ul style="list-style-type: none"> • This details the processes in place to meet the PAS 110 quality standard for digestate <p>7.0 PAS 100</p> <ul style="list-style-type: none"> • This details the processes in place to meet the PAS 100 quality standard for compost <p>8.0 Laboratory Processes</p> <ul style="list-style-type: none"> • This details the processes in place at central and plant based laboratories for biological monitoring of the AD plants and conducting research projects <p>Archived - Construction and Design</p> <ul style="list-style-type: none"> • <i>This process has been archived as it is no longer applicable to the business. It is excluded from the IMS scope.</i> <p>Within each process description, the policy, procedure, work instruction or guidance note used to specify how the process is controlled is identified. In some instances, the template or form used to record information or the records used to share information may also be identified.</p>	
1.4 Control of Documented Information		
1.4.1	<p>The process for controlling documented information including rules for the classification and handling of documented information e.g. storage, copying and distribution, is detailed in the Control of Documented Information Procedure.</p> <p>The status of controlled documented information is detailed in the Controlled Documents library.</p> <p>The controlled documents required to implement the Management System and the records created from completing certain processes are stored in the following areas within the Activ system:</p> <ul style="list-style-type: none"> • Controlled Documents <p>All templates or forms used to record information or validate that an activity has been completed and any procedure, policy, guidance note, work instruction are stored either in the Documents tab or a sub-folder of the Documents tab.</p>	<p>Controlled Documents Library</p> <p>Records Library</p> <p>Document and Records Control Procedure.doc</p>
	<ul style="list-style-type: none"> • Records <p>Any record created from completing certain processes is stored either in the Records tab or a sub-folder of the Records.</p>	