



l'Anson Bros Ltd

ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL

EMS1

CONTENTS

Section 1.	Scope of Manual
Section 2.	Company Profile
Section 3.	Management Organisation/Responsibilities
Section 4.	Environmental Management System Structure
Section 5.	Environmental Policy
Section 6.	System Procedures and Documentation
Section 7.	Operational Procedures and Documentation
Section 8.	External Documentation
Appendix I	Register of Environmental Management System Procedures and Documentation.
Appendix II	Environmental Operations Controlled within the EMS
Appendix III	Register of Environmental Forms
Appendix IV	Structure of Environmental Management System

Distribution;

Chairman
Managing Director
Operations Manager
Production Manager
Site production supervisor
Health Safety and Environmental Manager
Transport Manager
Quality Manager
Weighbridge
Production
Maintenance
Office File

1. INTRODUCTION

l'Anson Bros Ltd Environmental Management System (EMS) covers the manufacture of compound animal feed. The objective of the system is to operate to the requirements of the Environment Agency.

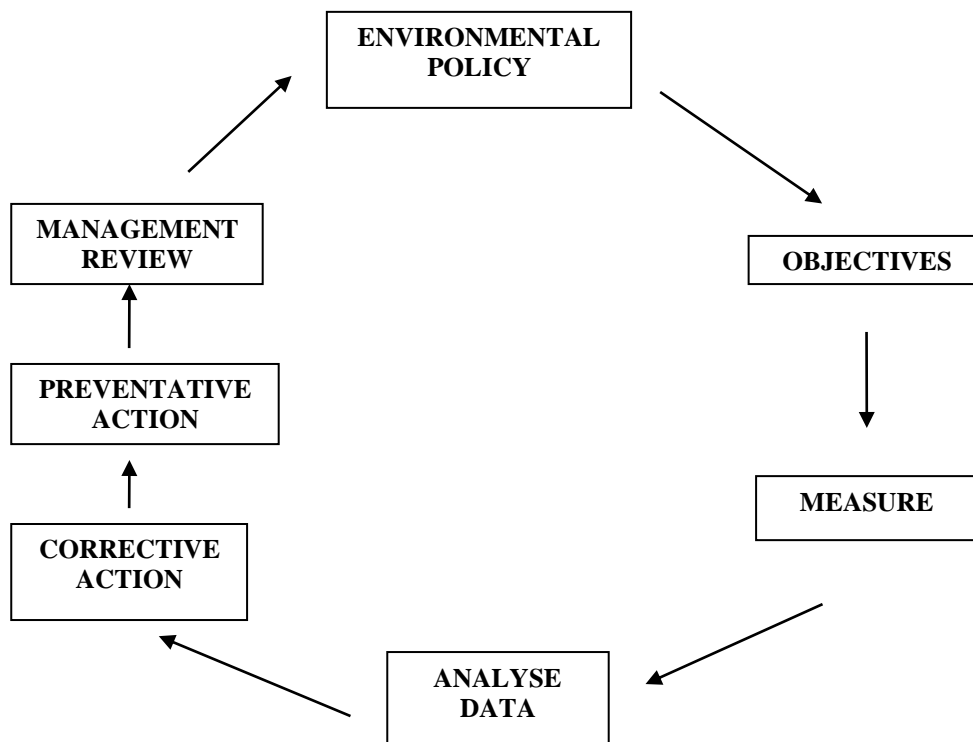
The system has been developed by l'Anson Bros Ltd.'s personnel who make up the Environmental Management Team headed up by the Operations Manager and assisted by A V Consultants. The team developed the structure for the Company system. The implementation of the system was then audited by A V Consultants.

2. SCOPE OF MANUAL

This Manual describes how l'Anson Bros Ltd.'s Environmental Management System is controlled and documented. However it is closely connected with both the Company's Quality and Health & Safety Systems. There are areas common to all three systems. For instance Management Responsibility, Document Control and Training are detailed and controlled within the Quality System; Contractors are controlled within the Health & Safety System Manual.

l'Anson Bros Ltd.'s Environmental Management System currently covers the feed mill only. It does not extend to our sales/marketing functions or other non-manufacturing operations or to our customers or suppliers.

The key to the Environmental Management System is the aim for Continuous Improvement as shown by the Environmental Management System Circle below



Issue No: 1

Issue Date: February 2022

3. COMPANY PROFILE

I'Anson Bros Ltd

Introduction

I'Anson Bros Ltd is a major manufacturer of compound animal feeds producing about 200,000 tonnes of feed annually, both for farm animals and as ingredients for feed.

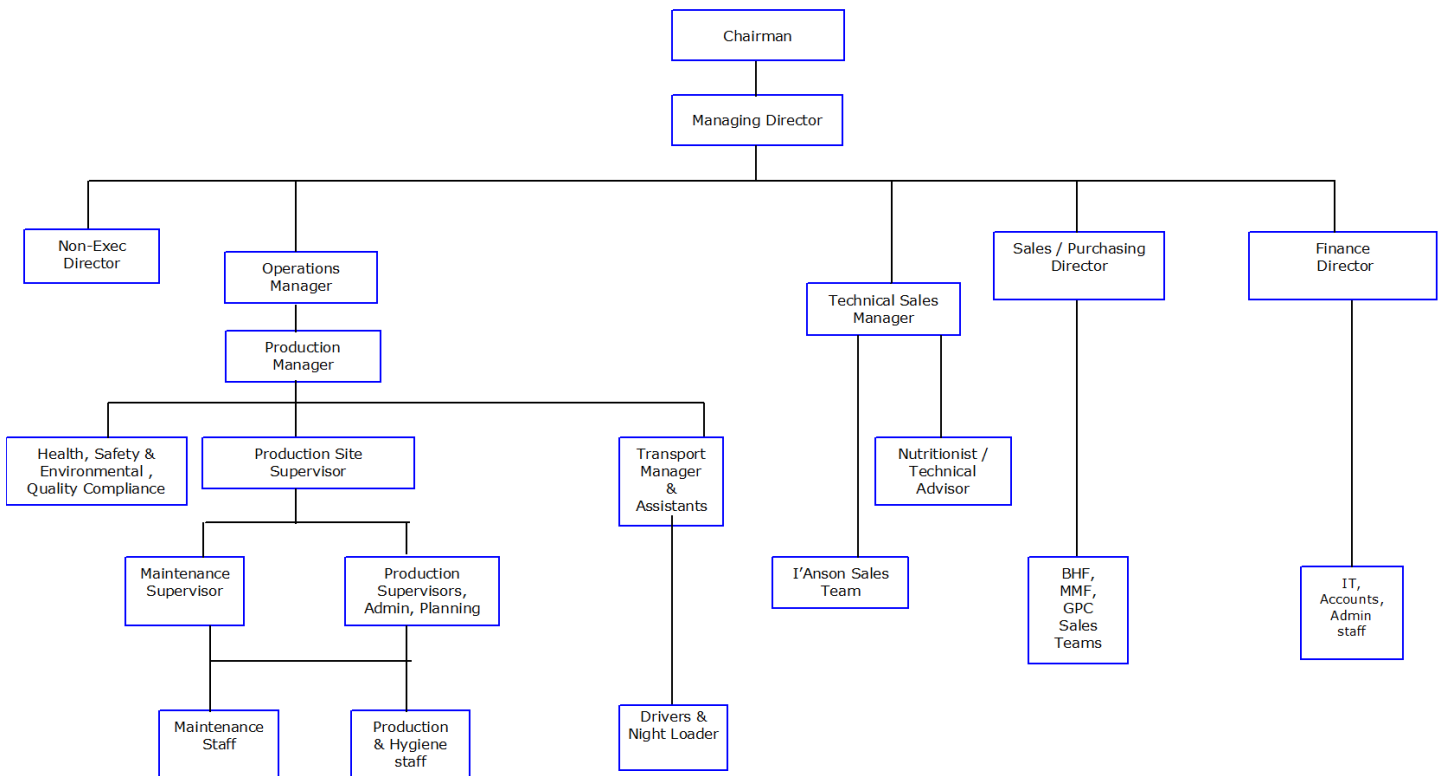
The Company has a Compound Feed Mill (Dalton mill) on the site at Dalton Airfield Industrial Estate, between Ripon and Thirsk just off the A168 trunk road. The Mill is strategically located in the centre of its local customer base and it incorporates the latest feed milling technology.

I'Anson Bros Ltd.'s success stems largely from supply of premium animal feeds into the farming industry of Yorkshire and the northeast of England. I'Anson Bros Ltd.'s policy is to offer its farmer customers farmers a package of premium products and quality services that set a standard for the industry in terms of nutritional effectiveness and value for money.

Organisation

See Organisation Chart below

I'ANSON BROS LTD ORGANISATION CHART



Issue No: 1

Issue Date: February 2022

4. MANAGEMENT ORGANISATION/RESPONSIBILITIES

4.1 Objectives

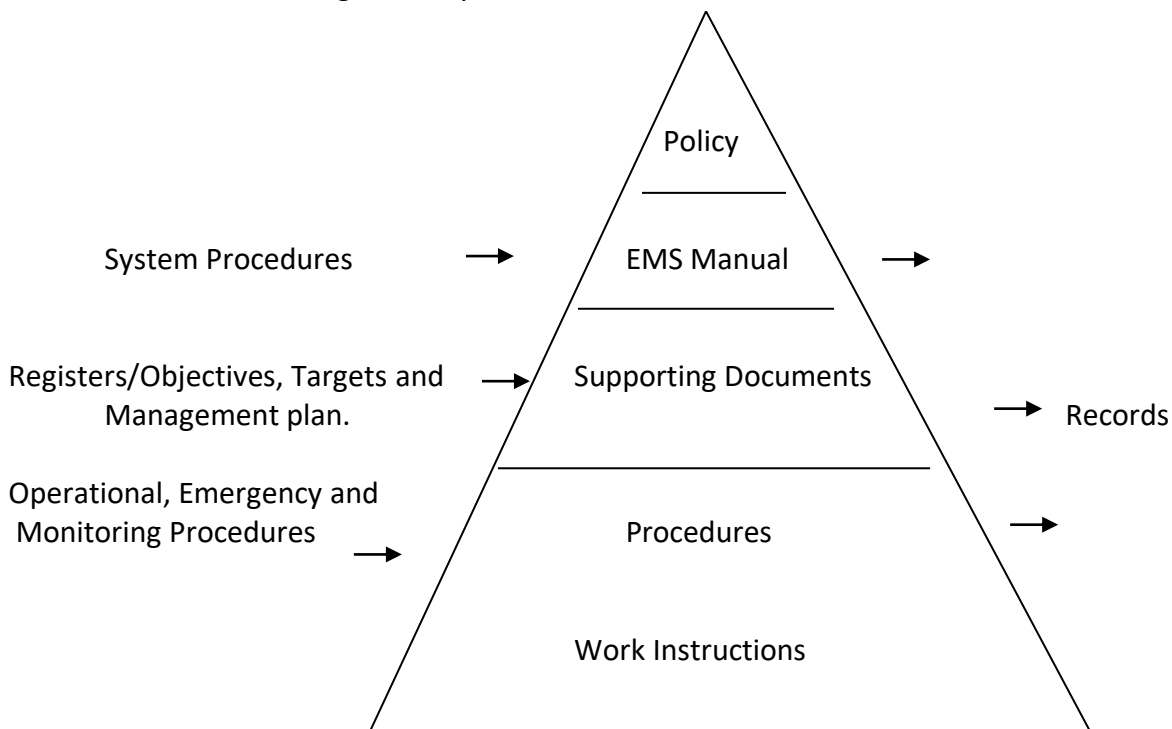
The Company Management organisation ensures that the responsibilities and authorities are clearly defined within an effective structure. Overall control of the Environmental Management System is the responsibility of the Operations Manager.

4.2 Reference

Organisation structure is held on the computer system; which outlines responsibilities.

5. ENVIRONMENTAL MANAGEMENT SYSTEM STRUCTURE

The Environmental Management System is structured as follows.



The system was developed using a top-down approach and compiled by the EMS Team:-

- Environmental Aspects and Impacts identified (Aspect is defined as ‘the cause of an environmental effect’; Impact is defined as ‘the environmental effect itself’).
- Significant Aspects are identified using a scoring system of a combination of Likelihood and Consequence.
- Company Environmental Policy produced.
- Company Environmental Objectives and Targets (CEOT) produced to reduce the impact of significant Aspects (register held on the computer system).
- Site Objective and Targets derived from CEOT added to which are those arising from improvement programmes from each site’s PPC permit.
- Operating Procedures developed (register held on the computer system) from which Site

Issue No: 1

Issue Date: February 2022

Procedures and Work Instructions are produced.

The system is held together by a set of System Procedures which ensure a common approach to the system and which also inter-relate to those within the Company's Quality and Health & Safety systems. These System Procedures are held within the folder 'Environmental Management System'.

An explanation for the various procedures is given below. Where reference is made to the computer system the folders are set up as per Appendix IV.

6. ENVIRONMENTAL POLICY

The signed, published policy is held within the Environmental Management System Manual folder and is displayed on Company noticeboards and on the l'Anson Bros Ltd website.

MISSION STATEMENT

l'Anson Bros Ltd cares about the environment and is committed to protecting it. Our corporate strategy is for all of our employees to do all that is practicable to achieve this.

OUR POLICY

- Design, operate and maintain all of our operations in an environmentally responsible manner, complying with all relevant legislation.
- Continually improve environmental performance to prevent pollution, reduce waste and minimise consumption of natural resources.
- Establish and maintain an Environmental Management System including procedures for environmental monitoring and control of our operations.
- Produce environmental action plans with realistic and achievable targets.
- Provide adequate training and information to our staff, such that they able to comply with this policy.
- The Company's Environmental Policy and its implementation is the direct responsibility of the Operations Manager of l'Anson Bros Ltd and it will be reviewed on a regular basis to ensure its continuing relevance.

Issue No: 1

Issue Date: February 2022

7. SYSTEM PROCEDURES AND DOCUMENTATION

Environmental Management System Procedures are the procedures developed to implement and control the Environmental Management System. They cover the following categories:

- Environmental Aspects
- Legislation
- Objectives and Targets
- Training
- Communication
- Documentation and Record Handling
- Monitoring and Measurement
- Non-Conformance
- Audit
- Management Review

All Environmental Management System procedures are held on the computer system. A register of these is detailed in Appendix 1.

8. OPERATIONAL PROCEDURES AND DOCUMENTATION

These are procedures needed to address the specific environmental aspects identified in the environmental programme to ensure that activities on site are controlled and managed effectively and to ensure consistency in operational matters.

The Environmental Policy, Aspects register and Register of Legislation alongside the requirements of the Sites' PPC Permits, were used to define the operational procedures required by l'Anson Bros Ltd. These are described in Appendix II.

Company Procedures are held in the Operational Procedures folder within the Environmental Management System on the computer system. The mill has its own procedures and work instructions held in local files. Examples of these are held within the Generic Environmental Documents folder.

Template Forms – Templates for recording information arising from the various procedures are held in a folder within the Generic Environmental Documents folder.

The Operational Procedures Register is detailed in Appendix III.

9. EXTERNAL DOCUMENTATION

In addition to internal procedures a folder is also maintained on the computer system which contains Guidelines and Codes of Practice obtained from External Sources.

The site has been issued with PPC Permit which is held on the computer system and in hard copy. Permit conditions are included in the Environmental Management System.

APPENDIX I

Register of Environmental Management System Procedures and Documentation.

Procedure	Name
EMS SP01	Environmental Aspects Evaluation
EMS SP02	Environmental Legislation
EMS SP03	Environmental Objectives, Targets and Management Programs.
EMS SP04	Training
EMS SP05	Environmental Communication
EMS SP06	Documentation and Record Procedures
EMS SP07	Monitoring and Measurement
EMS SP08	Non-Conformance
EMS SP09	Internal Environmental Audit
EMS SP10	Management Review
Document	Name
	Environmental Policy
CEAR	Company Environmental Aspects Register
EROL	Register of Legislation
CEOT	Company Environmental Objectives and Targets
CETS	Company Environmental Target Monitoring Summary
ETNA	Environmental Training Needs Analysis Matrix

APPENDIX II

Environmental Operations Controlled within the EMS.

Operation	Level	Relevant Procedure (See Appendix III)	Notes
Monitoring of PPC Requirements	Operations Manager		
Bulk Liquid delivery, Storage and Handling	Production Manager	EMS OP01	Local Work Instructions based on this procedure
Drains and Interceptors	Production Manager ²	EMS OP02	Local Work Instructions based on this procedure
Waste Management	Production Manager	EMS OP03	Local Work Instructions based on this procedure
Bag Filter Operation & Maintenance	Production Manager	EMS OP04	Local Work Instructions based on this procedure
Plant & Equipment Change	l'Anson Bros Ltd Board	EMS OP05	Local Work Instructions based on this procedure
Contractor Control and Training	Production Manager ²	EMS OP06	Local Work Instructions based on this procedure and Co. Health & Safety Manual
Purchasing – consideration of environmental issues	Operations Manager	EMS OP07	
Planned Preventative Maintenance	Production Manager	EMS OP08	Local Work Instructions based on this procedure
Cooler Abatement Operation & Maintenance	Production Manager	EMS OP09	Local Work Instructions based on this procedure
Potential Environmental Nuisance	Operations Manager	EMS OP10	Local Work Instructions based on this procedure
Air Conditioning Maintenance	Operations Manager	EMS OP11	Local Work Instructions based on this procedure
Vehicle Movements on Site	Transport & Production Manager		Work Transport Policy Co Health & Safety Manual
Raw and ancillary Material delivery, storage and handling	Production Manager		Local Work Instructions
Emergency Procedure i.e. - Spillage/Leakage of Oil/Chemicals. - Failure of abatement equipment. - Fire	EMS Team	EMS OP12	Contained within Site Emergency Plan and also local Work Instructions and Company Health & Safety Manual
Environmental Emissions Monitoring	Operations Manager	EMS OP13	Contained within the Site Protection and Monitoring Program

APPENDIX III

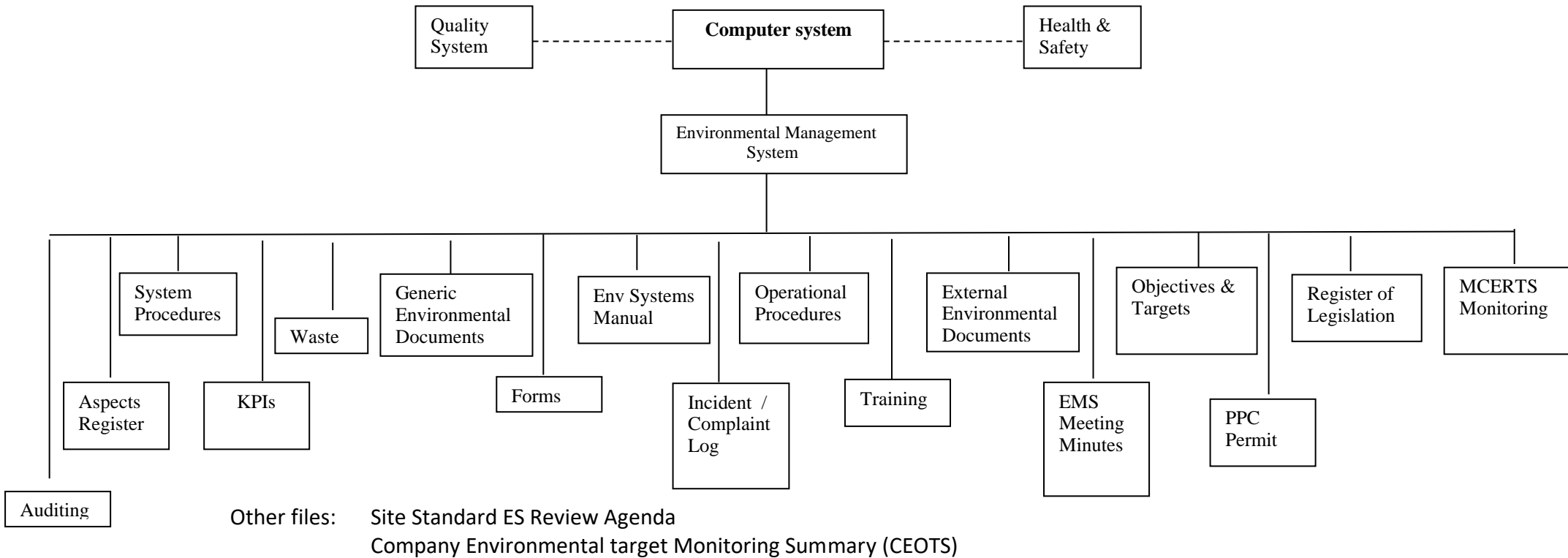
Register of National Environmental Forms

Form	Name
EECF	External Environmental Communication/Complaint Form
NCIR	Non-conformance & Incident Report Form



APPENDIX IV

Structure of Environmental System on Computer system



ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL

Issue No: 1

Issue Date: February 2022



Distribution;

Chairman
Managing Director
Operations Manager
Production Manager
Site production manager
Health Safety and Environmental Manager
Transport Manager
Quality Manager
Weighbridge
Production
Maintenance
Office File