

EMS OP05: Plant and Equipment Change

Version No: 1	Issued By: Operations Manager
Issue Date: 20 February 2022	

INTRODUCTION

The aim of this document is to ensure that new and modified plant/equipment has been appropriately commissioned and approved prior to the commencement of Operations in relation to environmental issues.

REFERENCES

This procedure should be read in conjunction with EMS OP07 Environmental Purchasing Procedure and Capital Approval.

RESPONSIBILITY

The Operations Manager is responsible for this procedure and its communication to the Production Manager. The Production Manager is responsible for its implementation on site.

HAZARDS

If planned changes to plant/equipment on site is not appropriately reviewed and approved then there will be an increased risk of the following:

- Unnecessary financial cost (e.g. excessive packaging requiring waste disposal, purchasing of energy inefficient equipment incurring increased running costs).
- Increase in environmental damage (e.g. increased emissions, equipment containing hazardous materials).
- Damage to I'Anson Bros Ltd reputation or environmental credentials.
- Non-compliance with PPC Permit.

ACTIONS

Plant and Equipment Change Review and Approval

1. For new plant or equipment, or when making modifications to existing plant or equipment the Production Manager will discuss the proposed changes with the Operations Manager and independent advisors as appropriate to establish the needs for the following:
 - Changes to the Environmental Aspects Register.
 - Changes to the Register of Environmental Legislation, including the need to gain prior approval from Regulatory Bodies.
2. The above should be reviewed not only for when the modification has been made but also the associated activities and risks of physically making the modification.
3. The Production Manager will ensure that the relevant changes are made if required to other documents (i.e. procedures, inclusion within planned maintenance schedules) will be made.
4. For any plant changes the implications to product quality and/or Health & Safety will also be taken into account.

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Project Completion Certificate

1. Once approval has been gained the Production Manager will sign off the project.
2. If appropriate, equipment will be added to the site's planned preventative maintenance programme.
3. If appropriate the plant/equipment will also be subject to ongoing monitoring and/or calibration to ensure correct operating parameters are maintained.

LEGISLATION

There is currently no specific environmental legislation associated with making changes to plant/equipment on site although depending on the proposed changes prior approval may be required.

Details of the legislation relating to this are contained in the Register of Legislation (Legislation Register) held on the computer system.

OTHER USEFUL REFERENCES
