

				Normal operation		
				Abnormal operation		
				Emergency situation		
Area	Responsibility	Title	Activity/ Product/ Service	N/A/E	Frequency	Control
<b>1. Management</b>						
Environmental Policy	Hassan Walilay	Managing Director	Available to employees, contractors, other interested parties	-	Mgt Review	Environmental Policy (PROC0.4)
Env responsibility - Overall	Hassan Walilay	Managing Director	Inc financial responsibility	-		Environmental (PROC18.3)
Env responsibility - Day to day	Farid Walilay	Service Technician				
Environmental legislation	Bill Voisey	Consultant	Legislation, best practice	-	Annual	Significance Criteria.xls (QR102)
Environmental impact	Farid Walilay	Service Technician	Recording significant environmental aspects (approving release to interested parties)	-	Change of equipment	Environmental Risk Management (QC109)
Environmental Objectives (Continual Improvement)	Farid Walilay	Service Technician			Quarterly	Environmental Risk Management (QC109) Environmental Improvement Programme (QR101)
Environmental Incidents	Gerard Bush	Sales & Applications Engineer	Analysis of cause	E	Monthly	Intranet/Non Conformance
Audit	Bill Voisey	Consultant	Includes legislation check	-	Annual	Audit Programme (QR50)
<b>2. Emissions to Air</b>						
Fridge	Farid Walilay	Service Technician	Refrigerant release	A,E		Disposal at Daventry District Council Recycling Centre
Air conditioning	Will Downing	Purchase Admin	Refrigerant release		Annual	Service by member of HVAC
Carbon footprint	Bill Voisey	Consultant	www.carbontrust.co.uk	N,E		
Intruder alarm	Will Downing	Purchase Admin	Minimise noise	A	Annual	Annual service
<b>3. Releases to Water</b>						
Drains	Farid Walilay	Service Technician	Foul water system Storm water system	A,E		Interceptor checked annually Site drainage plans in Inmoco Filing drawer
Jet wash	Farid Walilay	Service Technician	Storm water system	N		Jet wash is not used to wash oily material down storm drains

Area	Responsibility	Title	Activity/ Product/ Service	N/A/E	Frequency	Control
<b>4. Waste Management</b>						
Plastic water containers	Will Downing	Purchase Admin	De-ionised water	A		Collected & reused
Pallets	Will Downing	Purchase Admin	Damaged wood & fibre pallets	A		Disposal in skip
Controlled (general) waste	Will Downing	Purchase Admin	Paper/cans/plastic waste Kitchen waste Pallets	A	Each collection	Green Bin - General Waste Orange Bin - Cardboard
	Will Downing	Purchase Admin	Registered Controlled Waste Carrier Licence	A	3 years	Biffa (Waste Carrier licence)
	Will Downing	Purchase Admin	Controlled Waste Description & Transfer Note (retain 2 years)	A	Annual	Biffa (annual)
Hazardous waste	Will Downing	Purchase Admin	Fluorescent light tubes Low energy & sodium bulbs Laser & inkjet cartridges Batteries Electrical equipment	A		Waste segregated
	Will Downing	Purchase Admin	Registered Hazardous Waste Carrier Licence	A	3 years	Obtain when disposal required
	Will Downing	Purchase Admin	Transfer Notes (sign, retain 2 yrs)	A	Annual	Obtain when disposal required
	Will Downing	Purchase Admin	Consignment Notes (sign, retain 3 yrs)	A	Each collection	Obtain when disposal required
	Will Downing	Purchase Admin	Hazardous Waste Registration Report			Required if produce > 500kg/ year See Supplier Certificate Copies file
<b>5. Land Contamination</b>						
None						
<b>6. Resources</b>						
Utilities (gas, elec, water)	Will Downing	Purchase Admin	Consumption monitoring	N	Annually	Utilities spreadsheet
Electricity	Will Downing	Purchase Admin	Clean Room pumps Air conditioning & lights	N	Nightly	Lights turned off when building vacated
Gas heating	Will Downing	Purchase Admin	Central heating gas heater/blower & hot water	N	Annual	Maintenance as manufacturer Timer & thermostat Roller shutter door normally closed
Vehicles	Will Downing	Purchase Admin	Vehicles used on company business	N		MoT & Service Car share encouraged
Packaging	Farid Walilay	Service Technician	Product packaging	A		Incoming packaging reused for despatch
<b>7. Community</b>						
Building & grounds maintenance	Will Downing	Purchase Admin	External decoration, weeding	N	Weekly	Gardening service
<b>8. Site</b>						
None	Gerard Bush	Sales & Applications Engineer				