

ENVIRONMENTAL MANUAL 2008

INTERACTIVE PACKAGING SOLUTIONS LTD

Authorised By:.....
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HEAD OFFICE

**Unit 3, Wrexham Enterprise Park
Ash Rd., North
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0.0 Summary Environmental Management System

The company operates a quality management system in accordance with the requirements of the Green Dragon Environmental Standard and BS EN 14001:2004. It is a scheme which makes effective use of resources and maintains a culture of continual improvement.

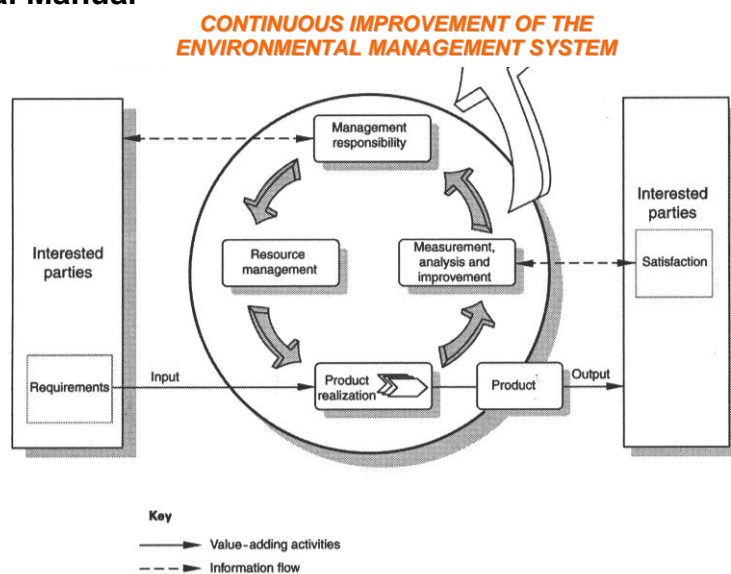
The scope of the system is:

‘The Design, Manufacture and Supply of Expanded Polymer Forms, Packaging Materials and Insulation Products’

The terminology and structure of the system is aligned to that of the Standards. The size of the company, the fundamental nature of its processes and competence of personnel provides for a concise quality management system.

A basic process model depicts the system operation:

Environmental Manual



This Environmental Manual is the core document of the quality management system.

It:

- contains the company Environmental Policy and Environmental Impact Statements
- describes the system processes, their sequence and interaction;
- contains the documented procedures established for the system; and
- provides direction to associated documents.

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2.0 **Environmental Policy Statement**

Interactive Packaging Solutions Ltd is an SME based in Wrexham, North Wales. The company is primarily involved in the Design, Manufacture and Supply of Expanded Polymer Forms, packaging Materials and Insulation Products.

The manufacturing process involves the conversion of cellular and corrugated products by either mechanical or hot wire cutting, and then the assembly of these items by either hot air welding or gluing.

The company premises are in a two storey building on the Redwither Complex, which combines production, storage and group head offices as well as single storey buildings on the Wrexham Enterprise Park that house only production and storage.

Interactive Packaging Solutions Ltd recognises the impact of its activities on the environment and continually aims to improve its performance at ALL levels. It is committed to comply with all relevant environmental legislation and to prevent all forms of pollution at all times.

The company will also

- Communicate to customers the use of energy saving methods and energy efficient appliances
- Monitor energy use and investigate the potential for reducing consumption and the impact of its activities on the environment.
- Commit to minimising the impact of the companies' activities on the environment by setting meaningful objectives and following a programme of continuous improvement.
- Review the objects and targets periodically and amend as necessary.

Interactive Packaging Solutions Ltd will ensure that the Environmental Policy is available to everybody

Andrew Laundry
Managing Director
1st September 2008

3.0 **Statement of Environmental Impacts**

Interactive Packaging Solutions Ltd is an SME based in Wrexham, North Wales. The company is primarily involved in the Design, Manufacture and Supply of Expanded Polymer Forms, packaging Materials and Insulation Products.

Our principal Raw Materials are expanded polymers, namely Polystyrene, Polyethylene and Polyurethane with Corrugated Fibreboard, Timber and some small quantities of adhesives also being processed.

The majority of the Polystyrene we use is made from recycled polymers (up to 80% by volume) and all our waste is returned to source for reprocessing. The polyurethanes and polyethylenes contain an amount of recycled materials and all waste is sent to recyclers for processing.

The vast majority of our corrugated board is made from waste-based materials i.e. papers made from recovered waste paper,

Our biggest environmental impacts are the use of energy, both by ourselves and by our suppliers, and the amount of waste materials produced. There are also some concerns as to the storage of waste materials pending removal from site.

Andrew Laundry
Managing Director
1st September 2008

Interactive Packaging Solutions Ltd Environmental Improvement Plan September 2008 – December 2009

Improvement Required	Responsibility	Target Date	Date Completed	Date Last Reviewed
1. Monitor the usage of Gas, Electricity and water	Supervisor	July 09		
2. Identify and colour code all drains on site	PY	Sept 09		
3. Storage of waste products outside to be monitored and improved	Factory Manager	October 09		
4. Analyse type and quantity of waste products with aim to reduce amounts and reduce material consumption	Factory Manager	October 09		
5. Train staff to properly handle materials so as to reduce internal damage	Factory Manager	December 09		
6. Monitor the use of the compressor, check for leaks throughout system and repaired	Factory Manager	November 09		
7. Investigate minimum required air pressure and ensure minimum generation	PY	December 09		
8. Monitor the use of office equipment, lights and heating	APL	November 09		
9. Design systems and procedures for control of ALL waste transfer notes	PY	November 09		
10. Investigate the run off from vehicle washing activities	PY	November 09		
11. Investigate the possibility of reducing Raw material usages and inventory levels.	Factory manager/ PY	January 10		

Approved By..... **Andrew Laundry, Managing Director**

1st September 2008

4.0 Environmental Management system

4.1 General requirements

The company operates an environmental management system in accordance with the requirements of the Green Dragon Environmental Standard and BS EN 14001: 2004. It is a scheme which makes effective use of resources and maintains a culture of continual improvement.

4.2 Documentation requirements

4.2.1 General

The environmental management system documentation consists of:

- the environmental policy and environmental impact statements;
- this environmental manual;
- the documented procedures established for the system
- other operational documents;
- records required by the Standards
-

Note: The size of the company, the fundamental nature of its processes and competence of personnel provide for a concise environmental management system.

4.2.2 Control of documents

Quality management system documents are controlled by documented procedure.

4.2.3 Control of records

Quality management system records are controlled by documented procedure

5.0 Management responsibility

5.1 Management commitment

Commitment to this quality system and its continual improvement is evidenced by:

- effective internal communication;
- the environmental policy;
- Environment impact statements
- management reviews;
- The provision of resources.
- The Environmental Improvement plan

5.2 Environmental Policy

A documented environmental policy statement has been established.

5.3 Planning

5.3.1 Environmental Impacts and Improvements.

A documented Environmental Impacts statement has been established.

A documented Improvement plan has been established and the objectives are measurable and consistent with the environmental policy.

5.3.2 Environmental Management System planning

Environmental planning is effected by the implementation of this environmental management system. Should a customer require any additional of special action then a specific environmental plan will be developed for the contract.

This environmental management system maintains its integrity when changes are made to it. This is confirmed by internal audit of the system.

5.4 Responsibility, authority and communication

5.4.1 Responsibility and authority

The company management structure is as depicted on the organisation chart.

Individual responsibility and authority are as determined in the relevant contract of employment and job description. These documents are maintained by the personnel function.

This information is communicated within the company by line management.

5.5.2 Management representative

The Managing Director has appointed a member of management with responsibility and authority to:

- ensure that the processes needed for the environmental management system are established, implemented and maintained;
- report to management on the performance of the environmental management system and any need for improvement;

Ensure the promotion of awareness of environmental requirements throughout the organisation

5.5.3 Internal communication

Formal internal communication paths are as depicted on the organisation chart.

Records of internal audits, management reviews and other operational documents evidence formal internal communication.

Informal internal communication occurs on an ad hoc basis. Records are maintained if considered necessary by management.

5.6 Management review

5.6.1 General

This quality management system is subject to review at annual intervals to ensure its continuing suitability, adequacy and effectiveness.

5.6.2 Review input

Input to management review is determined by an agenda:

- Follow-up actions from previous management review.
- Environmental system effectiveness.
- Environmental policy.
- Environmental Impacts
- Resources.
- Customer feedback
- Results of audits.
- Improvement Plan
- A.O.B.

5.6.3 Review output

Output from management review is in the form of a report, which includes details of decisions made and action points where appropriate. This record is maintained for a minimum period of three years.

6.0 Resource management

6.1 Provision of resources

Resources needs are determined and provided for, in order to maintain and improve the effectiveness of this environmental management system, and to enhance customer satisfaction by achieving the quality objectives.

Such resources include both tangible and intangible assets, for example:

- organisation structure;
- plant;
- information and communications technology;
- intellectual property;
- knowledge management.

6.2 Human resources

6.2.1 General

Personnel whose activity affects the environment are competent on the basis of appropriate education, training, skills and experience.

6.2.2 Competence, awareness and training

Competence levels for activities are determined and training of personnel is provided when required.

The effectiveness of such training is evaluated.

Records of education, training, skills and experience are maintained.

6.3 Infrastructure

Infrastructure needs are identified, provided and maintained on a cost effective basis. These include buildings, workspace, associated utilities, process equipment, hardware, software, and support services.

6.4 Work environment

The work environment is determined and managed in order to ensure products meet requirements.

7.1 Control of documents procedure

Document approval

Authority for approval of all environmental system documents lies with the management representative.

Document review, update and re-approval

Environmental system documents are subject to review and confirmation during management review. Additional review is carried out on an ad hoc basis as required.

Authority to update and re-approve all quality system documents lies with the Operations Director

Identification of document changes

Where practicable, document changes are identified in the environmental system amendment record.

Identification of current revision status of documents

The current revision status of all environmental system documents is identified by means of year of issue.

Document distribution control

Environmental system documents are issued on a 'need to know' basis. A distribution list is maintained within this manual

Document legibility

Environmental system documents are maintained in a legible and readily identifiable state.

External document control

External documents consist of national and international standards, supplier's literature, customer specifications and customer drawings. These are subject to frequent change and so the Operations Director's copies shall be deemed to be definitive.

Obsolete document control

All obsolete quality system documents are disposed of unless retained for information, legal and / or contract purposes. In such case suitable identification is applied.

7.2 Control of records procedure

Identification

Environmental records are those deemed to provide confirmation of the effective operation of the Environmental Management Systems within the Organisation, and the meeting of all the requirements of the Standards. They shall include,

- Waste Transfer Notes
- Energy usage records
- Packaging return Notes

And any other documents required from time to time.

All Environmental Records shall be uniquely identified by number and by date.

Storage, Protection and Retrieval

All Environmental Records shall be stored in numerical order and shall be kept in suitable ring binders at the record control point.

After a reasonable period of time the records shall be removed to the archive rooms where they shall be kept in sealed archive boxes clearly identified by reference number.

Access to and retrieval from Archive Rooms shall only be undertaken by senior management, and only a copy of the document (clearly marked) shall be so retrieved.

Retention time

All Environmental Records shall be kept for a minimum period of five years and thereafter in line with any legal requirements or the requirements of any particular customer.

Disposition

After retention the documents shall be disposed of by the use of a commercial disposal contractor and a certificate of disposal shall be obtained.

7.3 Internal audit procedure

Audit programme

The Environmental Management System shall be audited in its entirety during the course of each year. This shall be carried out at all sites in accordance with the Audit Schedule as determined by the Operations Director. The schedule shall be displayed on company notice boards.

Audit criteria, scope, method

The audit is intended to validate the continued compliance with the relevant standards and to facilitate the continual improvement of the Environmental Management system.

The Audit shall take three stages, Standard Compliance, Understanding and Use and Paperwork/records compliance.

Auditor independence

Auditors shall be appointed by the Operations Director and shall have the degree of training required to fulfil the level of audit being carried out. Lead Auditors shall be trained externally and have suitable certification. The selection of Auditors and the conduct of Audits shall ensure objectivity and impartiality of the Audit process.

Auditors shall not audit their own work.

Responsibilities

It is the responsibility of the Operations Director to ensure that the Audits are carried out in accordance with this procedure and in accordance with the schedule as laid out.

It is the responsibility of the management of the area being audited to ensure that all actions are taken without undue delay to eliminate any detected non conformities and their causes.

The Operations Director shall be responsible for instigating a series of follow up procedures as necessary to ensure verification of the actions taken and the reporting of the verification results.

Records

The results of the Audit shall be recorded on form 9.3A with any non conformances or observations clearly marked.

Any Corrective Actions shall be entered on form 9.3B.

All records shall be kept in the Open Audit File as kept by the Operations Director and shall be submitted to the Management Review for Analysis.

All Records shall be maintained for a period of three years.

8.0 Organisation chart

INTERACTIVE PACKAGING SOLUTIONS LIMITED ORGANISATION CHART

