

## 1 Purpose and Scope

Rectifier Technologies is committed to:

- Establishing, implementing, maintaining and improving its environmental management system;
- Assuring itself of conformity to the Environmental policy
- Demonstrating, as a minimum, compliance with relevant legislation and with the requirements of ISO 14001:2004

This policy applies to all Rectifier Technologies operations covering the Design, Manufacture, Installation and Service of Power Supply systems in accordance with the requirements of ISO 9001:2008 and ISO 14001:2004.

## 2 Responsibility

Responsibilities are defined in sections 3.8 and 3.9 of this Policy manual.

## 3 Requirements

### 3.1 Environmental Management System Structure

This Environmental Management System is arranged in two parts:

- a) Part 1: provides an overview of the Environmental Management System and states the environmental policy, organisation and responsibilities, the scope of services provided by Rectifier Technologies, together with a description of the system, a cross reference to how it implements the relevant requirements of BS EN ISO 14001:2004

Part 1 is intended to be suitable as an introduction to the system:

- For customers seeking information relating to environmental management capability within Rectifier Technologies
- For second or third party organisations undertaking assessments, as a key to the detailed implementation procedures adopted.
- For new and existing employees.

- b) Part 2: contains the index of environmental management procedures, primarily for use within the company.

Documents are available for reference or for audit purposes but, apart from the environmental policy, these are not normally distributed to outside organisations. A copy of this Policy Manual is communicated via the company website at [www.rectifiertechnologies.so.uk](http://www.rectifiertechnologies.so.uk)

## 4 Environmental Management System

### 4.1 General

Rectifier Technologies Environmental Management System (EMS) is described below. The systems are regularly monitored, measured, analysed and reviewed in order to continually improve their effectiveness.

There are significant overlaps between Quality Assurance and Environmental management. The core procedures covering supplier assessment, document control, records, auditing, non-conformance, management review and training are common to both disciplines.

## 4.2 Environmental Policy

Rectifier Technologies is committed to ensuring continual improvement to the nature, scale, sustainability and environmental impact of its activities, products and services. The company is committed to compliance with current environmental legislation and regulations, the prevention of pollution, and with all other legal regulatory and stakeholder requirements.

Rectifier Technologies Limited target is to achieve and maintain registration to ISO 14001:2004. The company is committed to providing a documented, implemented, monitored and reviewed environmental management system framework. The purpose of the framework is to ensure continual improvement of the company's performance with regards to its environmental objectives and targets, and that it is fully communicated to all the company's employees and to interested parties via the company's website.

## 4.3 Environmental Aspects

Rectifier Technologies shall:

- Establish and maintain procedures to identify the environmental aspects of its activities, products and services that it can control and over which it can have influence, in order to determine those which have or can have significant impact on the environment.
- Ensure that all procedures are maintained and kept up-to-date.

## 4.4 Legal Compliance

Rectifier Technologies shall establish and maintain:

- Procedures to identify legal and other requirements to which the organisation subscribes that are applicable to the environmental aspects of the company activities, products and services.

## 4.5 Objectives and Targets

Rectifier Technologies shall establish and maintain:

- Documented environmental objectives and targets relevant to each function and level within the organisation. All objectives shall consider legal and technological options, and financial and business requirements.

## 4.6 Management Programme

Rectifier Technologies shall establish and maintain:

- Documented programmes for achieving its objectives and targets for each department of the company, together with the means and time frame by which they are to be achieved.

## 4.7 Communication

Rectifier Technologies shall establish and maintain:

- Effective communication throughout the company, and
- Systems for receiving, recording and responding to external communication from interested parties

## 4.8 Training, Awareness and Competence

Rectifier Technologies shall identify and establish:

- Training needs and identify appropriate training for all personnel whose work may have a significant impact on the environment.
- That all personnel are aware of the importance of conformance with the company's environmental policy and management system.
- The significant environmental impacts, actual or potential, of its work activities and any subsequent departure from specified procedures has on the environmental benefits.
- Personnel training for roles and responsibilities in achieving conformance with the company environmental policy.

## 4.9 Structure and Responsibility

Rectifier Technologies shall establish and define:

- The roles, responsibility and authority in order to demonstrate effective environmental management.
- Resources essential to the implementation and control of the environmental system, and provide them.
- Resources to include human, specialised skills, technological and financial and shall include defined roles and authorities for ensuring all the environmental management systems are established and implemented, and to provide reports of compliance.

The General Manager shall ensure that the company's environmental policy and procedures are fully documented, complied with and kept under review to meet with current requirements and legislation.

## 4.10 Environmental Management System Representatives

Rectifier Technologies defines the environmental management responsibility and level of authority of the individuals detailed in the organisation charts as follows:

### 4.10.1 General Manager

- The overall achievement of environmental performance and the promotion of environmental awareness within the Rectifier Technologies.
- The definition of the environmental policy and objectives for the business.
- The review and improvement of the Environmental Management System.
- The training of personnel.
- The resolution of all environmental related disputes brought to his attention, which cannot be resolved by the Quality Manager.
- The maintenance of all staff personnel records.

### 4.10.2 Quality Manager

Responsible to the General Manager for Environmental matters.

Authorised to undertake the daily operation of the Environmental Management System. Specific duties are as follows:

- Ensure that the requirements of BS EN ISO 14001 as detailed in the Environmental Management System manual are implemented and maintained throughout the company.
- Identify the need for environmental procedures and organise the preparation, issue and revisions of the Environmental Management System as necessary.
- Review and approve amendments to the Environmental Management System.
- Communicate changes to the Environmental Management System.
- Prepare internal audit programmes for environmental system
- Follow up audit activities to verify and record effectiveness of corrective actions.
- Ensure that corrective actions are undertaken.
- Maintain appropriate records, including records of environmental complaints. Where applicable, maintenance of such records may be delegated to responsible personnel.

#### 4.10.2 All Staff

All staff must comply with the requirements of the Environmental Management system as directed. Key environmental activities, such as handling of waste transfer notes and ensuring spill kits are maintained in good working order, are undertaken by designated staff.

Other environmental requirements, such as being energy efficient, placing waste into the correct containers to ensure maximum levels of recycling, and minimising of waste to landfill are mandatory for staff at all times.

Ref	Title	Environmental Policy Manual	Environmental Operational Control	Emergency Preparedness and Response	Legal and other requirements	Monitoring and Measurement	Employee Competence	Non Conformance & Corrective	Document Change and	Quality Records Retention	Supplier Approval	Audit Program	Preventive Action	Management Review
4.1	General Requirements	X												
4.2	Environmental policy	X												
4.3	Planning	X												
4.3.1	Environmental aspects	X			X									
4.3.2	Legal and other requirements	X			X									
4.3.3	Objectives, targets and programme	X												
4.4	Implementation and operation	X												
4.4.1	Resources, roles, responsibility and authority	X												
4.4.2	Competence, training and awareness	X					X							
4.4.3	Communication	X												
4.4.4	Documentation	X												
4.4.5	Control of documents								X					
4.4.6	Operational control		X								X			
4.4.7	Emergency preparedness and response			X										
4.5	Checking					X						X		
4.5.1	Monitoring and measurement					X								
4.5.2	Evaluation of compliance					X								X
4.5.3	Non conformity, corrective action and preventive action							X					X	
4.5.4	Control of records									X				
4.5.5	Internal audit											X		
4.6	Management Review												X	X