



DALAIR LIMITED

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ENVIRONMENTAL MANUAL



In consideration of **BS EN ISO 14001:2004** Dalair Limited by way of this document seek to demonstrate our commitment towards the protection of the environment and describe how the company manage and maintain our environmental management system.

We have decided to take on the requirements of the standard to help us minimise the impact our business activities have on the environment. We hope by raising environmental awareness throughout the company and influencing those who work with us, we will create a positive effect upon the environment locally and on a global scale.

## **SCOPE**

The Wednesbury based headquarters is the recognised centre for application, design, contracts and manufacture of air handling units for air conditioning and ventilation systems.

We as a company specialise in the design, manufacture, delivery, installation, service, maintenance, testing and commissioning of Air Handling Equipment. Our products consists of the building of an acoustic housing that incorporates various items of pre-selected equipment, normally fans, motors and filters along with various types of heating, cooling and humidification equipment, that subject to effective control strategies, will enable the final product to deliver an air conditioned environment to the space being served.

Since its conception in the early 1980's the Company has developed the product in line with both the industry trends and the needs of our customers.

## ***ENVIRONMENTAL POLICY***

The head quarters of Dalair limited specialise in the application, design, manufacture, control of installation, commissioning, testing and site service of air handling units for air conditioning and ventilation systems.

Top Management of Dalair Limited are committed towards an Environmental Policy that ensures continual improvement, for reducing the company's impact upon the environment and the prevention of pollution.

To achieve this commitment we will:

- Reduce the natural resources and energy used by improving efficiency, whilst consuming material goods in moderation.
- Manage waste generated from our business operations by the principles of reduction, re-use and recycling.
- Ensuring all waste and effluent is disposed of in a safe and responsible manner.
- Complying with environmental legislation, legal requirements and other requirements subscribed to by the company.

To secure these objectives we will:

- Monitor, measure and manage our consumption and use of natural resources and energy.
- Set and monitor key objectives and targets of our environmental performance on a regular basis. These shall be reviewed six monthly during management review.
- Work together with our customers and suppliers to encourage commitment towards improved environmental performance.
- Create, manage and review our legal requirements register and meet all other requirements.
- Review our environmental policy six monthly at management review.

All staff and shop floor operatives throughout the company are responsible for reducing our environmental impact. This is to be achieved by complying with above policy and following procedures / processes as stated within our company's environmental documentation.

The Directors of the company have given the Environmental Manager, full authority to carry out circulation of the Environmental Policy.

The Environmental Policy is communicated to all persons working for or on behalf of the company. The policy will be available in reception, upon department notice boards and circulated to all employees by attaching a copy to their pay slip. If amendments are made to the policy, they will be circulated to all accordingly. The policy is available to all external interested parties via our website [www.dalair.co.uk](http://www.dalair.co.uk) or hard copies upon request.

This statement represents our position on environmental issues, and ensures our commitment to the environment through establishing, implementing and maintaining an environmental management system.

Signed: Darren Moseley

***Managing Director***

Signed: Mark Rose

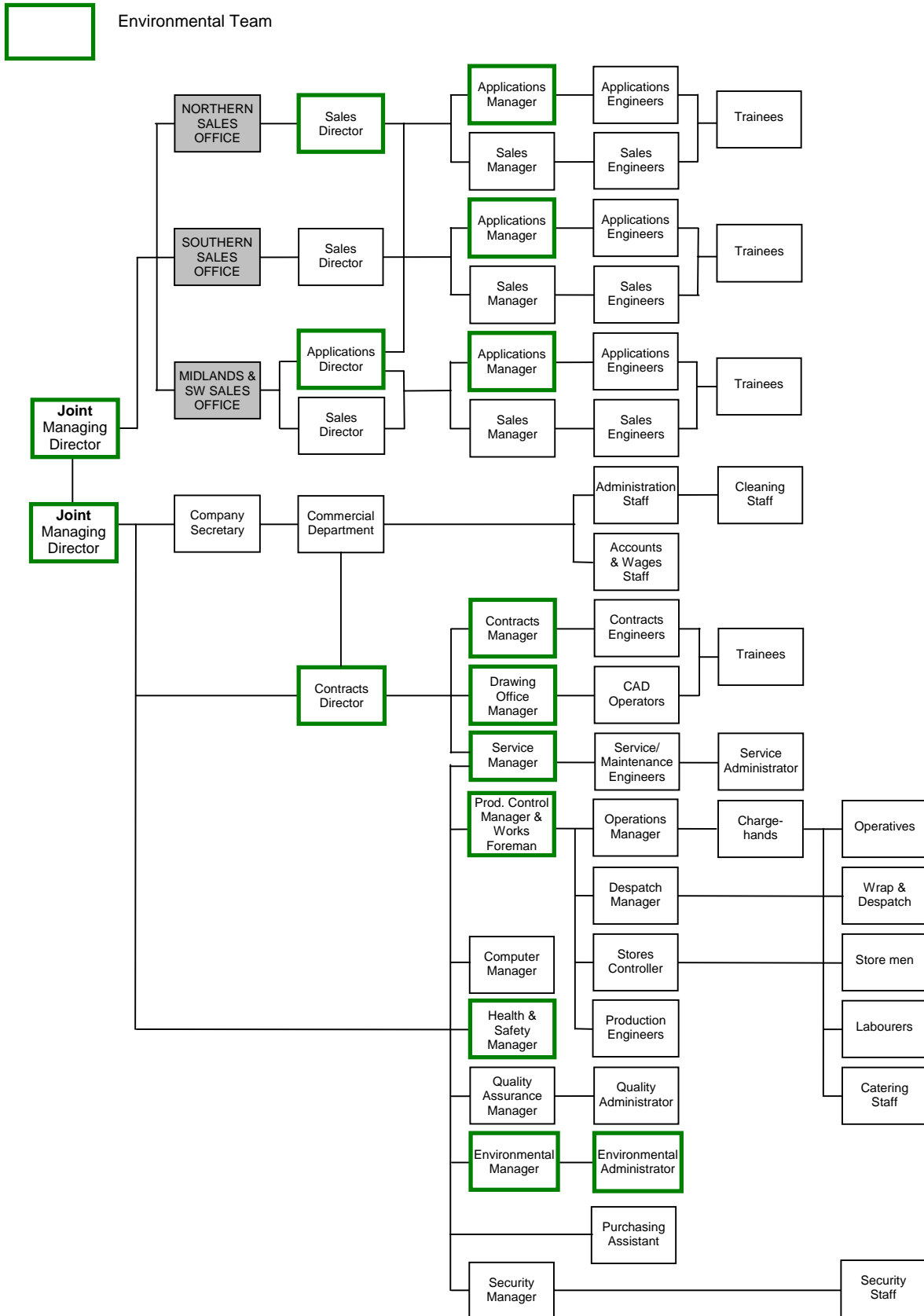
***Managing Director***

Signed: Michael Butler

***Environmental Manager***

Date: 30.9.10

# ORGANISATION CHART (Family Tree)



## Environmental Roles and Responsibilities

**Joint Managing Directors:** Top Management hold ultimate responsibility for the company's environmental management systems. They will ensure availability of resources to establish, implement, maintain and continually improve an environmental management system to BS EN ISO 14001:2004. They will lead the company to ensure objectives targets and programmes are achieved.

**Applications / Contracts / Sales Directors:** Company Directors roles are to lead their respective departments through the environmental management systems created by the environmental team. It is their responsibility to ensure procedure compliance and input / see through the company's objectives, targets and programmes.

**Applications, Contracts, Drawing Office Managers:** Company Managers are to ensure compliance to procedure, collect monitor and measurement data and feed back into management review. They are also responsible for the company's objectives targets and programmes.

**Production Control Manager & Works Foreman:** Is responsible for ensuring that shop floor staffs are fully aware of the environmental systems in place during the manufacturing processes and adherence is applied. They hold full responsibility for the control of all works activities impacting on the environment and are to feed back data into management review ultimately for the company's objectives targets and programmes.

**Site / Service Manager:** To manage the site / service team in accordance with the set environmental policy and procedures. Sub-contractors on site acting for or on behalf of the company are under his control.

**Health & Safety Manager:** He is responsible for ensuring compliance with environmental procedure during the manufacturing stages, and that health and safety issues are considered. Monitor and measurement data is under his control with feed back into management review. The Health and Safety Manager will monitor closely all emergency preparedness and response controls.

**Environmental Manager:** Has been given full responsibility to establish, document, implement, maintain and continually improve an environmental management system to BS EN ISO 14001:2004. He has the authority to amend environmental procedure and processes. Analysis of data shall be under his guidance, with review fed back to Top Management. He will lead the management systems in accordance with the company's objectives targets and programmes.

**Environmental Administrator:** To carry out all administration of the management systems under the guidance of the Environmental Manager. The administrator shall over see the collection and analysis of data relating back to the systems. He will also play a role in all third party approval audits.

**Lead Auditors:** The Environmental Manager, Environmental Administrator and Health & Safety Manager are defined as lead auditors of the systems. They will be qualified to a recognised standard and competent to carry out audits alone.

**Auditors:** All auditors shall receive in-house training given by lead auditors. When a level of competence has been achieved, they will be able to carry out audits under the supervision of lead auditors.

**Staff & Shop Floor Operatives:** All staff and operatives are responsible for carrying out their day-to-day activities in accordance with environmental management systems and procedures. They are under guidance from the Heads of Department and Environmental Team.

**ENVIRONMENTAL PROCEDURES INDEX**

<i>PROCEDURE REFERENCE</i>	<i>PAGE No.</i>	<i>FLOW CHARTS</i>	<i>DOC.S</i>
<b>1. ENVIRONMENTAL IMPACTS / ASPECTS</b>	<b>1 – 2</b>	<b>1</b>	<b>EP1/1 - EP1/2</b>
<b>2. LEGAL REQUIREMENTS</b>	<b>1</b>	<b>1</b>	<b>EP2/1+Register</b>
<b>3. OFFICE OPERATIONAL CONTROLS</b>			
• <b>3.1 House Keeping</b>	<b>1</b>	<b>1</b>	<b>EP3.1/1</b>
• <b>3.2 Waste Management</b>	<b>1 – 2</b>		
• <b>3.3 Energy Management</b>	<b>1 – 2</b>	<b>1</b>	<b>EP3.3/1 – EP3.3/5</b>
<b>4. FACTORY OPERATIONAL CONTROLS</b>			
• <b>4.1 Storage / Handling</b>	<b>1 – 2</b>	<b>1 – 2</b>	<b>EP4.1/1 – EP4.1/2</b>
• <b>4.2 House Keeping</b>	<b>1</b>	<b>1</b>	<b>EP4.2/1</b>
• <b>4.3 Spillage Response</b>	<b>1</b>	<b>1</b>	
• <b>4.4 Waste Management</b>	<b>1 - 3</b>		
• <b>4.5 Energy Management</b>	<b>1 – 2</b>	<b>1</b>	
<b>5. EMERGENCY PREPAREDNESS &amp; RESPONSE</b>	<b>1</b>	<b>1</b>	<b>EP5/1</b>
• <b>5.1 Emergency Contact</b>	<b>1 – 2</b>	<b>1 - 2</b>	
<b>6. COMMUNICATION</b>	<b>1 – 2</b>	<b>1 – 2</b>	<b>EP6/1 – EP6/5</b>
• <b>6.1 Control of Visitors &amp; Contractors</b>	<b>1</b>	<b>1 – 2</b>	<b>EP6.1/1 – EP6.1/2</b>
<b>7. ENVIRONMENTAL NON-CONFORMANCE</b>	<b>1</b>	<b>1</b>	<b>EP7/1</b>
<b>8. CORRECTIVE &amp; PREVENTIVE ACTION</b>	<b>1 – 3</b>	<b>1</b>	
<b>9. TRAINING</b>	<b>1</b>	<b>1</b>	<b>EP9/1 – EP9/5</b>
<b>10. DOCUMENT CONTROL</b>	<b>1</b>	<b>1</b>	<b>EP10/1 – EP10/3</b>
<b>11. CONTROL OF RECORDS</b>	<b>1</b>		<b>EP11/1</b>
<b>12. AUDITS</b>	<b>1</b>	<b>1</b>	<b>EP12/1 – EP12/5</b>

<b>Environmental Procedures</b>		<b>Interaction with EMS</b>	
Environmental Impacts / Aspects	1	4.2 4.3.1 4.3.2 4.3.3 4.4.2 4.4.3 4.4.6 4.4.7 4.5.1 4.5.3 4.5.5 4.6	Environmental Policy Environmental Aspects Legal & Other Requirements Objectives, Target & Programmes Competence, Training & Awareness Communication Operational Control Emergency Preparedness & Response Monitoring & Measurement Nonconformity, Corrective & Preventive Action. Internal Audits Management Review
Legal Requirements	2	4.2 4.3.1 4.3.2 4.4.2 4.4.6 4.4.7 4.5.2 4.5.3 4.5.4 4.5.5 4.6	Environmental Policy Environmental Aspects Legal & Other Requirements Competence, Training & Awareness Operational Control Emergency Preparedness & Response Evaluation of Compliance Nonconformity, Corrective & Preventive Action. Control of Records Internal Audits Management Review
Office Operational Controls	3	4.3.2 4.4.1 4.4.2 4.4.6 4.4.7 4.5.1 4.5.4	Legal & Other Requirements Resources, Roles, Responsibility & Authority Competence, Training & Awareness Operational Control Emergency Preparedness & Response Monitoring & Measurement Control of Records
Factory Operational Controls	4	4.3.2 4.4.1 4.4.2 4.4.6 4.4.7 4.5.1 4.5.4	Legal & Other Requirements Resources, Roles, Responsibility & Authority Competence, Training & Awareness Operational Control Emergency Preparedness & Response Monitoring & Measurement Control of Records
Emergency Preparedness & Response	5	4.3.1 4.4.1 4.4.2 4.4.6 4.4.7	Environmental Aspects Resources, Roles, Responsibility & Authority Competence, Training & Awareness Operational Control Emergency Preparedness & Response
Communication	6	4.2 4.3.1 4.3.2 4.3.3 4.4.1 4.4.2 4.4.3 4.4.6 4.4.7 4.6	Environmental Policy Environmental Aspects Legal & Other Requirements Objectives, Target & Programmes Resources, Roles, Responsibility & Authority Competence, Training & Awareness Communication Operational Control Emergency Preparedness & Response Management Review

Environmental Non-conformance	7	4.4.2 4.4.3 4.4.6 4.4.7 4.5.2 4.5.3 4.5.5 4.6	Competence, Training & Awareness Communication Operational Control Emergency Preparedness & Response Evaluation of Compliance Non-conformity, Corrective & Preventive Action. Internal Audits Management Review
Corrective & Preventive Action	8	4.4.1 4.4.2 4.4.3 4.4.5 4.4.6 4.4.7 4.5.1 4.5.3 4.5.5 4.6	Resources, Roles, Responsibility & Authority Competence, Training & Awareness Communication Control of documents Operational Control Emergency Preparedness & Response Monitoring & Measurement Nonconformity, Corrective & Preventive Action. Internal Audits Management Review
Training	9	4.4.1 4.4.2 4.4.3 4.6	Resources, Roles, Responsibility & Authority Competence, Training & Awareness Communication Management Review
Document Control	10	4.1 4.4.4 4.4.5	General Requirements Documentation Control of Documents
Control of Records	11	4.5.4	Control of Records
Audits	12	4.3.2 4.5.2 4.5.4 4.5.5 4.6	Legal & Other Requirements Evaluation of Compliance Control of Records Internal Audits Management Review



## CERTIFICATE OF APPROVAL

This is to certify that the Environmental Management System of:

**Dalair Limited  
Wednesbury, West Midlands  
United Kingdom**

has been approved by Lloyd's Register Quality Assurance  
to the following Environmental Management System Standard:

**ISO 14001: 2004**

The Environmental Management System is applicable to:

**Application design and manufacture of air handling units  
for air conditioning and ventilation systems, including  
office based systems for the control of installation,  
testing, commissioning and service, at the Wednesbury  
Head Office and Manufacturing facility.**

Approval  
Certificate No: LRQ 4005403

Original Approval: 10 November 2009

Current Certificate: 2 June 2011

Certificate Expiry: 9 November 2012

A handwritten signature in black ink, appearing to read 'A. Gibson', written over a horizontal line.

Issued by: Lloyd's Register Quality Assurance Limited



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This document is subject to the provision on the reverse  
71 Fenchurch Street, London EC3M 4BS United Kingdom. Registration number 1879370  
This approval is carried out in accordance with the LRQA assessment and certification procedures and monitored by LRQA.  
The use of the UKAS Accreditation Mark indicates Accreditation in respect of those activities covered by the Accreditation Certificate Number 001  
Mark Revision 13