



**DALAIR LIMITED**

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**ENVIRONMENTAL MANUAL**



In consideration of **BS EN ISO 14001:2015** 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 established environmental management system certified to the standard.

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.

This document provides an overview of the management processes and interfaces necessary to achieve the Company's objectives and how they will be monitored, measured, reviewed, maintained and improved.

### **SCOPE (see LRQA certificate no.: 10095206)**

The Wednesbury based headquarters is the recognised centre for Midlands / South West / Northern Area Applications, Commercial, Design, Contracts and Manufacture of air handling units for air conditioning and ventilation systems.

A further premise named the Dalair Technical Centre, based close to HQ with the function of being a stand-alone test facility, storage facility for raw materials / plant items and accommodates London sales support, and the Dalair Site / Service department.

HQ and the Technical Centre are supported by two satellite sales offices, based in Central London and Manchester, which have been established solely for the support of sales functions within the company to provide Dalair with a presence within these areas. These offices are outside the scope of certification. At these locations, Dalair will work in accordance with the respective building infrastructure practices. We are unable to influence controls with regards to the environmental impact due to the location and facilities managed by others.

Office based controls of our Site / Service activities are covered within our scope of approval. All on site located activities are carried out under the respective client's environmental controls. We will endeavour, where possible to control and influence positive environmental decisions.

We as a company specialise in the design, manufacture, delivery, installation, service, maintenance, testing and commissioning of Air Handling Equipment. Our products consist 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 industry standards, legislation requirements, manufacturing improvements / technologies, modern architectural design and the fundamental requirements of our customers.

Dalair understand it's external and internal issues that relate to the effectiveness of the management system and its purpose and responsibility within the manufacturing industry. We control these through several aspects of our systems, in compliance to the standard, and our identified legal, statutory, regulatory, and other compliance obligations.

We endeavour to exercise our authority and ability to control and influence our customers and suppliers, to make positive environmental choices, when designing, purchasing and manufacturing our air handling units, and procuring goods throughout the company

By implementing compliance of our environmental management system, we look to take care of our interested parties needs and expectations. These are identified in our 'Needs and Expectations of Interested Parties' register within our management system.

## **ENVIRONMENTAL POLICY**

Dalair limited as a company specialise in the application, design, manufacture, control of installation, testing, commissioning 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 protects the environment, reduces the impact our activities have upon the environment, and the prevents pollution. They are committed to compliance of contractual, statutory, regulatory and other compliance obligations, and international standards that are supported by a management system that meet the requirements of **BS EN ISO 14001:2015**. They are also committed to continual improvement of the effectiveness of the management systems.

To achieve this policy commitment, we will:

- Establish the organisational context in line with our strategic direction.
- Identify and record our internal / external needs and expectations of interested parties.
- Evaluate company risk and opportunities.
- Reduce the natural resources and energy used by improving efficiency and performance, whilst consuming material goods in moderation relative to producing quality product and services.
- Be aware of the environmental impact of supplied product during design, selection and manufacture.
- Manage waste generated from our business operations by applying the principles of the waste hierarchy. To consider prevention, minimisation, re-use, recycle, energy recovery and disposal of our waste streams.
- Ensuring all waste and effluent is disposed of in a safe and responsible manner, and dealt with in-accordance with compliance obligations.
- Identifying risk and opportunities relative to our environmental aspects, and set objectives.

To secure these objectives we will:

- Top Management review the organisational context periodically in line with business requirements.
- Review the internal / external needs and expectations of interested parties register at management review.
- Plan and take actions to address risk and opportunities.
- Monitor, measure, manage and review 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 and third-party surveillance visits.
- Work together with our customers and suppliers to encourage commitment towards improved environmental performance, and make positive environmental impact decisions during design, where possible.
- Create, manage, review and comply with our legal register and meet all other requirements.
- Review our aspects and impacts register and internal auditing findings for improvement opportunities and risk.
- Review our environmental policy six monthly at management review, and amend inline with current top management decisions / company objectives and targets.

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

The Directors of the company have given the Environmental Director, 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 compliant to **ISO 14001**.

Signed: Darren Moseley  
**Managing Director**

Signed: Mark Rose  
**Managing Director**

Signed: Michael Butler  
**Environmental Director**

Dated: 8/1/18

## **SUSTAINABILITY POLICY**

Dalair define sustainability as an enduring and balanced approach to economic activity, environmental responsibility and the integrated approach to the use of natural resource and social knowledge to ensure we help deliver and play our part in a positive contribution towards that of a sustainable society.

Our company aim is to operate through the values we create, the employment we provide and the social values of the products we develop and manufacture in a way that ensures sustainability is achieved.

To commit to this policy Dalair will:

- Be aware and manage our environmental aspects and impacts of the company activities, and its presence within the community.
- Look to reduce the use of natural resource and energy consumed through all aspects of the company.
- Employ local people, use local suppliers and contractors where possible, and help the local community to grow and prosper.
- Implement waste hierarchy methods. Prevention, minimisation, re-use, recycle, energy recovery and disposal considerations of waste.
- Ensure all employees are aware of their environmental aspects and impacts.
- Consider the full life cycle of products and services we deliver.
- Think about energy alternatives that may have a positive affect on climate change.
- Manage the Health and Safety welfare of all employees.

To develop and continually improve our sustainability performance we must:

- Implement and maintain our certified management systems, **BS EN ISO 9001, BS EN ISO 14001 and BS OHSAS18001** and comply with compliance obligations.
- Regularly review the company aspects and impacts through our systems.
- Monitor, measure, review and manage our consumption of natural resource and energy use.
- Liase with local services to find members of the local community to suit job roles and responsibilities.
- Give local businesses the opportunity to tender for supplied product and services.
- Attend seminars to network with local businesses.
- Train employees in awareness of waste hierarchy and create robust systems to manage waste streams.
- Assess suppliers and contractor's capabilities.
- Deliver awareness training to all employees to ensure confidence in their job roles.
- Describe the full life cycle and end of life requirements of our product and services.
- Research, try and test energy alternatives when they become available that may be beneficial to the company to help reduce our environmental impact.
- Review Health and Safety considerations of job specifications and carry out regular health checks in accordance with current legislation.

Dalair acknowledge and understand the challenges our community faces to ensure and sustain a high quality of life for generations to come. To this end, we will do everything we can to manage our operations in the best way possible and reduce the impact we can have with our products reaching the end user.

We recognise there is always room to make our products and services more sustainable, so with the above commitments, investment in products that we manufacture and development in technology our customers will use, Dalair will be able to manufacture even more sustainable bespoke Air Handling Equipment in the future.

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

Signed: Darren Moseley  
**Managing Director**

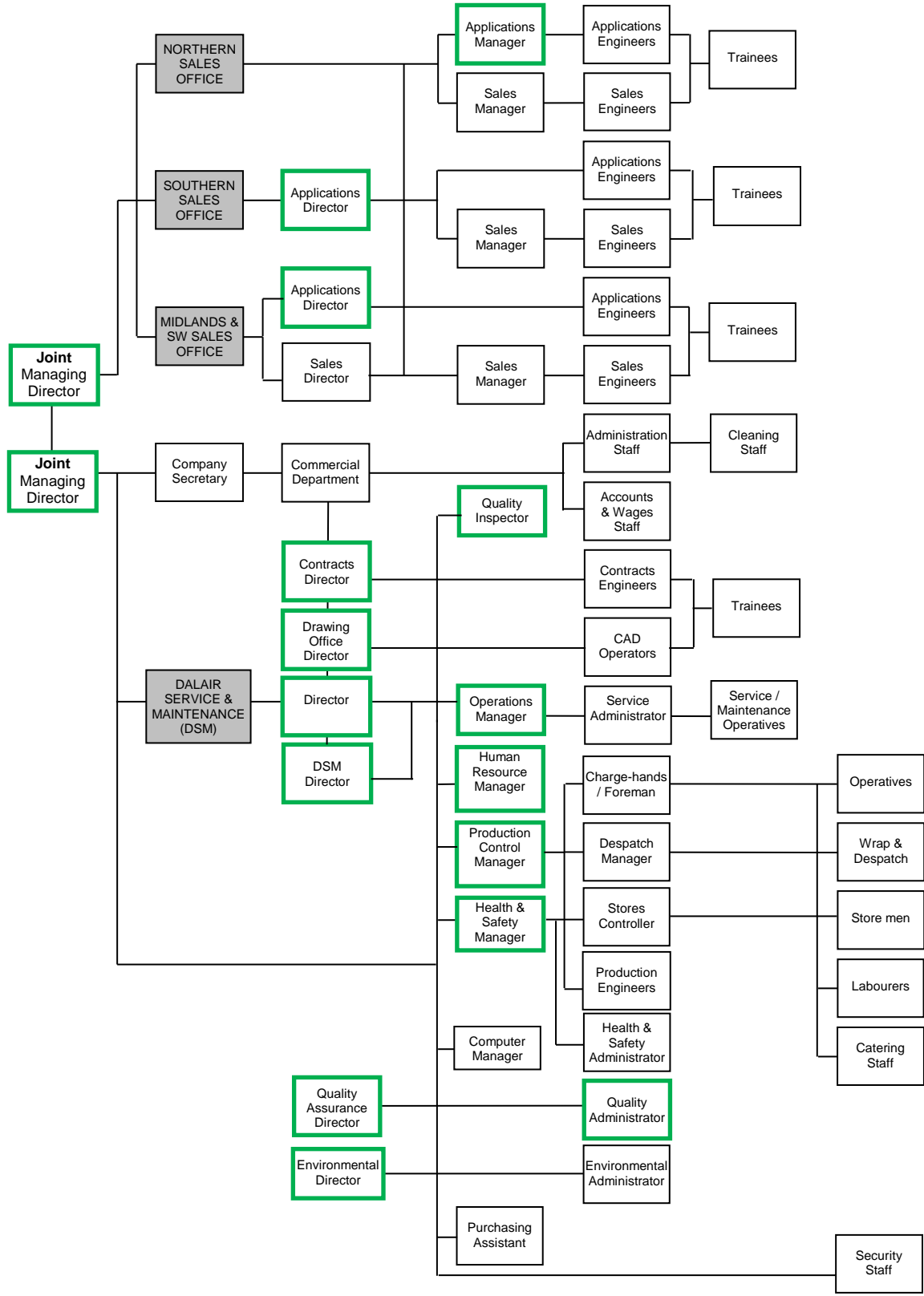
Signed: Mark Rose  
**Managing Director**

Signed: Michael Butler  
**Environmental Director** Dated: 8/1/18

# ORGANISATION CHART (Family Tree)



Environmental Team



## Environmental Roles and Responsibilities

**Joint Managing Directors:** Top Management hold ultimate responsibility for the company's environmental management systems. They will lead the company to identify its risk and opportunities and ensure availability of support and resources to establish, implement, maintain and continually improve an environmental management system to **BS EN ISO 14001:2015**. They will lead the company to ensure objectives, targets and programmes are achieved.

**Director:** Company Directors roles is to lead their respective department 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 Director:** Company Directors 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. Has responsibility for the review and recording of staff training.

**Production Control Manager:** Is responsible for ensuring that shop floor staff are fully aware of the environmental systems in place during the manufacturing processes and adherence is applied. He holds full responsibility for the control of all works activities impacting on the environment and is to feed back data into management review ultimately for the company's objectives targets and programmes. He is responsible for scheduling of all maintenance and upkeep of associated records. The Production Control Manager will maintain all shop floor training records in accordance with a joint review along side the Human Resource Manager.

**Health & Safety Manager:** He is responsible for ensuring compliance with environmental management systems during the manufacturing stages, and that health and safety and environmental legislation compliance is met. Monitor and measurement data is under his control with feed back into management review. The Health and Safety Manager will identify risks, create safe systems of work and manage emergency preparedness and response procedures. He is responsible for ensuring that maintenance activities are carried out safely and are compliant to legal requirements. These responsibilities are up held at HQ and the Technical Centre respectively.

**Human Resource Manager:** Is to provide confidential counsel and assistance to employees at all levels on matters arising, company policies and procedures, and relevant legislation. Has the responsibility to control, manage and administrate disciplinary actions within the workplace. He, along side the Production Control Manager shall carry out the review of shop floor training needs. Will also be required to feed back into management review.

**Site / Service Director:** To lead the site / service team in accordance with the set environmental policy and procedures, legal and customer requirements. Sub-contractors on site acting for or on behalf of the company are under his control. All testing activities carried out at the Technical Centre are also under his control.

**Operations Manager:** Is responsible for the general maintenance and housekeeping of the Technical Centre. He is solely responsible for the management of stores and inspection of equipment / plant / vehicles operated from these premises. Ultimately will report back to the Joint Managing Directors or Health & Safety Manager with non-conformity. His activities will be in compliance with procedure.

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## Environmental Roles and Responsibilities

**Environmental Director:** Has been given full responsibility to establish, document, implement, maintain and continually improve an environmental management system to **BS EN ISO 14001:2015**. 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 and encourage the use of process approach and risk based thinking.

**Environmental Administrator:** To carry out all administration of the management systems under the guidance of the Environmental Director. 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.

**Quality Inspector:** Is responsible for completing daily in-process and final inspections in accordance with company quality procedures. These inspections will be along side those carried out by the Production Control Manager and Contracts Director / Engineers. Record retention of work complete shall fall under the scope of the contracts files. Anomalies found shall be reported to top departmental managers accordingly for appropriate actions / remedy. This information will be fed back at management review.

**Lead Auditors:** The Environmental Director, 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.

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