




Vacman Cleaning Ltd	
Environmental Management System	

**Environmental Management System Documentation  
Volume 2 Environmental Management Procedures Manual  
Summary – Purpose and Responsibilities**


COMPONENT	PURPOSE	RESPONSIBILITIES
<b>Part A – Operational Procedures</b>		
1. Communications	To set out roles and responsibilities in connection with communications, both internal and external, with regards to the policy and practices of Vacman Cleaning Ltds' Environmental Management System.	<ul style="list-style-type: none"> <li>▪ Managing Director</li> <li>▪ Site Managers</li> <li>▪ Line Managers /Area Supervisors</li> <li>▪ All employees</li> </ul>
2. Contractor management on-site	1.1To define the methods by which contractors will be managed whilst working on Vacman Cleaning Ltd sites and premises.	<ul style="list-style-type: none"> <li>▪ Contract Managers</li> <li>▪ Site Managers</li> <li>▪ All persons</li> </ul>
3. No procedure		
4. Emergency response	<p>1.1To set out roles and responsibilities in connection with implementation of Vacman Cleaning Ltd's response to an environmental incident.</p> <p>To provide guidance on actions to be taken in response to an environmental incident.</p>	<ul style="list-style-type: none"> <li>▪ Managing Director</li> <li>▪ Site Managers</li> <li>▪ Line managers/ Area Supervisors</li> <li>▪ All persons</li> </ul>
5. Energy Management	<p>To provide an overview of the responsibilities relating to the provision and use of energy services and the management of energy consumption.</p> <p>This procedure sets out the requirements and actions necessary to implement the Environmental Policy.</p>	<ul style="list-style-type: none"> <li>▪ All employees</li> <li>▪ Site Managers</li> <li>▪ Area / Site supervisors</li> </ul>
6. No procedure		

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7. Environmental Complaints	To define the process for recording and responding to environmental complaints received by Vacman Cleaning Ltd.	<ul style="list-style-type: none"> <li>▪ Complaint recipients</li> <li>▪ Managing Director</li> <li>▪ Line Managers / Area Supervisors</li> <li>▪ Site Managers</li> <li>▪ All employees</li> </ul>
8. No procedure		
9. Management of the Estate	To set out the requirements relating to the general management of the Estate in meeting the aims of Vacman Cleaning Ltd's Environmental Policy.	<ul style="list-style-type: none"> <li>▪ Site Managers</li> <li>▪ All persons</li> </ul>
10. No procedure		▪
11. Purchasing in-house	The purpose of this procedure is to provide an overview of the responsibilities and duties relating to Vacman Cleaning Ltd 'in- house' purchasing in fulfilling the requirements of the Environment Policy.	<ul style="list-style-type: none"> <li>▪ All persons</li> <li>▪ Buyers</li> <li>▪ Site Managers</li> </ul>
12. Resources/Consumables Use	To provide an overview of the responsibilities and practices relating to the use of resources and consumables.	<ul style="list-style-type: none"> <li>▪ Managing Director</li> <li>▪ Line Managers / Area Supervisors</li> <li>▪ Site Managers</li> <li>▪ All persons</li> </ul>
13. Training	This procedure covers the identification of environmental training needs, the provision of training and maintenance of records for all persons working for, and on behalf of, the Company.	<ul style="list-style-type: none"> <li>▪ Managing Director</li> <li>▪ Line Managers / Area Supervisors</li> <li>▪ All employees</li> </ul>
14. Transport and Travel	1.1The purpose of this procedure is to describe the measures involved in the reduction of pollution and reduction of natural resource depletion from transport and travel activities.	<ul style="list-style-type: none"> <li>▪ All Directors</li> <li>▪ All Managers</li> <li>▪ All employees.</li> </ul>
15. Waste Management	To define the processes by which waste is managed by Vacman Cleaning Ltd.	<ul style="list-style-type: none"> <li>▪ Managing Director</li> <li>▪ Site Managers</li> <li>▪ Contractors</li> <li>▪ All employees</li> </ul>

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16. Water Management	<p>To provide an overview of the responsibilities relating to the provision of water services, maintaining water hygiene, controlling consumption and ensuring appropriate discharge to sewer systems.</p> <p>To set out the requirements and actions required for implementation of the Environmental Policy.</p>	<ul style="list-style-type: none"> <li>▪ All employees</li> <li>▪ Site Supervisor/ Managers</li> <li>▪ Managing Director</li> </ul>
17. No procedure		<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>Part B – EMS Procedures</b>		
18. Maintenance of Register of Environmental Aspects and Impacts	<p>To define the method for identifying the environmental aspects and impacts associated with the activities, products and services of the Vacman Cleaning Ltd.</p> <p>To define a method for determining the significance of the identified environmental aspects and impacts.</p> <p>To define the method for maintaining a register of environmental aspects and impacts to demonstrate compliance with the requirements of ISO 14001.</p>	<ul style="list-style-type: none"> <li>▪ Managing Director</li> <li>▪ All employees</li> </ul>
19. Maintenance of Register of Applicable Legislation and Other Requirements and evaluation of compliance	To identify, maintain and anticipate all legal and other requirements relevant to the environmental aspects of Vacman Cleaning Ltd's activities, products and services, so as to ensure awareness of and compliance with all such requirements.	<ul style="list-style-type: none"> <li>▪ Managing Director</li> <li>▪ Site Managers</li> <li>▪ All employees</li> </ul>
20. Maintenance of Objectives and Targets	To establish and maintain environmental objectives and to set targets for achievement	<ul style="list-style-type: none"> <li>▪ Managing Director</li> <li>▪ Site Managers</li> <li>▪ Line Managers / Area Supervisors</li> <li>▪ All employees</li> <li>▪ Environmental Working Groups</li> </ul>

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21. Environmental Management Programme	Objectives and Targets require a programme detailing how they will be achieved. This procedure assigns responsibilities for the Management Programme.	<ul style="list-style-type: none"> <li>▪ All Company Directors</li> </ul>
22. Document Control	To establish and maintain a system whereby all issued environmental documents are controlled through a system of authorisation and the use of issue date, revision date and revision numbers. Also requires a system of control for environmental documents of external origin.	<ul style="list-style-type: none"> <li>▪ Managing Director</li> <li>▪ Website Manager</li> <li>▪ Author(s) of procedures/documents.</li> </ul>
23. Non-conformance and corrective action	This procedure sets out the requirement for defining responsibility and authority for handling and investigating non-conformance, taking action to mitigate any impacts caused and for initiating and completing corrective and preventive action.	<ul style="list-style-type: none"> <li>▪ Person (s) detecting a non-conformance</li> <li>▪ Site Managers</li> <li>▪ Line Managers</li> <li>▪ Managing Director</li> </ul>
24. EMS Audits	<p>To determine whether Vacman Cleaning Ltd's Environmental Management System (EMS) conforms to planned arrangements for environmental management, including the requirements of the international standard ISO 14001.</p> <p>To determine whether the environmental management system has been properly implemented and maintained.</p> <p>To provide information on the results of audits to management.</p>	<ul style="list-style-type: none"> <li>▪ Managing Director</li> <li>▪ Site Managers</li> <li>▪ Line Managers</li> </ul>
25. Management Review	Outlines the scope of a formal management review process, chaired by the Managing Director. The review comprises a comprehensive assessment of the ongoing suitability and achievements of the EMS.	<ul style="list-style-type: none"> <li>▪ Managing Director</li> <li>▪ Site Supervisors /Managers</li> </ul>