

## **Minimum requirements for an Environment Management System (EMS)**

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The EMS shall include, as a minimum, the following elements:

### **1. Management and Reporting Structure**

This should in particular include the name of the person who will be responsible for managing environmental aspects of the installation. Relevant qualifications and experience should be listed, together with contact details (including a mobile number for emergency purposes).

### **2. Environmental Objectives and Targets**

The section should include a review of all operations and processes, a commitment by the Permit Holder to continuous improvement, and identification of priority areas where improvement to the operations is necessary and practicable, such as:

- a. Recycling of materials;
- b. Minimisation of waste;
- c. Efficient use of resources (especially water and energy);
- d. Use of biodegradable chemicals;
- e. Minimising use of solvents;
- f. Procedures to minimise noise disturbance to neighbours;
- g. Phasing out of CFCs and ozone-depleting substances, if any.

Targets should be set for priority areas identified (e.g. minimising waste generation by a predetermined percentage annually).

### **3. Environmental Management Programme (EMP)**

This should include a time schedule for achieving the Environmental Objectives and Targets prepared under point 2 above. The time schedule should cover a period of 5 years. The EMP should include:

- a. Designation of responsibility for targets;
- b. The means by which they may be achieved;
- c. The time within which they may be achieved.

Targets and performance should be reviewed annually as part of the EMS.

### **4. Documentation**

A system of documentation should be established to ensure that records are kept of the priority areas chosen according to point 2. In addition, the Permit Holder should issue a copy of the environmental permit to all relevant personnel whose duties relate to any condition of the permit.

### **5. Corrective Action**

The Permit Holder should establish procedures to ensure that corrective action is taken should the specified requirements of the environmental permit not be fulfilled. The responsibility and authority for initiating further investigation and corrective action in the event of a non-conformity with the environmental permit should be defined.

### **6. Awareness and Training**

The Permit Holder should establish and maintain procedures for identifying training needs, and for providing appropriate training, for all personnel whose work can have a significant effect upon the environment. Appropriate records of training should be maintained.

### **7. Maintenance Programme**

The Permit Holder should establish and maintain a programme for maintenance of all plant and equipment based on the instructions issued by the manufacturer/supplier or installer of the equipment. Appropriate record keeping and diagnostic testing should support this maintenance programme. The licensee should clearly allocate responsibility for the planning, management and execution of all aspects of this programme to appropriate personnel.