Health, Safety, Quality and Environmental (HSQE) Manual
COMPANY PROFILE

EUROBY LIMITED was established in August 1996 as a private company in both England and Wales. It was established in response to a need for specialist independent expertise in the fields of power generation, by-product utilisation and disposal.

The company's client list includes most UK water utilities, including Severn Trent (Framework Suppliers for rental centrifuges) and industrial companies, as well as clients in mainland Europe, the United States and Middle East.

EUROBY LIMITED offers its wide range of clients the supply, through both sales and hire, of mobile dewatering plants, storage and mixing systems for lime stabilisation, the supply of Flottweg decanter centrifuges (UK Distributor), TEFSA Filter presses and sludge drying equipment.

They also offer technical support, service, refurbishment and spares via genuine 24-hour maintenance and after-sales support for own and third-party equipment, as well as operational services to complete the fully co-operational systems of the provision of goods and services to the power and water industries.

EUROBY LIMITED is based at New Dawn House, Gorse Lane, High Salvington, Worthing, West Sussex BN13 3BX

Scope of Management System (HSQE)

Configuration, supply, hire, installation and maintenance of thickening, dewatering, drying and complementary technologies including lime stabilisation and effluent treatment processes.

Exclusions

No clauses of the Standards are excluded within the HSQE Management System scope.

The scope is certified to ISO 9001:2008 and meets the requirements of ISO 14001:2004
Policy

- Our HSQE Management Systems, Procedures, and, where appropriate, Work Instructions are maintained on-line, any hard copies are considered "uncontrolled".
- Customers are encouraged to provide feedback at any time about service, delivery, and performance of any of our services. Records are kept in our customer file.
- The HSQE Management Systems in place at Euroby ensures that all employees and subcontractors have an understanding of both the company and customer HSQE requirements.
- The management of Euroby has played an active role in the development of the Management Systems and supports the policies described in this manual.
- Euroby is committed to ensure systems are in place to ensure the health, safety and welfare of all employees and others who might be affected by our activities as well as ensuring the risk of ill health from our activities are minimised and controlled.
- Establishing objectives and targets at different levels of the business which are measured, monitored and reviewed to ensure their aims are being met.
- Protecting the environment, by improving technical installation efficiency, reducing energy usage thereby reducing harmful emissions and preventing pollution.
- Management Review of our HSQE Management System is carried out at least yearly.
- Euroby is committed to ensure that the company complies with all relevant legislations, regulations and any other requirements applicable to the company and its activities.
- Euroby is committed to continual improvements of its HSQE management system
- Auditing processes, sites and offices to determine the effectiveness of our Management Systems, implementing effective corrective and preventative action where identified.
- All records will be maintained.

This policy is communicated to, and understood by, all persons working for or on our behalf. This policy is also available to all interested parties on our website www.Euroby.com or by contacting our office.

Our HSQE Management Systems are structured to comply with the requirements of:


Signed:  

Managing Director

Date: 22nd April 2015

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HSQE Management Systems

The HSQE management systems in place at Euroby provides for clear lines of responsibility and authority. Where necessary, documented procedures exist for HSQE system requirements. These procedures will describe in detail specific responsibility and authority for processes or tasks.

Correlation within Euroby’s HSQE management systems:

HSQE Objectives

- To minimise packaging purchasing through implementation of ‘REDUCE – REUSE – RECYCLE’ packaging throughout the organisation.
- Due to the potential confidential nature, targets, objectives and KPI set on a yearly basis are kept as a separate document, which also identifies timescale and responsibilities.
- To minimise the risk of incidents taking place and to ensure that where incidents do happen they are fully investigated and where applicable corrective actions are taken, and this covers:
  - Health and Safety
  - Environment
  - Quality Assurance
- To ensure we consistently meet or exceed customer requirements and thereby ensuring customer complaints are kept to a minimum;
  - We define a customer complaint as; ‘a written letter or email from a customer saying they are complaining’
Management Review

The MD, Service Manager, and HSQE Manager meet on a yearly basis to review the status of the HSQE management systems, including this HSQE Manual (Management Review Meeting). This Management Review Meeting is conducted using the results of HSQE reports, internal audits, customer feedback, customer complaints and opportunities for improvement. Each quarter, elements of the HSQE management systems will be reviewed for suitability and effectiveness (at the end on one year, all elements will have been reviewed). The HSQE Manager will coordinate management and departmental reviews and document corrective action requirements. Minutes will be kept. Records of system reviews are maintained by the HSQE Manager. Responsibility, completion dates and milestones will be assigned for all action items.

Responsibilities

The Service Manager has overall responsibility for the HSQE systems and is designated the Management Representative. The Service Manager has delegated the authority to maintain and support the HSQE systems to the HSQE Manager. The HSQE Manager reports directly to the Service Manager.

Department Managers are responsible for implementation and control of documents within their Department. They are also responsible for ensuring that all personnel in their department understand the HSQE policy and that HSQE requirements are implemented.

The HSQE Manager has the authority and responsibility for ensuring that the requirements of the HSQE systems are implemented and maintained.

Internal Audit

A regular schedule of internal audits is performed to ensure the HSQE management systems are implemented and maintained. Please follow link to Audit Schedule.

Training and Verification

Department Managers are responsible for providing training and appropriate work instructions to personnel in their area of responsibility.

Individual employees are responsible and accountable for verifying their work and the work of other members of their team or department. Employees also have responsibility and authority to stop the process when the safety, quality, efficiency, capacity or environmental requirements are not being met.

Verification, inspection and test requirements are identified.

Documented Procedures

HSQE system procedures are documented, implemented and controlled by the HSQE Manager and are made available to all staff.
HSQE Master Documents Index

HSQE Manual  
Business Process Flowchart  
HSQE1 - Document and Record Control Process  
HSQE2 - Internal Audit  
HSQE2-F1 - Internal Audit Plan  
HSQE2-F2 - Internal Audit Report  
HSQE3 - Corrective and Preventative Action  
HSQE3-F1 - Corrective Action form  
HSQE3-F2 - Preventative Action form  
HSQE4 - Control of Nonconforming Products  
HSQE5 - Training Process  
EMS1 - Aspects and Impacts  
EMS1-F1 - Environmental Risk Assessment  
EMS1-F2 - Environmental Aspects and Impacts List  

Environmental Legal Register
H &S Documentation as identified in appropriate Indexes

Other Controlled Documents will be identified by individual Line Managers