



DALAIR LIMITED

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, and the management of systems that meet the requirements of *BS EN ISO 14001:2004*.

To achieve this commitment we will:

- Reduce the natural resources and energy used by improving efficiency and performance, whilst consuming material goods in moderation relative to producing quality product.
- Being aware of the environmental impact of supplied product during selection.
- Managing waste generated from our business operations by applying the principles of the waste hierarchy. This is 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.
- Complying with environmental legislation, legal requirements and other requirements subscribed to by the company.

To secure these objectives we will:

- 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.
- Working together with our customers and suppliers to encourage commitment towards improved environmental performance.
- Create, manage, review and comply with 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 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.

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 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

Dated: 3.7.13

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 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.
- Encourage employees to use public transport facilities and car sharing opportunities.
- Implement waste hierarchy methods. Prevention, minimisation, re-use, recycle, energy recovery and disposal considerations of waste.
- Opt for sustainable procurement where possible. Try to influence and affect supplier choices.
- Ensure all employees are aware of their environmental 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.

In order 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 to legislative requirements.
- 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, and request prices for sustainable alternatives.
- 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 contractors capabilities, and their use of sustainable criteria in tender.
- 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 Manager, 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 or hard copies upon request.

Signed: Darren Moseley
Managing Director

Signed: Mark Rose
Managing Director

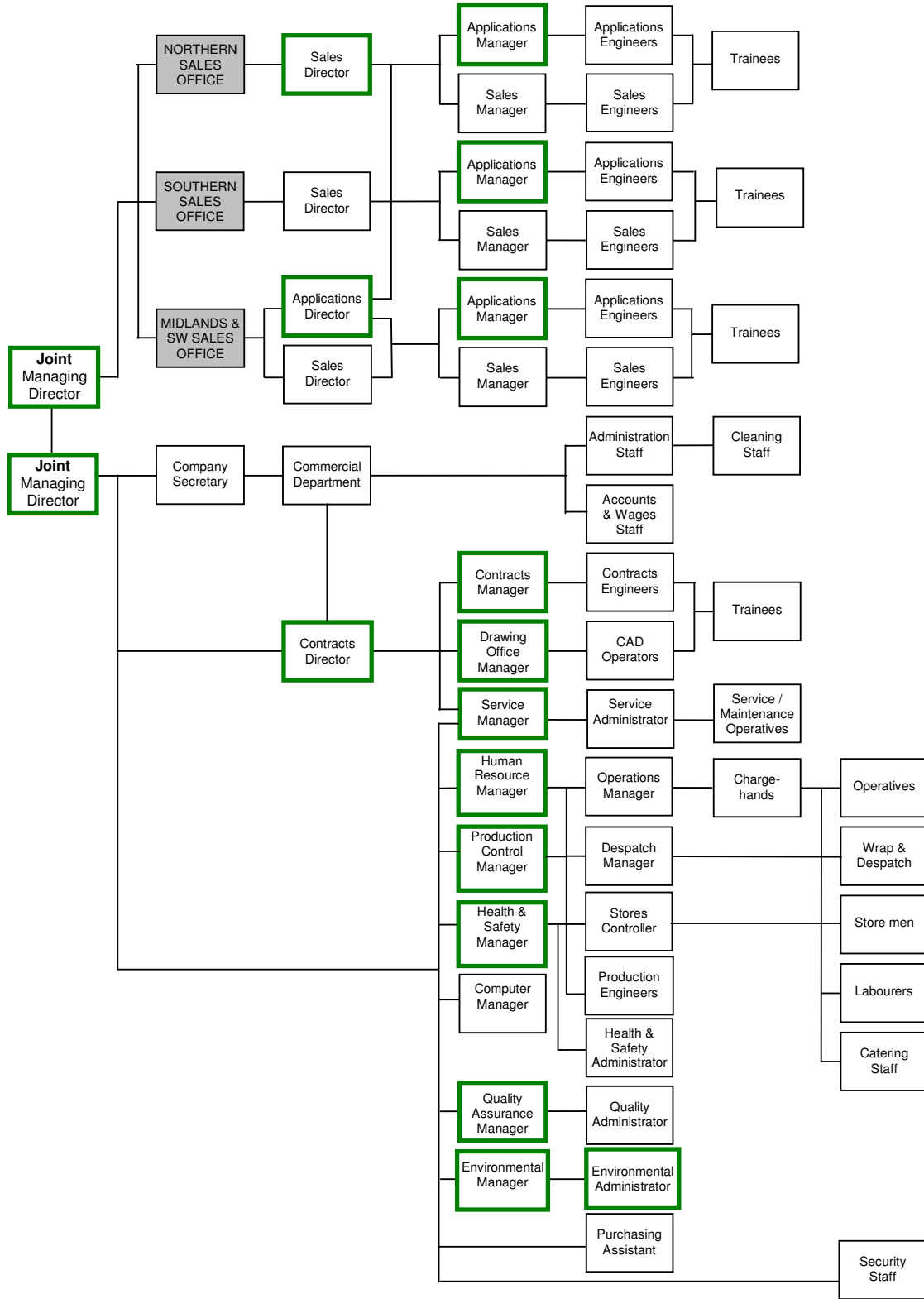
Signed: Michael Butler
Environmental Manager

Dated: 3.7.13

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 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. Has responsibility for the review and recording of staff training.

Production Control Manager: 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. 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 procedure during the manufacturing stages, and that health and safety legislation compliance is met. 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. 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 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. All testing activities carried out at the Technical Centre are also under his control.

Operations Manager: Is responsible for the general housekeeping of the Technical Centre. He is solely responsible for the management of stores and inspection of equipment / plant held on this premises. Ultimately will report back to the Joint Managing Directors or Health & Safety Manager with non-conformity.

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Environmental Roles and Responsibilities

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.

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CERTIFICATE OF APPROVAL

This is to certify that the Environmental Management System of:

Dalair Ltd
Southern Way, 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 installations,
testing, commissioning and service, at the Wednesbury
Head Office and Manufacturing facility.**

Approval
Certificate No: LRQ 4005403

Original Approval: 10 November 2009

Current Certificate: 10 November 2012

Certificate Expiry: 9 November 2015

D Evans

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

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

LRQA Revision 13