

ISO 14001 Summary Report for Management Review – June 2011

1.0 Environmental Policy & Manual

There have been a number of ongoing amendments to the documentation within the EMS as a result of internal audits and comments from the last external audit. The main modifications have focussed on tightening up PROJEN's policies and procedures.

The current Environmental Policy still reflects the drive and commitment of the Executive Team to support the Environmental Management System, and therefore has not been seen to require amendment.

2.0 Progress against Objectives and Targets 2010-2011

A new Objectives and Targets Programme Timetable 2010-2011 was set up in July 2010. Progress against the milestone dates was reviewed in September and were amended where required in February 2011 following a scheduled Objectives & Targets Programme Review earlier in January.

Objective No. 1

To reduce carbon emissions of the consolidated use of heating and lighting by 10% of 2009-10 baseline year consumption per company head for business year end (April 2011).

Subsequently changed to:

To reduce carbon emissions of the consolidated use of heating and lighting by 10% of 2009-10 baseline year consumption per company head for business year end (April 2014).

Progress to Date:

On-going staff awareness has continued with newsletters being issued in January and May to all employees expanding on the methods used to evaluate the impact of weather conditions and the environmental benefits and downfalls of rail travel.

The recent change over of company IT server provision has allowed a measured reduction attributable to 8.5% of total site electricity, 4.8% site energy, and 7.1% carbon emissions to be achieved. The further reduction on the target will be met through ongoing staff awareness and switch-off campaigns.

Objective No. 2

Investigate and define PROJEN's R22 refrigerant change-out strategy by December 2010

Progress to Date:

Cost for R22 replacement refrigerant has been selected from three providers. Solutions have been identified but we are currently in discussions with all three providers as to the reasons for refrigerant selection and assured reliability of the systems after change-out. Landlord has agreed in principle that they will contribute to the costs but for PROJEN to source most applicable solution and therefore this objective has been met.

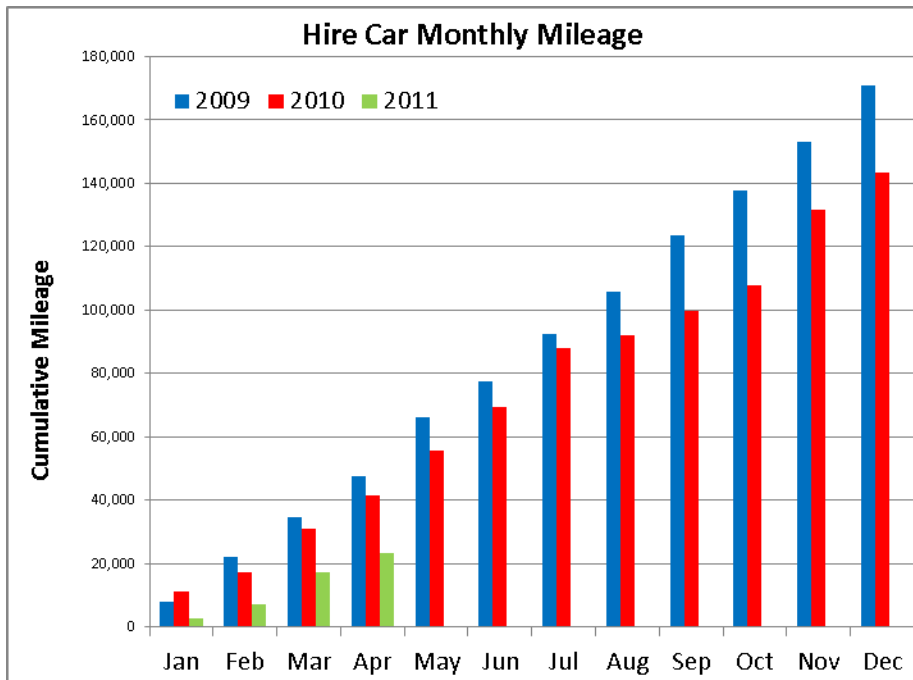
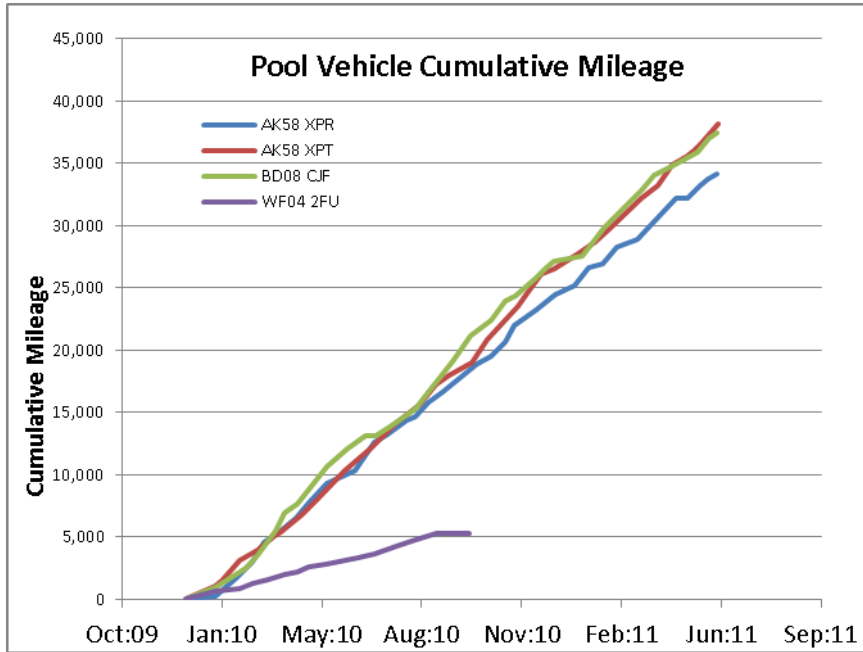
Objective No. 3

Define the building's heating and cooling control strategy and set points, and ensure that building occupants are aware of the operation and control of their local environment. (Target October 2010)

Progress to Date: This objective has been met and was detailed in the previous Management Report (December 2010)

Objective No. 4

By September 2010, identify current impacts of company and private vehicles, and seek alternative lower environmental impact options.



Progress has been made in obtaining the monthly hire car mileage from our hire car provider Enterprise.

Analysis of this data has been made and the following information compiled:

2009 Annual Hire Car Mileage = 170,729 miles

2010 Annual Hire Car Mileage = 143,188 miles

2011 Annual Hire Car Mileage (Jan – April) = 23,354 miles

It can be seen that there has been a significant drop in hire car mileage in the past 9 months (August - April). This reduction is believed to be due to the locality of projects, and general downturn in work in the last year.

Pool Car mileage is currently recorded, and from latest analysis accounts for 79,500 miles for the previous 12 month period. As pool cars are used as priority to hire cars the mileage has not seen any significant reduction.

A review of travel by rail was conducted to typical PROJEN sites and published in the quarterly newsletter for comparison.

Progress to determine the personal mileage for employees and director mileage is on-going and being addressed as part of a separate review for employees travel arrangements.

Objective No. 5

Define water reduction opportunities and implement where practical by December 2010.

Progress to Date: Monitoring of water consumption has continued. Staff awareness to prevent water waste e.g. off taps etc. has been issued.

Water saving devices have been fitted to the WC's, There has been a recorded decrease in water consumption of approximately 30%. This objective has therefore been completed.

Objective No. 6

Investigate lighting control strategy for Conference room, Meeting Rooms, Kitchen Areas and Server Room and implement where practical by December 2010.

Progress to Date: As detailed in previous Management Review report (December 2010), the cost of installing controls were prohibitive against the potential savings available. Switch off of lighting for intermittently used rooms has been promoted through poster and newsletter campaign. This objective has been closed.

3.0 New Objectives for 2011-12

Following the annual review of PROJEN's Environmental Aspects and Impacts and the setting and reviewing of new objectives and targets, the following new objectives have been identified for review by the Exec Team.

Objective 1: To continue to reduce carbon emissions of the consolidated use of heating and lighting by 10% of 2009-10 baseline year consumption per company head for business year end (April 2014).

Objective 2: To carry out a replacement programme for the R22 refrigerant used in PROJEN House air conditioning systems before December 2014.

Objective 3: Implement the WEBEX video conference facilities to reduce business travel to client meetings.

4.0 SGS External Audit Findings

An external audit was carried out on the 28th January 2010 by John Hughes of SGS on PROJEN's 14001 Environmental Management Systems to ensure compliance against the standards.

The audit looked at the certain areas around our documentation and the impacts of the new offices on our procedures. The audit report 'Projen plc_ 221336_V4_ Stage 2_Jan 2011 Client Copy.doc' showed that there were no major or minor non compliances but there were a number of observations.

The observations are as follows with actions carried out highlighted in red:

It is noted the quarterly fire alarm testing is now due. **Completed**
Since Blakeleys is now the waste disposer it is prudent to add their Waste Management Licence to the list of regulatory certificates. **Completed**
In respect of Contractor Awareness/ induction, consider and annual renewal of inductions, amend the procedure to state this and add a further column to the register to show the expiry date on inductions. **Completed**
Ensure Communications is feature as an internal audit requirement. This was not included in the 2010 audit of HR / Training Awareness and Competencies. **Completed**

The date of the next external audit is 12th July 2011.

5.0 Communications

Energy & Environmental Awareness newsletters have been compiled and issued during January and May and will continue as on-going staff awareness campaign over next 12 month period.

SGS External Audit Report carried out by John Hughes was received in January 2011

No other communications have been received into the to the business specific to the 14001 EMS system or processes.

As documents have been amended as per the internal audit process these have been published onto the Share Point system and emails have been issued to advise the staff of any changes.

6.0 Non Conformances

2 No. Non-Conformances have been logged identified as a result of the SGS July 2010 external audit. This was identified as a result of the findings of an internal audit. Although actioned and reported previously, these were not logged and filed as Non-Conformances.

7.0 Accidents and Incidents

No accidents or incidents have been logged this period.

8.0 Training Needs and Provision

Following a 14001 Auditors meeting on 17/06/2011 it was identified that there was the need for an additional auditor to help and assist with meting the agreed audit schedule during periods of peak business activity. Ongoing 14001 experiences through day to day management of the EMS system have continued to been gained.

9.0 Improvements in performance and financial saving opportunities

Office/Infrastructure

There has been little change to the business operations. Staff numbers have remained stable over the past quarter, and our Bioenergy division has grown to meet project resourcing demands. As previously noted, there has been a measured reduction attributable to 8.5% of total site electricity, 4.8% site energy, and 7.1% carbon emissions to be achieved through IT server relocation.

10.0 Internal Audit Schedule

Audit Date	Close Out Date	Process
13/12/10	28/03/11	EA-11-10 Environmental Audit on Aspects Management
22/02/10	04/04/11	EA-01-11 Management Review & Corrective Actions Draft
28/03/11	23/05/11	EA-02-11(a)-11 Emergency Preparedness
28/03/11	16/05/11	EA-02-11(b)-11 Chemical Liquid Storage
23/05/11	20/06/11	EA-03-11(a) Internal Audits
23/05/11	17/06/11	EA-03-11(b) Document Control Procedure

The Environmental Audit Summary (Tracking Sheet) listing all non conformities,, observations and actions can be found here: X:\Energy Environmental & Compliance Services\3030 - ISO-14001\A - Project Management\09 - Audits Environmental Audit Summary (Tracking Sheet).xls

Sustainability

PROJEN have continued to operate a sustainability team to look at the company performance with regards to operating in a sustainable manner. The team have continued to meet periodically and last met on 17th June 2011.

The minutes of this meeting have been issued to the Executive Team, and circulated onto the Environmental Management notice board.

The minutes can be found at <P:\Sustainability\ Mins of Sustainability Mtg 17 06 11.docx>

The date of next sustainability meeting is 6th September 2011.

Compiled By:-

Tony Baldwin
20/06/11