

Grange Door Systems

Quality, Energy and Environmental Manual

QUALITY POLICY

Grange Door Systems Ltd are committed to a policy of Quality Assurance that is designed to ensure that all our work complies with LPCB requirements including:

LPS 1271 – Installation of Passive Fire Prevention Products

LPS 1197 - Requirements for Companies undertaking the Maintenance and Repair of Doors and Shutters

In addition we aim to comply with client requirements and expectations whilst being commercially viable.

This Quality Manual defines the practices and procedures related to the control of quality and it also shows how it is an integral part of the company's management system.

We aim to continually improve our Quality and commercial performance by analysis of past trends and data together with continuous research, planning and customer awareness.

Quality Objectives and areas for continuous improvement are agreed, documented and monitored at Management Review meetings.

The Quality System is designed to satisfy the requirements of BS EN ISO 9001: 2008, LPCB Certification and all other major client quality systems.

It is mandatory that all instructions contained within this manual and associated Quality Procedures are adhered to by all staff.

Signed:



Kevin Reilly

Position:

Managing Director

Date:

22/6/17

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ENERGY POLICY

We believe that the efficient use of our current finite energy sources should be actively managed to reduce consumption, improve efficiency and where possible consider alternative sources of renewable energy. This policy outlines our approach to reducing our energy use from our business operations and our commitment to ISO50001: 2011.

Grange Door Systems Ltd is a leading door manufacturing business with environmental responsibility as a core business principle. Since 2006 we have demonstrated our commitment to environmental management by obtaining certification to BS EN ISO 14001:2004 for our Environmental Management System. In 2015, we successfully obtained re-certification through strong maintenance and continual improvement.

The specific aims of the Grange Door Systems Ltd energy policy are as follows:

1. To introduce and maintain a comprehensive energy management system which will form an integral part of our existing company management systems, culture of commitment to continuous improvement.
2. To commit to continual improvement of our energy performance, and to comply fully with all relevant legislation, regulations and other requirements to which we subscribe related to energy consumption and efficiency.
3. To improve our energy performance from our operations by means of programmes and action plans aimed at reducing our energy consumption. Specifically, we establish objectives, targets, Energy Performance Indicators and other controls for the electricity, gas and vehicle fuel consumption.
4. To ensure the necessary resources and information is available to proactively engage our staff through continuous training and development that motivates all employees to monitor and use our energy resources in a responsible manner.
5. To promote our commitment to environmental responsibility with our contractors and suppliers, including through making this policy available to all company stakeholders and the general public upon request.

This policy will be the subject of regular review and updated as necessary.

Signed:



Kevin Reilly

Position: Managing Director

Date:

22/6/17

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ENVIRONMENTAL POLICY

Grange Door Systems Ltd acknowledges that we have a responsibility to the environment, and are committed to a programme of continuous improvements, which will reduce the environmental impact of our operations to a minimum. GDS EMS has been ISO14001:2004 certified in 2006 and certification has been retained since.

The specific aims of the Grange Door Systems Ltd environmental policy are as follows:

1. To introduce and maintain a comprehensive environmental management system, which will support our company business strategy, our interested parties need and address environmental risks and opportunities as identified.
2. To commit to continual improvement of our environmental performance, and to comply fully with all relevant legislation, regulations and other requirements to which we subscribe.
3. To minimise the impact of our operations on the environment by means of a programme aimed at environmental performance improvement. Specifically, objectives and targets and other controls are established to manage and improve the following areas of our operations:
 - *Utility use: electricity, gas, water, fuel consumption reduction*
 - *Waste Management: Reuse, Reduce and Recycle best practice*
 - *Influencing our Suppliers and Sub-Contractors*
4. In line with our proactive attitude to staff training and development, we will educate and motivate all employees to behave in an environmentally responsible manner.
5. To prevent pollution in all parts of the company.
6. To promote our commitment to environmental responsibility with our contractors and suppliers, including through making this policy available to all company stakeholders and the general public upon request.

This policy will be the subject of regular review and updated as necessary.

Signed:



Kevin Reilly

Position:

Managing Director

Date:

22/6/17

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CARBON MANAGEMENT POLICY

We believe that the climate change impact facing our planet from rising carbon emissions requires a specific commitment. This policy outlines our approach to reducing the significant carbon impacts of our business operations, namely energy use and fleet fuel consumption.

Grange Door Systems Ltd is a leading door manufacturing business with environmental responsibility as a core business principle. Since 2006 we have demonstrated our commitment to environmental management by obtaining certification to BS EN ISO 14001:2004 for our Environmental Management System. In 2012, we successfully implemented our Energy Management System which is ISO50001:2011 certified. In 2015, we were not only awarded our third re-certification to the Carbon Trust Standard, but also obtained an overall performance score of 93% with the next best organisation in sector scoring 66%, reflecting our continued improvement, investment and robust data management. The organisation's score places it amongst the highest scoring certifications.

Our Carbon Boundaries

In accordance with generally accepted principles for boundary setting for organisations, our carbon management policy is based upon the significant emission sources for which we have operational control:

- Direct Energy Consumption at our office & factory
- Company leased Vehicles used for installation and servicing
- Indirect Energy Consumption including business travel, waste and water treatment

Our Approach to Carbon Management is based on the following principles

- Deliver real carbon reductions instead of carbon neutrality through offsetting
- Apply the carbon management hierarchy to our key business decisions
- Utilise our EMS to deliver carbon reduction objectives and to review progress
- Engage and motivate our staff to deliver our carbon management programme
- Transparent reporting of our performance.

Carbon Management Hierarchy

Carbon Management hierarchy initially focuses on avoidance followed by more efficient processes before considering the need to invest in new technology or renewable energy. The residual carbon balance of currently unavoidable emissions will be considered for offsetting (compensate) through a Voluntary Gold Standard scheme.

Our Key Carbon Reduction Objectives for 2017/18

- To achieve gas consumption per hours worked of 0.90 kWh to March 2018.
- To achieve electricity consumption per hours worked of 0.49 kWh to March 2018.
- To maintain water 2016/17 consumption levels
- To achieve fleet average of 6.7 mpl by March 2018
- To achieve a company's carbon intensity ratio of 35 kgCO₂e/000

Signed: Kevin Reilly
Position: Managing Director
Date: 22/6/17

