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TABLE OF CONTENTS

Introduction

Fluenta AS is a manufacturer of highly accurate metering instruments within the area of (fiscal) flare gas measurement. The company recognizes its responsibility as provider of quality products and services in an area with increased focus on environmental and safety issues.

In order to improve management of environmental issues related to Fluenta's operations and sites, Fluenta has implemented an ISO 14001 standard based environmental management system. This Environmental Management System (EMS) Manual presents the environmental policy, structure of the management system, and related documents.

1. SCOPE

Fluenta Environmental Management System fulfils the requirements of the NS-EN ISO 14001:2004 Environmental Management Standard.

Where noted in this manual, specific elements and procedures of the Quality Management System in accordance with the requirements of ISO 9001:2015 (e.g.: control of documents, corrective and preventive actions) are also used for the Environmental Management System.

2. TERMS AND DEFINITIONS

FIS   -   Fluenta Improvement System
EORR -   Environmental Objectives Realization Report
KPI   -   Key Performance Indicators

3. RESPONSIBILITY

The management group and the HSE Responsible are in charge of:
- establishing environmental objectives
- monthly collection of results
- evaluation and review of results
- raising the need for improvement actions
- review and changing quality objectives is necessary

HSE Responsible is required to change this document if needed.

4. ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS

4.1 General requirements

Fluenta AS establishes, documents, implements and maintains an Environmental Management System (EMS) and continually improves its effectiveness in accordance with the requirements of ISO 14001:2015. The scope of the EMS covers all activities, products and services of Fluenta.

4.2 Environmental Policy

For the purpose of environmental policy, the existing Health, Safety and Environment Policy (HSE Policy) has been adopted (ref. doc. no. 01.000.005):

Fluenta recognizes its responsibility to provide safe working conditions at the company's facilities and at customer and vendor premises where

Fluenta personnel are engaged. It is a primary aim for Fluenta to avoid injuries, incidents and accidents of any kind, to promote a positive working environment for all its employees, and to conduct its business without putting the health of personnel at risk.

To achieve this, the personnel themselves must accept the individual responsibility to protect themselves, their colleagues and the working environment.

Fluenta will conduct its business in accordance with applicable rules and regulations concerning the protection of the environment.

Fluenta's top management is responsible for reviewing and communicating the above policy to its employees and to the public.

4.3 Planning

4.3.1 Environmental aspects

Fluenta's HSE Manager is responsible for identifying the environmental aspects of Fluenta's activities, products and services within the defined scope of the EMS that the organization can control and those that it can influence, taking into account planned or new developments as well as determining which of these aspects have or can have significant impact on the environment. List of identified environmental aspects is kept in the QA&HSE library on Fluenta's data storage platform and it is reviewed at least once a year as part of the QA Plan.

4.3.2 Legal and other requirements

Fluenta identifies the applicable legal and other requirements to which the organization subscribes related to its environmental aspects. The HSE Manager determines how these requirements apply to the organization's environmental aspects and ensures that identified legal requirements are communicated to the employees. List of legal and other requirements is kept in the QA&HSE library on Fluenta's data storage platform and it is reviewed at least once a year as part of the QA Plan and additionally when there has been a significant change in the organisation.

4.3.3 Environmental objectives

Fluenta has established measurable environmental objectives consistent with company's environmental policy – the list of which is kept in the QA&HSE library on Fluenta's data storage platform. They are reviewed at least once a year as part of the QA Plan to ensure that the organization is progressing towards meeting them.

4.4 Implementation and operation

4.4.1 Resources, roles, responsibility and authority

Fluenta's management ensures that resources needed to establish, implement, maintain and improve the company's EMS are available. These resources include but are not limited to: training, human resources, financial resources and communication lines.

The overall responsibility for the EMS lies with the appointed management representative – the HSE Manager. To check who holds the position, refer to Fluenta Organization Chart (doc. no. 01.000.001).

The HSE manager, irrespective of other duties, will ensure that the EMS requirements are established, implemented and maintained in accordance with the ISO 14001:2015 standard and report to top management on the performance of the EMS, including recommendations for improvement.
While the HSE manager may appoint specific tasks related to the EMS to chosen persons, all the employees of Fluenta have the obligation to be as environmentally friendly as possible when performing their duties.

4.4.2 Competence, training and awareness

Competence within the organization is needed at all levels to maintain an effective management of environmental issues. Competence starts at Top Management level and is cascaded throughout the organization to all employees.
Fluenta AS identifies training needs associated with its environmental aspects and awareness of its EMS and provides necessary training to its employees.
Internal trainings are conducted, documented and evaluated according to the Employee Training Planning procedure (ref. doc. no. 21.000.006) taking into account that training is needed whenever the list of identified significant environmental aspects has been modified.
The HSE Manager has competence of ISO 14001 management representative on the basis of external training whose records are stored in the QA&HSE library on Fluenta's data storage platform.
Fluenta's Service Engineers when working on customers' sites often need to undergo additional HSE trainings. If Fluenta receives certificates of such trainings, they are stored in appropriate folders in the Company Shared Drive library on Fluenta's data storage platform.

4.4.3 Communication

The HSE Manager communicates information relative to company's EMS to the employees through, emails, meetings, HSE policy statement and training events, among others.
All external requests for information related to the environmental aspects or EMS are to be referred to the HSE Manager.

Fluenta's HSE Policy is available to the public on company's website.
The organization does not communicate externally about its significant environmental aspects.

4.4.4 Documentation

Description of the main elements of Fluenta's EMS is the main purpose of documentation contained in this Environmental Manual. Documents and records required by ISO 14001 are stored in appropriate libraries on Fluenta's data storage platform. A list of documents included in Fluenta's EMS is presented at the end of this Manual.

4.4.5 Control of documents

Control of documents forming part of organization's EMS is executed according to point 4.3 of Fluenta's Quality Management System Manual (ref. doc. no. 71.000.002) and Control of Documents and Records procedure (ref. doc. no. 71.000.101).

4.4.6 Operational control

Fluenta AS has established and maintains procedures to assure achievement of the objectives associated with identified environmental and significant environmental aspects. Operational control takes place on a daily basis. The QA&HSE Manager regularly monitors activities of Fluenta that affect the environment.

4.4.7 Emergency preparedness and response

Fluenta, as a producer and distributor of equipment used in areas where explosive atmospheres can be present, identifies gas explosion as potential accident that, if it happened, would have consequences not only to the environment but also to people's life and/or health. To prevent such accidents Fluenta's metering systems are equipped with appropriate protection. Their effectiveness is verified by an independent testing and confirmed by certificates. Non-conformities marked as EX relevant should be treated as potential

emergencies. As soon as such case has been reported, actions should be taken in accordance with procedure for Control of non-conforming products / preventive and corrective action (ref. doc. no. 71.000.009).

In everyday business activity, Fluenta has identified fire in the organization's premises as an emergency situation that can have the most significant impact on the environment. Each new employee receives basic HSE training upon employment. Ways of conduct in case of fire are specified by owners/administration of buildings in which Fluenta rents office space. Unannounced fire drills are used to evaluate fire preparedness.

4.4.8 Working Environment Committee

The committee shall participate in the planning of the health, safety and environmental work at Fluenta and closely monitor developments in the working environment.

Composition

The Working Environment Committee has 3 permanent members who have the right to take proper decisions and to work independently and without external and internal pressure.

- Global Service Manager
- Quality & HSE Director
- Safety Delegate
- External HSE Company

4.4.9 Safety Delegate

Safety delegate role in Fluenta is active involvement in HSE related actions, knowledge of HSE and existing safety regulations and legal requirements. He will Represent and safeguard the interests of employees in matters relating to the working environment and ensure that the work is carried out in such a manner that the safety, health and welfare of the employees are safeguarded in accordance with local laws and regulations. Ensure that work is arranged so that the employees can carry out their daily work in a proper manner with regard to health and safety. Ensure that employees are not exposed to hazards from machinery, chemical substances or work processes, etc.

4.5 Checking

4.5.1 Monitoring and measurement

Fluenta monitors and measures, on a regular basis, the key characteristics of its operations that can have a significant environmental impact. The procedure includes documenting information required to monitor performance, applicable operational controls and conformity with the organization's environmental objectives and targets. Records are stored in the QA&HSE library on Fluenta's data storage platform.

4.5.2 Evaluation and compliance

Consistent with its commitment to compliance, HSE Manager periodically evaluates compliance with applicable legal requirements. Records of the results of the periodic evaluations are kept in the QA&HSE library on Fluenta's data storage platform.

4.5.3 Nonconformity, corrective action and preventive action

Nonconformities related to HSE issues are handled according to organization's procedure for the implementation of corrective and preventive actions (ref. Fluenta doc. no. 71.000.009). The purpose of this procedure is to ensure that the causes of non-conformances are identified, and to avoid reoccurrence of the same non-conformances.

4.5.4 Control of records

Control of records related to Organization's EMS is executed according to point 4.4 of Fluenta's Quality Management System Manual (ref. doc. no. 71.000.002) and Control of Documents and Records procedure (ref. doc. no. 71.000.101).

4.5.5 Internal audit

Fluenta will conduct internal audits of the EMS at planned intervals to determine whether the environmental management system conforms to planned arrangements for environmental management, including the requirements of ISO 14001, if it has been properly implemented and is maintained.
The HSE Manager will provide information on the results of audits to top management.
Audit programs are planned, established, implemented and maintained by Fluenta, taking into consideration the environmental importance of the operations concerned and the results of previous audits.

4.6 Management review

Top management reviews EMS together with annual review of the ISO quality system, adding to the agenda the input required by ISO 14001 standard. The outputs from management reviews will include any decisions and actions related to possible changes to environmental policy, objectives, targets and other elements of the environmental management system, consistent with the commitment to continual improvement.

5. REFERENCES

01.000.001 Fluenta Organization Chart
21.000.006 Employee training planning procedure
71.000.002 Quality Management System Manual
71.000.101 Control of Documents and Records
71.000.009 Control of non-conforming products/preventive and corrective action