

Alfa Quality Moving A/S

Document Environmental management system overview		Reg nr M 1.1	Page 1(2)
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Purpose

This document gives an overall description of Alfa Quality Moving A/S' environmental management system. It specifies the scope of the system, the system structure and documents within the system.

Scope

The scope of the system is international removal, mobility and relocation services. The system includes the Sites in Hvidovre and Aarhus.

Environmental management structure and content

Documentation	Reg. nr	Approved by
Environmental management system overview	M 1.1	Management representative
Environmental policy	M 2.1	MD
Environmental aspects	M 3.1	MD
Legal and other requirements	M 4.1	MD
Environmental objectives and programs	M 5.1	MD
Organization and competence	M 6.1	MD
Communication	M 6.2	Management representative
Documentation	M 7.1	Management representative
Procedures for supplier evaluation	M 8.1	Management representative
Procedures for waste management	M 8.2	Management representative
Procedures for emergency preparedness	M 8.3	Management representative
Procedure for local travel	M 8.4	MD
Procedures for monitoring and evaluation	M 9.1	Management representative
Procedure for dealing with non-conformity	M 9.2	Management representative
Procedure for internal audits	M 10.1	Management representative
Procedure for management review	M 10.2	Management representative

Other relevant documentation	Responsible function	Placering av detta dokument
SS-EN ISO 14001:2004	Management representative	Environmental coordinator
Process management	Process owners	Alfresco
Organization chart	MD	Alfresco

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Records of control	Responsible for establishing record	Storage of documents	Storage time
Meeting minutes			
Management review minutes		Alfresco Environment	5 years
Audit reports			
Internal audit report	Internal auditor	Alfresco /Environment	5 years
External audit report	External auditor	Alfresco /Environment	5 years
Reports non-conformity and suggestions for improvement			
Summary of reports of non-conformity and suggestions for improvement	Environmental coordinator	Alfresco /Environment	5 years
Checking			
Monitoring of objectives and programs	Environmental coordinator	Alfresco /Environment	5 years
Statistics from procedures for monitoring environmental aspects	Environmental coordinator	Alfresco /Environment	5 years
Evaluation of compliance			
Evaluation compliance legal and customer demands	Internal auditor/ Environmental coordinator	Alfresco /Environment	3 years
Environmental evaluation suppliers			
Compilation of results from supplier evaluation	Environmental coordinator?	Alfresco /Environment	3 years
Premises			
Receipt hazardous waste	Site manager	Binder at Site manager	5 years
Documentation waste entrepreneurs	Site manager	Alfresco /Environment	5 years
Environmental aspects			
Environmental review	Environmental coordinator	Alfresco /Environment	5 years
Competence			
Documentation environmental training	Site manager	Alfresco /Environment	5 years