

Alfa Quality Moving A/S

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Purpose

The purpose of this document is to describe roles, responsibility and authority concerning environmental work in AQM A/S. It also describes competence needs and how they are fulfilled.

Responsibility for the organization and resources

The managing director and the management group of AQM A/S allocates responsibility for the environmental work. It is their responsibility that appropriate personnel, economic and technical resources are available in the organizations processes. The performance of the environmental organization is evaluated annually as part of the management review.

Authority

Those responsible in processes included in the environmental organization have authority to take the necessary action to reach AQM A/S environmental objectives and ensure compliance with legislation, customer and stakeholder demands. Decisions about actions is allowed within the decided budgetary framework of AQM A/S. Decisions about actions outside the budgetary framework are made by the managing director and the management group.

Distribution of responsibilities and tasks

Managing director

- Ensure that AQM A/S comply with relevant environmental legislation

Management representative

- Report to the management group
- Ongoing contacts with the responsible function for ISO 14001 and the environmental coordinator in the AQM group.
- Responsibility according to policies and procedures in the environmental handbook

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Management group

- Coordinate environmental management with other management systems.
- Responsibility according to policies and procedures in the environmental handbook

Site manager

- Keep informed and inform employees about AQM A/S environmental work
- Responsibility according to policies and procedures in the environmental handbook

Environmental coordinator

- Shared resource within the AQM group. Responsibilities and tasks are described in AQM ABs procedures.
- Ensure that AQM A/S environmental management system complies with ISO 14001:2004

Process owners

- Keep informed and inform the process employees about relevant parts of AQM A/S environmental work
- Responsibility according to policies and procedures in the environmental handbook

All employees

- Responsibility according to policies and procedures in the environmental handbook

General competence

All employees should have relevant knowledge about the environmental aspects of AQM A/S, areas of priority in the company's environmental work and relevant parts of AQM A/S environmental management system. These general requirements for competence are met by procedures for introduction for new employees and basic, environmental training. Responsible for this is the site manager.

Description of specific competence

If there is a need for specific competences related to processes and functions in AQM A/S organization the managing director and process owners are responsible.

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Competence of AQM A/S transport suppliers

This concerns suppliers of transports and removal services locally. They should have relevant knowledge of AQM A/S environmental work and environmental management system. Responsible for removal services locally is the International general manager and for European removals is the European process owner.

Documentation of competence

Employee competence and training in the environmental field is documented in a training journal that is available on Alfresco.

Monitoring of competence

Monitoring of competence in the environmental field is conducted within regular employee appraisals and supplier evaluations. In the management review an overall assessment of current needs for competence development is done.