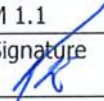


Alfa Quality Moving & Relocation group

Document Environmental management system overview	Reg nr M 1.1	Page 1(3)
Developed by Jörgen Johansson	Approved Kenneth Egelrud	Signature 
		Valid from 2014-03-03

Purpose

This document gives an overall description of the Alfa Quality Moving group 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, relocation, mobility and storage services. The system includes Alfa Quality Moving AB (Jönköping, Stockholm, Göteborg, Malmö), Alfa Quality Moving Denmark A/S (Copenhagen and Aarhus) and Alfa Quality Moving Norway AS (Oslo, Bergen and Stavanger).

Environmental management structure and content

Documentation	Reg. nr	Approved by
Framework for environmental management system		
Environmental management system overview	M 1.1	Management representative
Environmental aspects	M 1.2	Management representative
Lagförteckning AQM AB	M 1.3	Management representative
Legal requirements AQM Denmark A/S	M 1.4	MD
Lover og foreskrifter AQM Norway AS	M 1.5	MD
Stakeholder requirements	M 1.6	COO Marketing & Sales
Leadership & organization		
Environmental policy	M 2.1	CEO
Environmental objectives and programs	M 2.2	CEO
Organization and competence	M 2.3	CEO
System support		
Communication	M 3.1	Management representative
Documentation	M 3.2	Management representative
Environmental procedures		
Procedures for supplier evaluation	M 4.1	Management representative
Hantering av avfall, rutin	M 4.2	MD AQM AB
Procedures for waste management	M 4.3	Site manager AQM Denmark A/S
Rutine for avfall	M 4.4	Site manager AQM Norway AS
Nödlägesberedskap, rutin	M 4.5	MD AQM AB
Procedures for emergency preparedness AQM Denmark A/S	M 4.6	Site manager AQM Denmark A/S
Nöd- og beredskapsrutiner	M 4.7	Site manager AQM Norway AS
Procedures for evaluation		
Procedures for monitoring and evaluation	M 5.1	Management representative
Procedure for internal audits	M 5.2	Management representative
Procedure for management review	M 5.3	Management representative
Uppföljning av fyllnadsgrad, rutin	M 5.4	Process owner ECC
Uppföljning av reklamationer, rutin	M 5.5	Process owner Quality

Alfa Quality Moving & Relocation group

Document Environmental management system overview	Reg nr M 1.1	Page 2(3)
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Procedures for improvement		
Procedure for non-conformities and suggestions for improvement	M 6.1	Management representative

Other documentation	Responsible function	Document could be found
SS-EN ISO 14001:2004	Management representative	Environmental coordinator
Process management	Process owners	Alfresco
Organization chart	CEO	Alfresco
Systematic fire prevention work	COO Production	Alfresco
Tjänsteresepolicy AQM AB	Process owner HR	Alfresco
Tjänstebilspolicy AQM AB	Process owner HR	Alfresco
Trafiksäkerhetspolicy AQM AB	MD	Alfresco
Guidelines for Firmabilerna AQM Denmark A/S	MD	Personalehåndbog

Alfa Quality Moving

Document Environmental management system overview	Reg nr M 1.1	Page 3(3)
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Records of control	Responsible for establishing record	Storage of documents	Storage time
Meeting minutes			
Management review minutes	Environmental coordinator	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			
Archive reports of non-conformity and suggestions for improvement	Environmental coordinator	Redmine	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 stakeholder 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			
Journal/Receipt hazardous waste	Site manager	Binder at Site manager/Warehouse manager	5 years
Documentation waste entrepreneurs	Site manager Process owner WCC	Alfresco /Environment	5 years
Documentation control of fire prevention	Site manager/ Warehouse manager	Alfresco/Binder at site manager	3 years
Documentation chemicals	Site manager/Warehouse manager	Binder at Site manager/Warehouse manager	3 years
Environmental aspects			
Environmental review	Environmental coordinator	Alfresco /Environment	5 years
Competence			
Documentation environmental training	Site manager HR AQM AB	Alfresco /Environment	3 years