


Alfa Quality Moving & Relocation group

Document Organization and competence	Reg nr M 2.3	Page 1(3)
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Purpose

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

Responsibility for the organization and resources

The CEO and the management group of AQM group 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 the overall and local environmental objectives and ensure compliance with legislation and other stakeholder demands. Decisions about actions are allowed within the decided budgetary framework of AQM group. Decisions regarding actions outside the budgetary framework is taken by the CEO and the management group.

Distribution of responsibilities and tasks

CEO

- Responsibility according to policies and procedures in the environmental handbook

Management group

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

Management representative/Responsible function ISO 14001

- Assure that the AQM environmental management system complies with ISO 14001
- Report to the management group
- Ongoing contacts with the environmental coordinator in the AQM group.
- Responsibility according to policies and procedures in the environmental handbook

Alfa Quality Moving & Relocation group

Document Organization and competence	Reg nr M 2.3	Page 2(3)
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Managing director

- Ensure that AQM comply with relevant, local environmental legislation.
- Responsibility according to policies and procedures in the environmental handbook

Site manager

- Keep informed and inform employees about AQM overall and local environmental work
- Responsibility according to policies and procedures in the environmental handbook

Environmental coordinator

- Shared resource for environmental work within the AQM group.
- Report responsible function ISO 14001 and the management group
- Responsibility according to policies and procedures in the environmental handbook
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Process owners

- Keep informed and inform the process employees about relevant parts of AQM overall and local 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 group, areas of priority in the company's environmental work and relevant parts of 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 HR process in Sweden and site managers in AQM Denmark and AQM Norway.

Alfa Quality Moving & Relocation group

Document Organization and competence	Reg nr M 2.3	Page 3(3)
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Description of specific competence

If there is a need for specific competences related to processes and functions in the AQM group organization the responsible function for ISO 14001 and process owners are responsible for this.

Competence of AQM suppliers of removal services

This concerns suppliers of transports and removal services related to European and Overseas moves. They should have relevant knowledge of the AQM group's environmental work and environmental management system. Responsible for this are process owners for ECC, OCC and Overseas rates.

Documentation of competence

Employee competence and training in the environmental field is documented in a training journal that is available on Alfresco. Responsible for this are the HR process in AQM AB and site managers in AQM Denmark A/S and AQM Norway AS.

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.