

Reference	21291
Date	10 May 2016

## Annual Surveillance Audit Report

Organisation Name	MacArthur Green Ltd
Organisation Address	95 Woodside Road, Glasgow, G20 6NT
Audit location(s), if different from above	
Audit Type	Annual Surveillance
Certificate Details	Certificate No. 14125634: 09 April 2014 – 08 April 2024
Standard	ISO14001: 2004
Start and Finish Time	0930 - 1230
Audit Criteria	Comprehensive Audit (or part thereof) against the Management System processes and procedures documented by the Organisation, based on the requirements of the Standard.
Audit Objectives	<ol style="list-style-type: none"> <li>To confirm that the Management System has been implemented or maintained and is operating in accordance with the Audit Criteria.</li> <li>To confirm the ability of the Management System to ensure that the Organisation meets applicable statutory, regulatory and contractual requirements and meets its specified objectives.</li> <li>To identify areas for potential improvement of the Management System.</li> </ol>
Upgrade Information (if applicable)	<ol style="list-style-type: none"> <li>Does the client wish to upgrade to the latest version of the Standard? : No</li> <li>Is the Management System suitable for upgrading? : Yes</li> </ol>

<b>Recommendation</b>			
Pass		✓	
Pass subject to rectification		Auditor's Name	Jim Gracie
Probationary Pass		Auditor's Signature	
Suspension		Client's Name	Kirsty MacArthur
Cancellation		Client's Signature	

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<b>Findings</b>			
<b>Clause</b>	<b>Grade</b>	<b>Procedure Audited</b>	<b>Evidence and Findings</b>
4.1 -4.2	Pass	Environmental Manual	Manual at issue 1 dated May 2014 reviewed and satisfactory. Environmental policy dated 6 May 2014 with a recent review date of 6 May 2016 and authorised by the director satisfactory and addresses relevant issues.
4.3	Pass	Manual section 4.2 + Environmental Policy	.An environmental action plan reviewed and updated 26/4/16 contains a comprehensive list of hazards and associated risk assessments. A sample of these were examined in detail including – Disposal of waste including glass, paper, batteries, general etc and waste transfer note Changework Recycling dated 12/4/16. Travel control including encouragement of public transport and bicycle usage, Communication to staff on energy saving etc.
4.3.2 – 4.3.3 4.5.2	Pass	Manual section 4.3.2 – 4.3.3	Legal requirements monitored by the director and reviewed and updated for the business as appropriate. Objectives are set within the environmental action plan and these are reviewed annually with last review dated 26/4/2016.
4.4.1	Pass	Manual 4.4 and structure chart	An organigram at section 4.4.1 delineates responsibilities for the environment including EMS responsibilities. A quality and environmental manager is identified.
4.4.2 – 4.4.3	Pass	Manual section 4.4.2 – 4.4.3and training records	Training of all staff includes environmental awareness training and records of sign off of all policies is retained. This includes induction training. Communication to staff of environmental plan review issues satisfactory and risk assessments for individual sites are circulated to relevant staff including specialist sub-contractors.
4.4.4 – 4.4.5 4.5.4	Pass	Manual 4.4.4 and documents various.	The manual is controlled through a revision and amendment register although no recent changes have occurred. Risk assessments are controlled per site, computer back up satisfactory. Record retention satisfactory.
4.4.6	Pass	Manual section 4.4.6	Risk assessments are carried out for each site and method statements created and relayed to all personnel working on site including specialist sub-contractors. COSHH data sheet for disinfectant used as a cleaning agent on site available and satisfactory. Issue of PPE including hard hat, High Viz jackets, boots including waders etc.
4.4.7	Pass	Manual section 4.4.7	Procedures are in place for emergency evacuation and event reporting. The current landlord has not carried out alarm tests or evacuation drills and fire extinguisher maintenance has not been carried out recently. It is noted that the landlord has been repeatedly pursued for action on this topic.
4.5	Pass	Manual section 4.5 and audit records	A carbon report for recycling from Changework Recycling for period May 2015 – April 2016 is available and a full carbon footprint analysis was undertaken in May 2014. No calibrated equipment for monitoring in use. A comprehensive audit of the manual, policy and action plan was carried out on 6/4/16 and satisfactory. No non-conformances raised recently.
4.6	Pass	Manual section 4.6 and management review minutes	A review dated 12 <sup>th</sup> April 2016 was available and addressed the issues required in the environmental manual, attendees were satisfactory, and actions were placed and closed.

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### Notes for the Client

1. It is appreciate that emergency evacuation systems including alarm tests, maintenance of fire extinguishers etc. rests with the landlord however further pursuit to ensure compliance is encouraged.

### Corrective action(s)

Required where non-conformance has been identified

Number of non-conformances identified: 0

Number of major non-conformances:0

Number of minor non-conformances:0

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This Audit has been based on Random Sampling methodology and does not exclude the possibility that other non-conformances may exist. All recommendations are subject to review and ratification by the Certification and Auditing Division of QMS International. Please remember that free telephone advice on any aspect of your Management System is available from QMS Head Office Tel: (01603) 630345.