

**1. Purpose**

1.1 The purpose of this work instruction is to comply with legislation, monitor the amounts of Electricity, Water and Gas consumed in the process.

**2. Scope**

2.1. This Work Instruction covers all production processes where the use of non-renewable energy resources can be measured.

**3. Responsibilities**

3.1 The Environmental Management Representative supported by the Departmental Managers is responsible for co-ordinating the activities of this Work Instruction and for recording the usage of Electricity, Water and Gas each month.

3.2 Energy saving projects as defined through Objectives & Targets programme, which is reviewed at the regular EMAG Meetings.

3.3 The EMR – Environmental Manager Responder is responsible for reporting environmental performance data to TT Electronics on a monthly basis through the Salesforce portal.

**4. Work Instruction**

**4.1 Energy Usage Monitoring**

4.1.1 On monthly basis energy usage is analysed with the direct purpose of controlling units used.

4.1.2 The highest energy users will be targeted for reduction in usage as part of the Objectives & Targets programme and the TT Group Energy Reduction Programme.

**4.2 Resource Usage Minimisation**

4.2.1 Resource usage is further minimised through the use of practices adopted by AB Connectors Limited, examples of these may include:

- Departmental shut down plans (AB-EF08-02-06)
- Contract maintenance to ensure efficient use of resources, i.e. compressors, heating etc...

As defined through the Objectives and Targets Programme and the TT Group Energy Reduction Programme

**4.3 Changes to Processes**

4.3.1 Changes to process will take into account the use of responsibly sourced materials and/or energy efficiency of equipment required, the outcomes of these reviews will be added to the aspects register if required.

4.3.2 Where new equipment, equipment to improve processes or processes are changed or purchased, then the EEM – Early Equipment Management system is used. This system is used by the Production Engineering Department to safely and correctly identify environmental impact issues if they are to occur and deal with them appropriately using the systems in place.

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AB Connectors Limited  
Ynysboeth Trading Estate  
Abercynon  
CF45 4SF

**Work Instruction – AB-EW08-02-03**  
**Consumption of Resources**

**4.4 Monitoring**

- 4.4.1 Energy efficiency data and improvement activity status is also reviewed at the Monthly Management Review meeting with the Divisional Leadership team
- 4.4.2 The EMAG Reviews will monitor the success of energy saving projects at its Quarterly meetings.
- 4.4.3 The EMR is responsible for presenting energy usage data at the Annual Management Review and provide details of improvements made and further potential for savings.

**5 Documentation**

Departmental Shutdown Checklists	AB-EF08-02-06
Environmental Objective & Targets	AB-EF05-01-02
Monthly Utility Meter Readings	AB-EF08-02-07
Environmental KPI's	Health & Safety Folder / Roadmaps
HS&E Monthly Review	MMR Folder

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