



PRINCES Ltd CARDIFF SITE



Management Review Minutes

Date – 28th May 2021

Attendees: JM, VG, IM, TR, VB, JO, HT, ID

Apologies:

Environment

Purpose: To ensure the suitability, adequacy and effectiveness of the Environmental Management System by review. Maintain the Cardiff business to EN ISO 14001:2015.

Princes Cardiff achieved the Silver Standard on the Sustainability scorecard for the Marks and Spencer Plan A.

Content of the review agenda is compliant with ISO 14001:2015

1. MATTERS ARISING FROM PREVIOUS REVIEW (ISO 14001:2015 C9.3a)

Action	Responsibility	Timescale	Confirmation of Completion
Non conformances raised by group level.	AE	Jan 2021	Complete

2. CHANGES (ISO 14001:2015 C9.3b)

- External & Internal issues that are relevant to the environmental management system
- Risks & opportunities
The site is going through a major project which includes new buildings and new equipment, this will be an initial risk and controls will be implemented as part of the project to mitigate all identified risks. A factory readiness document has been drafted and this will ensure that environmental aspects in addition to food safety, health & safety are considered.

3. ENVIRONMENTAL OBJECTIVES (ISO 14001:2015 C9.3c)

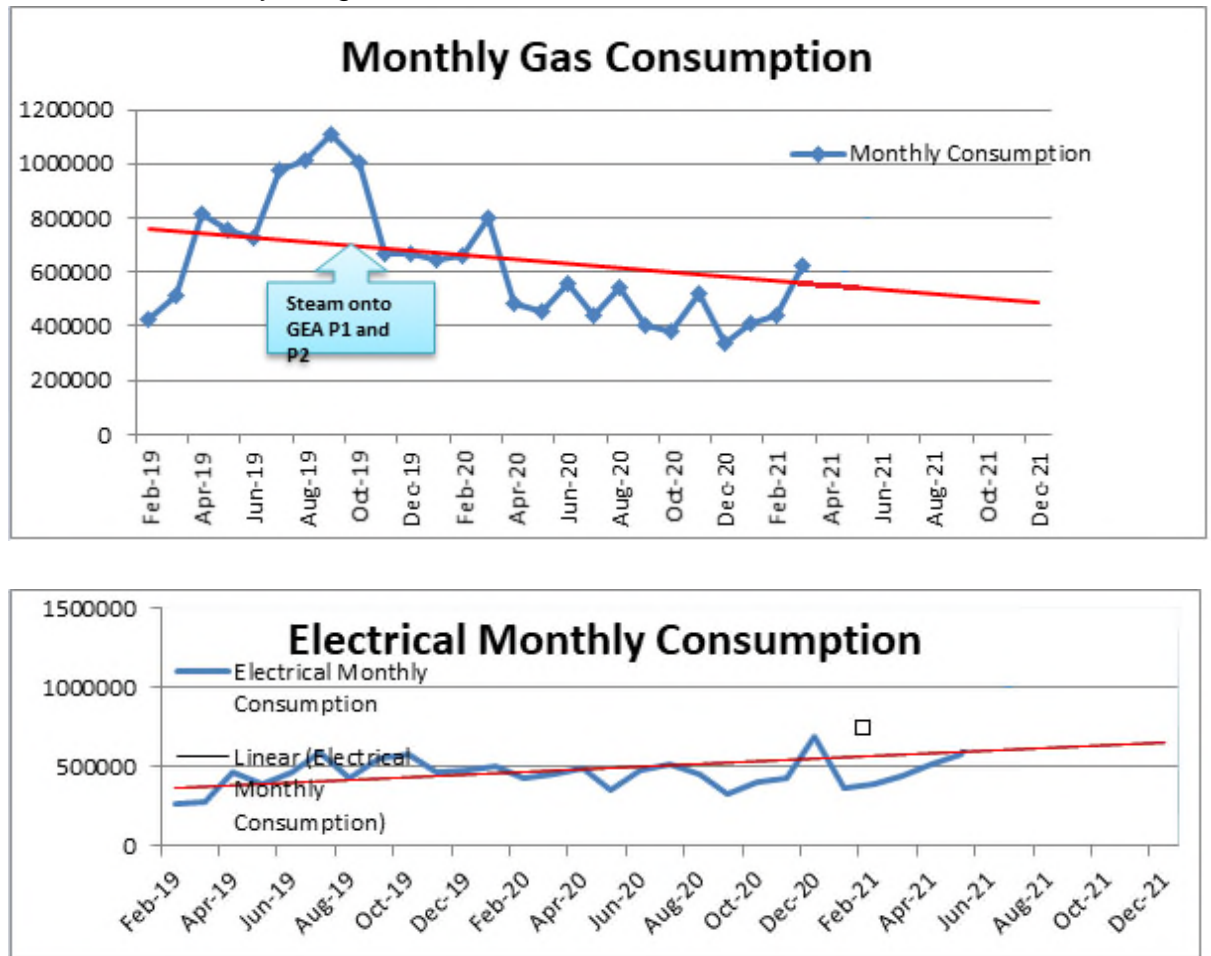
- Improve the efficiency of the management of waste juice.
- Ensure that the effluent flow meter is compliant with the requirements for MCERTS.
- Continue to improve energy and resource efficiency in line with WAGES 2020.
- Review and advise on the BREF notes for the Food, Drink and Milk Industries, IED 2010/75/EU requirements.
- Improve the current recycling to prevent contamination and produce increase rebates.

ISO14001 2021-2022

	Objective	Target	Who	When	Plans	Progress Assessment	2021-22 Proposed
1	Energy Reduction Reduce Electricity usage by 5% per case @2012	Target = TBC whilst project is ongoing.	Factory Engineer EHS Manager Energy Reduction Team	JAN 2022	1. Monitor via Utility spread sheet and graph 2. Log shutdown data against half hourly data to determine energy maps 3. Meter log equipment usage and starting energy mapping equipment 4. Establish an energy improvement team to reduce energy use. 5. Energy reduction programme on lines 6. Improve the monthly reporting system to support the improvements required. Plan to use MES for IPC to monitor utility in Process e.g. Chill energy use	Electricity usage monitored KWhr/case will be confirmed end of year once all billing information received	
2	Waste Reduction Increase OEE to improve waste production at source from 2012 @ 59%	Improve OEE to 70%	Operations Manager	DEC 2021	1. Complete SIG, GEA and Mariani training and competence 2. Complete SIG, GEA and Mariani snag lists	YTD = 53.9%	70%
3	Water Reduction Reduce water L/L usage by 5% from 2012	Target = TBC whilst project is ongoing.	Operations Manager, Engineering Manager EHS Manager	DEC 2021	1. Monitor via Utility spread sheet and graph 2. Include water reduction programme on site in the energy resource improvement team. 3. Review KPI to establish litres of water per litre of finished product and report monthly. 4. Train and educate colleagues in water efficiency	Water usage monitored L/L and a reduction on 1.20 litres of water per finished product.	
5	Waste Reduction Continue with no waste to landfill.	Zero to landfill Improve contamination and increase rebate on the solid waste.	Operations Manager EHS Manager	MAR 2021	1. Monthly monitoring with FWM Limited. 2. Improve waste segregation at site 3. Increase rebate for recyclable waste	Waste reduction (including waste juice) Improve the rebate return for recyclable waste	
6	Monitoring of Effluent Ensure compliance with MCERTS and IPPC Permit regarding the flow meter. No pH and suspended solids breaches Improve the efficiency of the juice waste	Reduce the suspended solids and COD in the effluent waste.	Operations Manager Engineering Manager EHS Manager	DEC 2021	1. Implement waste juice efficiencies 2. Continue to remove effluent from site for anaerobic digestion 3. Improve the effluent flow meter compliance 4. Establish a system for compliance with effluent consent limits and no breached in pH and suspended solids.	Effluent meeting permit compliance. Waste juice going to animal feed	Reduce effluent through efficiency of equipment & rework.

i. Energy Usage

Gas and Electricity usage 2020 - 2021 in kWh



ii. Production output for CCL compliance

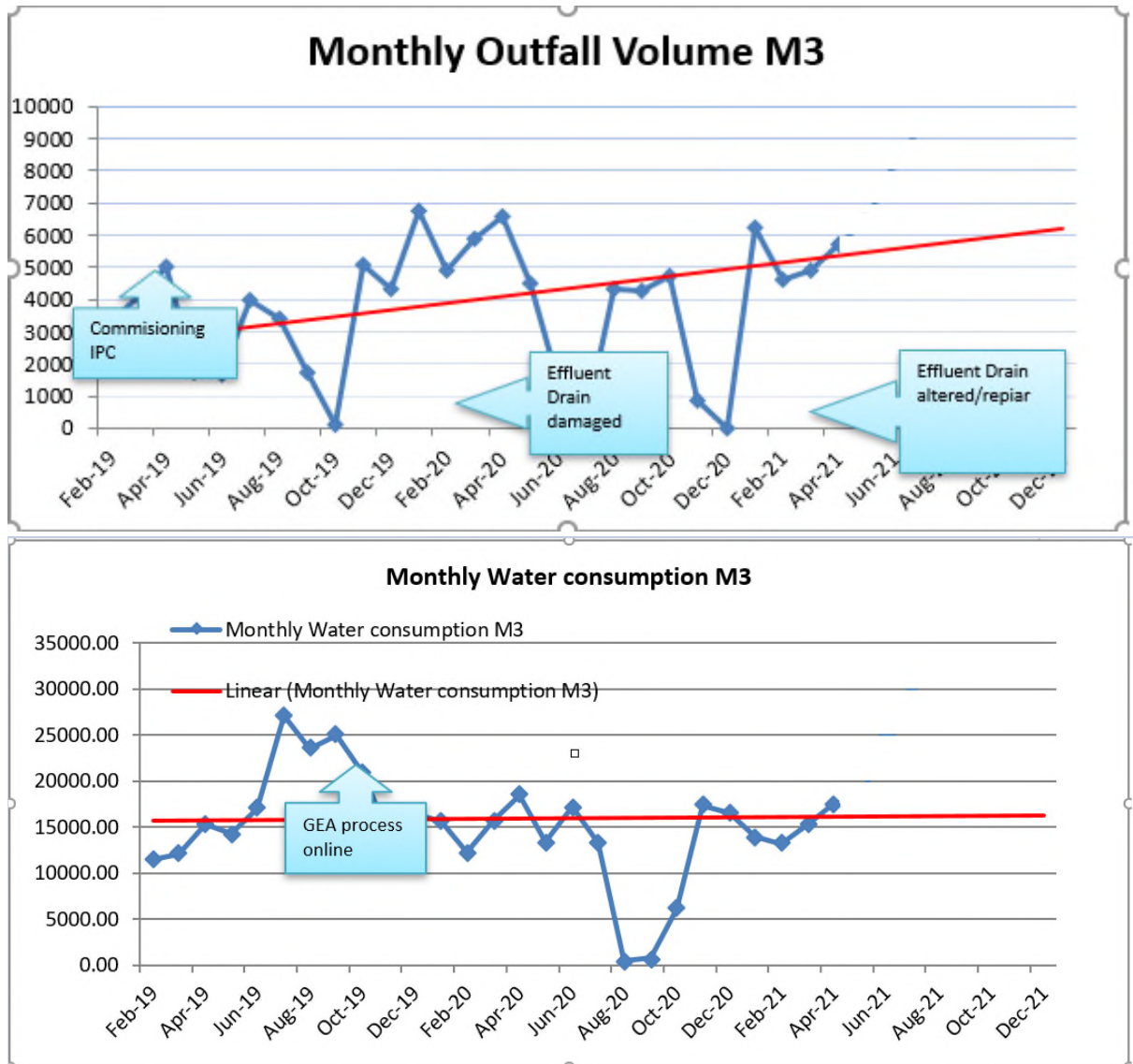
Monitoring data is reported to EHS Princes Group for compliance

iii. Water Usage

The water usage in the business is detailed in the graph and table. It shows an increase in water consumption from commissioning new process plant and operating two factories, this is now decreasing to expected levels. Effluent has remained constant due to new process plant designed to minimise waste effluent through minimal tank flushing and continuous mixing rather than batch mixing.

4. **ORGANIZATION'S ENVIRONMENTAL PERFORMANCE** (ISO 14001:2015 C9.3d)

I. Trends in nonconformities & corrective actions



II. Trends in monitoring& measurement results

III. Trends in fulfilment of its compliance obligations

New legislation is monitored by the EHS Manager with communication between Natural Resources Wales, Barbour, Princes Group EHS Manager and Institute of Environmental Assessment Management.

Relevant information is cascaded to the rest of the site as required. Changes are the then entered into the register of legislation and audited for compliance. The Register of Legalisation (F95) was reviewed in March 2018, followed by monthly reviews.

The Best Available Techniques (BAT), known as the BREF notes for the Food, Drink and Milk Industries is being considered for improvements to the production processes.

EFFLUENT

The suspended solids results are not in compliance with the consent limit. Heather Pepper, Trade Effluent Officer, Dwr Cymru - Welsh Water, confirmed that DC/WW, has concerns regarding current performance. Due to project works.

Waste juice is currently produced at a rate of approximately 20m³ / week (1000m³/ year) and transported by road tanker for use as animal feed or for anaerobic digestion and converted into renewable energy. The current cost is £440 per 20m³ tanker, resulting in costs of £22,000 per year for disposal. These costs do not include effluent charges from Dwr Cymru / Welsh Water. There is potential for significant cost savings from dewatering of the waste juice and recycling.

Annual calibration and inspection of the MCERTS effluent meter (used to charge effluent bills) was completed, with a new meter installed. This is a requirement for compliance with the Natural Resources Wales IPPC permit.

Recycling Waste

Zero waste to landfill waste continues, with the waste management service from Forward Waste Management Limited (FWML). There has been a significant improvement in the coordination of waste management. FWML have completed awareness training with employees on site to reduce waste contamination incidents.

The environmental, health and safety risk control measures have improved significantly, and a duty of care audits was completed. All waste streams follow the DEFRA hierarchy of waste management

Accidental Emissions - Fugitive Emissions

There were no accidental and fugitive emissions to land, air, or water during the year. The chillers and all air conditioning units are subject to routine maintenance including

leak testing, with service reports and refrigerant quantities recorded. We are fully compliant with F-Gas regulations and have transitioned as required.

IV. a. Internal Audit

Revised internal audits scheduled have been introduced to comply with the ISO 14001:2015 standard. The audits completed are for ISO 14001:2015 and are now led by the princes group.

5. **ADEQUACY OF RESOURCES** (ISO 14001:2015 C9.3e)

Resources are being reviewed as part of the major site project. The new Environmental health and safety manager was appointed in March 2021 Mr John O'Malley. Craig Wheeler is the interim EHS coordinator with the intention of the role becoming permanent by the middle of the 2021.

6. **RELEVANT COMMUNICATION(S) FROM INTERESTED PARTIES (incl. COMPLAINTS)** (ISO 14001:2015 C9.3f)

The only external correspondence that has been received during the year is from Welsh Water and Natural Resources Wales.

7. **OPPORTUNITIES FOR CONTINUAL IMPROVEMENT** (ISO 14001:2015 C9.3g)

i. Suitability, adequacy & effectiveness of the environmental management system

The Quality, Safety, Health, Environmental (QSHHEM) Policy Statement and manual will be reviewed to ensure compliance with ISO 14001:2015. The policy will update and will be issued by the General Manager, in April 2021.

Following the review of the Environmental Management System and the results of internal and external audits it is considered that systems and procedures are working.

8. **IMPLEMENTATION AND OPERATION**

4.1 Understanding the organisations and its context has been demonstrated by meeting ISO standard.

4.2 Understanding the needs and expectations of interested parties has been demonstrated with improvements to follow.

4.3 Determining the scope of the environmental management system has been demonstrated

4.4 The QSEHM documents is to be updated

Clause 5.1 Leadership and commitment has been demonstrated

5.2 Environmental policy has been demonstrated

5.3 Organisational roles, responsibility and Authorities have been demonstrated.

It was considered that roles have been adequately defined, documented and communicated. These are clearly defined in each SOP/OPL.

6.2 Environmental Objectives and planning to achieve them has been demonstrated.

Clause 7. Support for the EMS has been demonstrated

7.2 Competence in the EMS has been demonstrated

It is considered that all employees have been trained to an appropriate level to protect the environment and business. This is monitored by the training matrices and competency check systems.

7.3 Environmental awareness by employee has been demonstrated, with further improvement identified. Refresher training has been established to ensure competency and maintaining of standards

7.4 Communications of EMS related matters has been demonstrated with further improvement identified. The internal communications procedure was considered to be working well. EHS meetings are taking place on a monthly basis and are considered effective. Safety, health and environment are an agenda item at daily and weekly management meetings and monthly briefings. There is procedure for external communications in place, with communication with Dwr Cymru / Welsh Water and Natural Resources Wales.

7.5 Documented Information has been demonstrated with further improvements identified.

All documents are now in the integrated management system with authorised change control issued in controlled paper form and are available as part of a PC based system

7.5.2. Creating and updating of documentations for the EMS has been demonstrated.

7.5.3. Control of documented information has been demonstrated.

Clause 8. Operation: Operational control has been demonstrated with improvements identified on site bund protection.