



PRINCES Ltd CARDIFF SITE



Management Review Minutes

Date – 12th May 2020

Attendees: AE, VG, IM, TC, VB, AW, HT

Apologies: SA

Quality

Purpose: To review the Integrated Quality, Safety, Health and Environment System to ensure its suitability, adequacy and effectiveness.

Content of the review agenda is compliant with TFS 20551 version 1 and BRC version 9 (effective from August 2018).

Environment

Purpose: To ensure the suitability, adequacy and effectiveness of the Environmental Management System by review. Maintain the Cardiff business certification to BS EN ISO 14001:2007 and continually improve business performance, with a transition 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
Stakeholder index and stakeholder map have been created but the detail with regards to the needs and expectations is vague and grouped as such making it hard to understand their compliance obligations. Procedures SHE06 interested parties and SHE10 understand the needs and expectations of interested parties have been referenced in the system manual.	AE/CW	Aug20	QSHem updated.

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

- External & Internal issues that are relevant to the environmental management system
- A temporary boiler has been sited since Feb 2020 as a backup to the existing boiler. A second boiler is in the installation and commissioning phase, together with stack emissions modelling and an application for changes to our environmental permit, to accommodate 2 steam boilers.
- 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)

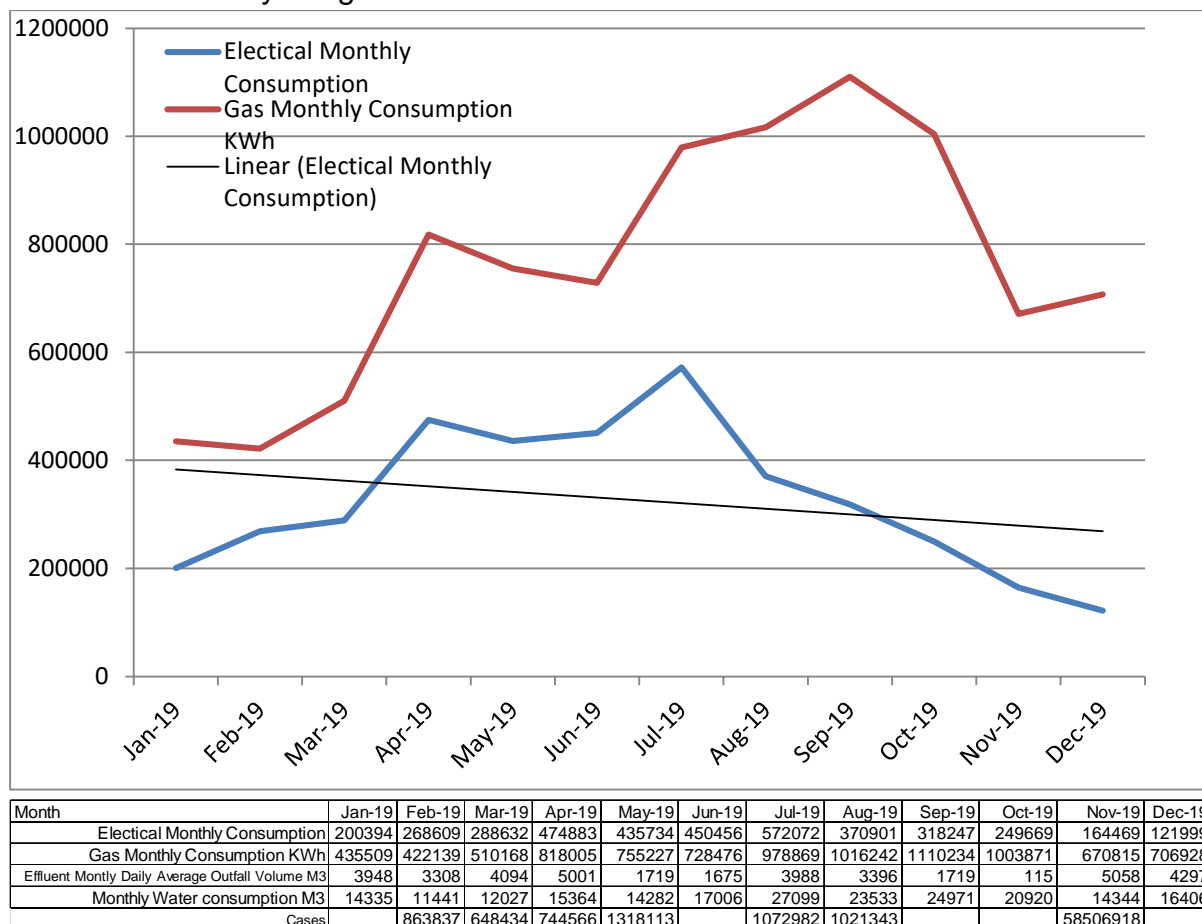
- Improve the efficiency of the management of waste juice.
- Ensure that the effluent flow meter is compliant with the requirements for MCERTS.
- Continue to improve energy and resource efficiency in line with WAGES 2020.
- Review and advise on the BREF notes for the Food, Drink and Milk Industries,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

ISO14001 2019-2020

	Objective	Target	Who	When	Plans	Progress Assessment	2020-21 Proposed
1	Energy Reduction Reduce Electricity usage by 5% per case @2012	Average 2012 = 0.411 KWhr/Case Target = 0.371 KWhr/Case	Factory Engineer EHS Manager Energy Reduction Team	May-21	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	Mar 21	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	2012 1.34 L/L Target = 1.27 L/L Below 1.20 litres of water per litre of finished product.	Operations Manager, Engineering Manager EHS Manager	Dec-20	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-20	1. Monthly monitoring with FWM Limited. 2. Improve waste segregation at site 3. Increase rebate for recyclable waste 4. Reduce the carbon footprint of the waste management system compared to 2016.	Waste reduction, 1291 tonnes produced in 2016 (including waste juice) Improve the rebate return for recyclable waste	Zero to landfill Reduce 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. Averages were COD 4966, suspended solids 236.04 Consistent pH levels within the consent limits.	Operations Manager Engineering Manager EHS Manager	Sepr-20	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 (2016/17 data shown in graph below)

i. Energy Usage

Gas and Electricity usage 2019 in kWh



Commissioning and operation of both old and new factories in Q1 and Q2 2019 saw high gas and electrical costs. The fall in electrical consumption since July 2019 has been a result of Tetra lines switching off and more efficient lines in the new production hall, incorporating variable speed drives, power factor correction etc.

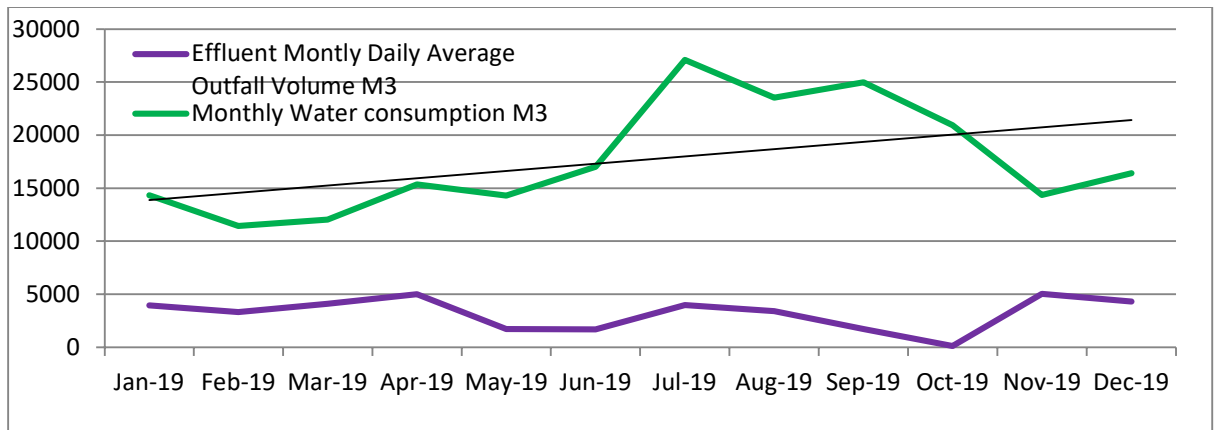
The increase in gas consumption is largely due to commissioning the pasteurisers and new process plant.

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)

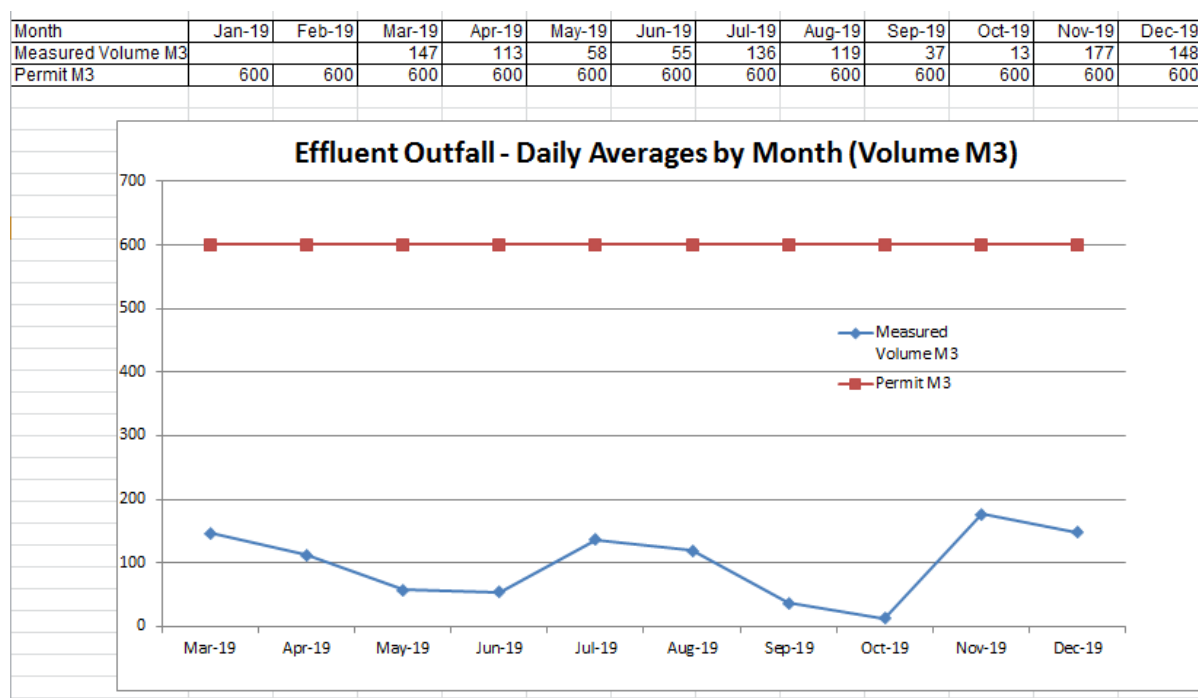
- I. Trends in nonconformities & corrective actions
- II. Trends in monitoring& measurement results
- III. Trends in fulfilment of its compliance obligations
New legislation is monitored by the EHS Manager with communication between Natural Resources Wales, Barbour, Princes Group EHS Manager and Institute 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), know as the BREF notes for the Food, Drink and Milk Industries is being considered for improvements to the production processes.

EFFLUENT

Effluent outflow has remained well within permit boundaries. The pipework was damaged in October but managed through our deviation process and quickly repaired.



The suspended solids results are in compliance with the consent limit. Heather Pepper, Trade Effluent Officer, Dwr Cymru - Welsh Water, confirmed that DC/WW, have no concerns regarding current performance.

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 cost 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.

Fugitive Emissions Report for Princes Cardiff 2015

Fugitive Emissions to Air

Release Point	Source	Substance/s	Emission Source	Control Measures	Risk Assessment
Process area doors	Processing of concentrate	Fruit juice, sugar, water	Odour	Doors are closed or plastic curtains in place. All process equipment lidded and closed when containing material.	Low risk
Refrigerant Equipment leaks	Refrigeration and air conditioning equipment	R134a, R22, R410a, R404A	Leakage	Maintenance contractors set up and F Gas Register in place. Equipment serviced every 6 months. Quantities low. REPOOM accredited engineer companies employed. Any repairs checked within one month of repair.	Low risk
Vehicle Exhaust	Pallet truck	Electricity used	No emissions from vehicles	Electric storage battery, all vehicles on contract. No exhaust from pallet trucks. Battery recharging generates small amount of hydrogen gas in a well ventilated room, controls in place to reduce the risk of ignition.	Low risk
Vehicle Exhaust	Forklift trucks	LPG Gas by cylinders	Vehicle engines	All vehicles on contract and serviced by qualified LPG engineers. LPG engines produce carbon dioxide and water vapour and used in well ventilated areas.	Low risk
Pool & Company Car Exhausts	Cars	Carbon dioxide	Vehicle engines	Cars serviced regularly, maintain in good condition.	Low risk

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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 compliance and legal compliance.

a. External Audits

External audits were conducted during the review period by BSI. These audits monitored compliance to ISO 14001 and continued registration was maintained with 1 minor non conformances found. The plant continues to have a good relationship with Natural Resources Wales and Dwr Cymru / Welsh Water.

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

Resources are being reviewed as part of the major site project.

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

TC - Several focussed improvement teams have commenced as follows

- a. CIP SMED for reduction in CIP duration where cycle times have been optimised to reduce duration and therefore consumption. Average CIP reduced from 8 hours average to 4 hours repeatably.
- b. Changeover efficiency for rapid streamlined changeovers to reduce waste. Average changeover reduce from 44 mins to 20 mins repeatably.
- c. Product change matrix and glenday sieve to optimise production efficiency across a range of 150 SKUs. Number of changeovers reduced from 45 to 35.
- d. Product compatibility matrix implemented to optimise production efficiency reducing the requirement for changeovers and tank rinses.
- e. Efficiency Action Plans are continuous to reduce losses in conjunction with our new suppliers SIG, GEA and Mariani.

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

The Quality, Safety, Health, Environmental (QSHEM) 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 2018.

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.

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

4.4 The QSEHM documents is to be updated

5.2 Environmental policy has been demonstrated

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.

OEE is monitored to drive production efficiency and decrease wastage. The target is 92% Technical Efficiency and 82%OEE. We maintained a steady OEE on the 2 remaining Tetrapak Lines through 2019 whilst installing and commissioning 2 new SIG lines.

The SIG OEE ramp up has been longer than expected but is now close to target. This has led to delays on Phase 2.

