

## Environmental Plan 2016 Q3 Update

low priority

Not started

In progress

Complete

Item	Item	Action required	Progress
<b>1.0</b>	<b>ISO 14001 Standard</b>		
1.1	ISO14001:2015 - new standard	Pull together gap analysis of the requirements of the new standard against current arrangements within ENGIE	Complete
1.2	ISO14001:2015 - new standard	Produce action plan for implementing new changes into the business.	Complete
1.3	ISO14001:2015 - new standard	Discuss gap analysis and action plan with BSI to obtain feedback. Any meaningful feedback to be built into plans.	In progress
1.4	ISO14001:2015 - new standard	Agree timetable for implementing actions with SHEQ Director & Head of Quality	Complete
<b>2.0</b>	<b>Legal / Statutory Compliance</b>		Complete
2.1	Aspects & Impacts register	Discuss the opportunity to host the registers on alternative platforms	In progress
2.2	Aspects & Impacts register	If viable, draw up an action plan for implementing the changes to the A&I registers onto new platform. These will be line with the new requirements of the 2015 ISO14001 standard.	In progress
2.3	Aspects & Impacts register	Discuss action plan and costs with SHEQ Director	In progress
2.4	Aspects & Impacts register	Review of 'Master' Aspects register and incorporate latest new risks identified.	Not started
2.5	Aspects & Impacts register	Communication to the SHEQ team of the revised 'Master' Aspects register and that need to work with contracts to implement changes	Not started
2.6	Legal Register	Discuss the opportunity to host the legal registers on alternative platform.	In progress
2.7	Legal Register	If viable, draw up an action plan for implementing the changes to the legal registers onto alternative platform. These will be line with the new requirements of the 2015 ISO14001 standard.	In progress
2.8	Legal Register	Discuss action plan and costs with SHEQ Director	In progress
2.9	Legal Register	Ensure Legal register is up to date (Communicate when updates have been made, with recent amendments/changes highlighted in yellow).	Complete
2.10	Legal Register	Review legislation from November 2014 - April 2016	Complete
2.11	Legal Register	Communicate out changes to the SHEQ team	Complete
2.12	Legal Register	Review legislation from May 2016 to October 2016	Complete
2.13	Legal Register	Communicate out changes to the SHEQ team	Complete
2.14	Waste Note System	Discuss the opportunity to host the Waste Note System on alternative platform	In progress

2.15	Waste Note System	If viable, draw up an action plan for implementing the changes to the Waste Note Register onto alternative platform	Not started
2.16	Waste Note System	Update waste transfer and consignment note pads with new branding	Complete
<b>3.0</b>	<b>Review of EMS</b>		
3.1	Review Policy Statement	Reviewed in line with new standard. Communicated out to the business in March 2016.	Complete
3.2	Update key processes	Update of revised procedures onto the Intranet	In progress
3.3	Update key processes	Communicate out to the business the revisions and key changes	In progress
3.4	Toolbox talk Review	Update all relevant toolbox talks	In progress
3.5	Toolbox talk Review	Identify from the SHEQ team whether any new toolbox talks are required.	In progress
3.6	Toolbox talk Review	Communicate out changes to the SHEQ team	In progress
3.7	Intranet Pages	Review content of existing Intranet Pages	Complete
3.8	Intranet Pages	Discuss with SHEQ Team any additional content they wish to see.	Complete
3.9	Intranet Pages	Understand future Intranet platform requirements and migrating details over.	In progress
<b>4.0</b>	<b>Management of Licenses / Certifications</b>		
4.1	Licenses / Certification Identification	Produce ENGIE licenses / certification list	Complete
4.2	Licenses / Certification Identification	Ensure licences are re-branded to ENGIE	Complete
4.3	Licenses / Certification Identification	Ensure licences / certificares are saved on shared drive	Complete
4.4	Licenses / Certification Identification	Identify legal structure for ENGIE and assess existing licences requirements.	Complete
4.5	Certification	Ensure environmental elements of CDP Disclosure are detailed (window open from end of Feb - Septmeber).	Not started
4.6	Certification	Identify potential environmental accreditations and certificates to pursue.	Not started
4.7	Certification	Discuss with SHEQ Director potential accreditations and certificates.	Not started
4.8	Renewals	Identify renewal dates for licences.	Complete
4.9	Renewals	Work with Ops to ensure licens are renewed.	Complete
<b>5.0</b>	<b>F-Gas Management</b>		
5.1	Certification	Identify REFCOM licences for business	Complete
5.2	Subcontractor Management	Identify F-Gas subcontractors used	Complete
5.3	Subcontractor Management	Contact subcontractors to use ENGIE record system	Complete
5.4	Subcontractor Management	Vet subcontractors REFCOM & REFCOM Elite status	Complete
5.5	Records	Ensure deployment of consistent approach for record keeping	In progress
5.6	Procedure & Rule Book	Update, amend and communicate out	Complete
<b>6.0</b>	<b>Communication</b>		
6.1	Legal Compliance Updates	To be created each quarter based on the latest and proposed legal requirements which could effect the business	Ongoing
6.2	Intranet Pages	Update on reviewed Intranet pages to go out to the SHEQ Team and Ops	Complete

6.3	EnviroNews Bulletins	To be issued monthly	Ongoing
<b>7.0</b>	<b>Supplier and Subcontractor Management</b>		
7.1	Coupa	Identify Supply Chain process for approving vendors which have a significant environmental impact	Complete
7.2	Coupa	Review Supply Chain process	Complete
7.3	Intranet Pages	Identify best practice and specialist environmental vendors on environment section on the Intranet.	Not started
7.4	Intranet Pages	Communicate out changes to the SHEQ team	Not started
7.5	Intranet Pages	Identify list of environmental innovations used on contracts and update on the Intranet.	Not started
7.6	Intranet Pages	Communicate out changes to the SHEQ team and the wider business	Not started
7.7	Lifecycle	Undertake Lifecycle Management review with Procurement.	In progress
<b>8.0</b>	<b>Dashboards / Reporting</b>		
8.1	Dashboards / Reporting	Agree content of Environmental Reporting Dashboard with SHEQ Director	Complete
	Dashboards / Reporting	Agree communication pattern and platform for Dashboard with SHEQ Director	Complete
	Incident Reporting	Agree Incident escalation reporting process with SHEQ Director	Complete
	Incident Reporting	Amend Incident reporting procedure accordingly.	Complete
8.2	Incident Reporting	Communicate out changes to the SHEQ team	Not started
	CERIS	Understand CERIS reporting requirements from CR Director	Complete
8.3	CERIS	Ensure data for CERIS submission is made in line with deadlines	In progress
<b>9.0</b>	<b>Internal Audit Regime</b>		
9.1	Scope	Audit proforma to be reviewed.	Complete
9.2	Plan	Audit plan to be produced for all sectors over the course of 2016.	Complete
9.3	Iauditor	Amend auditing tool	Complete
9.4	Audits	Undertake audits for identified contracts/sites to be completed by end of 2016	In progress
<b>10.0</b>	<b>Bid / Sales / Promotion</b>		
10.1	Bid library	Review of bid library	Not started
10.2	Case Studies	Identify environmental best in class list of case studies and which area they fit into (e.g. Energy, waste, water, etc)	Not started
10.3	SHEQ One Core Response	Review	Not started
10.4	Green Times	Provide content Green Times where required	Ongoing