



URUTI COMPOSTING & VERMICULTURE FACILITY



Integrated Management System Manual

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0.0 Terms and Definitions

Auditor	Person with the competence to conduct an audit
Continual improvement	Recurring process of enhancing the integrated management system in order to achieve improvements in overall business and environmental performance consistent with the organisation's quality and environmental policies.
Corrective action	Action to eliminate the cause of a detected nonconformity.
Document	Information and its supporting media
Environment	Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.
Environmental aspect (EA)	Elements of an organisation's activities or products or services that can interact with the environment.
Environmental impact	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects.
Integrated management system (IMS)	Part of an organisation's management system used to develop and implement its quality and environmental policies and manage its environmental aspects.
Environmental objective	Overall environmental goal, consistent with the environmental policy, that an organisation sets itself to achieve.
Environmental performance	Measurable results of an organisation's management of its environmental aspects.
Quality, Health, Safety & Environmental Policy	Overall intentions and directions of an organisation related to its quality performance as formally expressed by senior management
Environmental Guidelines	Overall intentions and directions of an organisation related to its environmental performance as formally expressed by top management.
Environmental target	Detailed performance requirement applicable to the organisation or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
Stakeholders	Person or group concerned with or affected by the performance of an organisation.
Internal audit	Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled.
Nonconformity	Non-fulfilment of a requirement.
Organisation	Remediation NZ Ltd
Preventive action	Action to eliminate the cause of a potential nonconformity.
Prevention of pollution	Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of

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pollutants or waste, in order to reduce adverse environmental impacts.

Procedure

Specified way to carry out an activity or a process.

Record

Document stating results achieved or providing evidence of activities performed.

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1.0 Introduction

2.0 Context of the Organisation

2.1 Business Overview

Remediation (NZ) Ltd (RNZ) is a company specialising in organic fertiliser production and sales. The Vermicast (worm casting) and Compost production capability supplies organic fertiliser to both organic and conventional farmers. Remediation (NZ) Ltd processes and converts, via Vermiculture and Composting, a wide range of organic waste streams into marketable biological products that can be safely placed back on to agricultural and horticultural land as a beneficial fertiliser and soil conditioner. With the continued emphasis on waste minimisation and the resultant success of Remediation (NZ) Ltd's fertiliser products, Vermiculture and Composting now offer a simple, sustainable and highly desirable alternative method for dealing with a range of unwanted organic waste streams that might otherwise require less favourable disposal methods, such as landfilling.

The Uruti Composting facility has in operation since December 2001 and holds six separate consents with the Taranaki Regional Council, comprising of approximately 90 conditions

2.2 Purpose of this Manual

This Manual defines the Integrated Management System (IMS) of Remediation NZ Ltd's Uruti activities and contains:

- a) The Quality Health Safety and Environmental Policy;
- b) Environmental Guidelines;
- c) Statements of responsibility and authority;
- d) An overview of the company's management and environmental procedures and controls;
- e) The identification of the resources and training allocated to management, performance of work and verification activities including internal audit;
- f) The appointment of the Management Representative (MR);
- g) The arrangement for periodic management reviews; and
- h) To provide guidance and direction for the implementation and operation of the IMS to all personnel including all relevant documents.

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2.3 Stakeholders

Interested Party	Needs, Expectations and Issues
Owners/Shareholders	<ul style="list-style-type: none">• Have a growing business that provides profits• Be well governed and well managed• Want staff to enjoy their work, be challenged, perform their jobs competently and meet the company and customer requirements
Customers	<ul style="list-style-type: none">• Quality service and products• On time and in specification
Suppliers & Contractors	<ul style="list-style-type: none">• Ongoing and secure work• Be paid on time• Clear understanding of requirements• Constructive feedback
Employees	<ul style="list-style-type: none">• Job security• Clear understanding of their roles and responsibilities• Good friendly work environment• To feel valued and appreciated• Opportunities for personal development
Regulators	<ul style="list-style-type: none">• To meet the required laws and regulations• To maintain high standards of corporate governance
IWI	<ul style="list-style-type: none">• Exercise of Kaitiakitanga (guardianship and protection) for the Mimitangiatua River and Haehanga Stream.• To be kept informed about environmental performance• To have confidence in site management and the ability of Remediation NZ to avoid adverse environmental effects• To have lines of communication in place so concerns can be raised
Community	<ul style="list-style-type: none">• Good corporate citizen

2.4 Scope of IMS

The scope of the IMS applies to all Remediations NZ Ltd's operation undertaken on the Uruti site and the effects to the surrounding area to the North and downstream beyond the boundary relating to odour, and water quality of the Haehanga Stream and the Mimitangiatua River.

The scope of the IMS also covers inspection and sampling of waste products used in the composting process offsite before they arrive at the Uruti site.

2.5 IMS structure

The IMS complies with:

- Biogro Standards for the production of vermicast
- NZS 4454:2005 – Compost, Soil Conditioners and Mulches
- Requirements of ISO 14001, ISO 9001 and NZS 4801

The IMS consists of the following levels of documented information:

- Policies
- Management Plans
- Standard Operating Procedures (SOP's)
- Standard Workplace Instructions (SWI's)

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- Forms, registers and records are evidence to prove the IMS is operational

2.6 IMS Document Management

- The Management Representative is responsible for ensuring that all IMS documented information is effectively controlled
- All employees are responsible for ensuring they are always up to date with all IMS documented information available in the Documents module
- To prevent the unintended use of obsolete documented information, superseded documents are automatically identified and removed from general view from the workforce
- Management of the IMS will be controlled by the following Standard Operating Procedures:
 - Control of documents and records
 - Creating and updating information
 - External Documents
 - Computer Back-up
 - Maintenance

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3.0 Leadership

3.1 Leadership and commitment

3.1.1 The Senior Leadership Team is responsible for:

- a) Endorsing the quality, health, safety and environmental policy;
- b) Endorsing the environmental guidelines; and
- c) Ensuring appropriate resource allocation to enable the effective operation and continual improvement of the IMS
- d) Promoting continual improvement of the IMS

3.2 Quality, Health, Safety & Environmental Policy

Remediation (NZ) Ltd will consistently provide products and services that meet or exceed the requirements and expectations of our customers. We will actively pursue ever improving quality through programs that enable each employee to do their job right the first time and every time.

Remediation (NZ) Ltd will strive to deliver service quality that surpasses customer expectations by:

- Commitment to continuous improvements to ensure customers receive the highest quality service
- Commitment to promoting Health & Safety in the workplace including ongoing consultation with staff
- Commitment to promoting environmental responsibility
- Complying with all legislative requirements relevant to the work being undertaken
- Promoting teamwork, and encouraging commitment and participation from all staff in achieving the stated objectives
- Training staff to ensure the required skills are developed
- Remediation (NZ) Ltd supports the adoption of internationally recognised standards in order that all stakeholders benefit from our quality, health, safety and environmental commitment.

Kerry O'Neill
Managing Director
Remediation (NZ) Ltd

David Gibson
General Manager-Operations
Remediation (NZ) Ltd

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3.3 Quality Guidelines

Remediation NZ Ltd recognises the importance of operating using policies and procedures to ensure repeatable and consistent results. We are committed to providing our customers with great service and products, every time.

We are committed to:

- Meeting all relevant statutory and regulatory requirements.
- Continually meeting our Management Systems.
- Meeting the needs and expectations of our stakeholders.

To achieve this, we will:

- Provide our customers with high quality products every time
- Provide an environment where staff can grow and learn new skills
- Provide a return to shareholders

We will measure our progress through:

- Setting goals
- Documenting plans
- Reviewing performance
- Developing and monitoring key performance indicators

We will enable this by:

- Operating with a positive team spirit through open discussion, training and motivation
- Being innovative
- Implementing continual improvement initiatives
- Investing in resources
- Investigating new technologies

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3.4 Environmental Guidelines

Remediation NZ Ltd recognises that our operational practices have an impact on the environment. Remediation NZ is a business that operates in a competitive market, providing organic products to discerning clients. Remediation NZ Ltd's environmental objective is to implement sustainable practices that provide a high level of protection for our natural environment and improve/reduce our environmental footprint.

Remediation NZ Ltd places a high value on the quality and long-term sustainability of the environment in which it operates. Accordingly, Remediation NZ Ltd gives a commitment to its stakeholders ensuring that all activities in its jurisdiction are conducted in a manner that will avoid, remedy, or mitigate, to the most practical extent, any adverse effect on the environment.

To meet this objective the company will:

- Leadership
 - Lead by example and set clear expectations and controls for all users of the Uruti facility.
- Education & Training
 - Ensure that staff, contractors and suppliers are aware of, and are appropriately trained, to prevent adverse environmental impacts from the work that they control.
- Accountability
 - Ensure that responsibilities for environmental management are allocated to appropriate officers of the company
- Continuous Improvement
 - Maintain an Integrated Management System and ensure a process of continuous improvement takes place through regular reviews of the company's environmental management performance.
- Legislative Compliance
 - Monitor changes to legislation to ensure that operations meet or exceed environmental regulations
- Resources
 - Ensure that the company has the resources available to achieve the objectives of the environmental management plan.
- Monitoring
 - Monitor the effects of the activities in a systematic way to ensure the detection of any adverse effects on the Uruti site and surrounding environment.
- Community
 - Report on a regular and ongoing basis to the stakeholders in the business.

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To fulfil these guidelines the Company will:

- Avoid the pollution of land, water and air by conformance with regulatory guidelines and industry standards applicable to all areas of operation;
- Identify sites of archaeological, historical and natural significance, which could be impacted by the Company's operations and minimise their disturbance;
- Ensure that environmental incidents, near misses, concerns and complaints are recorded adequately, investigated and appropriate procedures implemented;
- Inform all employees and contractors of their environmental and cultural heritage responsibilities;
- Ensure that all operational sites have a waste management plan and that waste generated by operations is disposed of in a safe and environmentally efficient manner and in conformance with relevant environmental legislations.
- Distribute appropriate guidelines, regulations and publications;
- Protect native flora and fauna in all areas of operations;
- Develop and comply with codes of practice required by the regulating authorities which minimise environmental impacts from all field operations.

Any personnel failing to comply with the requirements of these guidelines will be subject to disciplinary actions including, where necessary, dismissal, in accordance with the Company's procedures.

Application of this policy resides with Remediation NZ management and with all employees sharing responsibility for its implementation.

3.5 Health and Safety Guidelines

RNZ together with Contractors and Suppliers are committed to ensuring that practical and effective measures are in place to keep employees, contractors and others associated with our operations free from harm and to protect the environment by the efficient use of resources.

In implementing these guidelines, the company will comply with legislative requirements and aim to exceed those minimum standards. The board recognises the need to help ensure work place safety and health for the overall performance of the site.

To achieve this, we will take all practicable steps and;

- Systematically approach health and safety management as an integral part of our business plan
- Help design our workplace and processes to minimise the risk of harm
- Empower and encourage each person to take ownership and accountability for ensuring the workplace remains a safe working environment
- Help provide our people with the appropriate training, technology and tools to able them to work safely and efficiently
- Help develop and use safe work practices at all times
- Help give all employees the opportunity to be involved with the management of hazards and the development of procedures to control hazards.
- Conduct our activities in such a manner so as not to cause damage to the environment, and will abide by National and Regional Council regulations
- Require our contractors to manage H & S in line with our policies
- Encourage appropriate levels of health management and rehabilitation for all personnel
- Review and audit our Hazard Registers, Forms, and Procedures regularly

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3.6 Organisational roles, responsibilities and authorities

3.6.1 General

Executive Management shall ensure that the responsibilities and authorities for relevant roles are assigned and communicated within the organisation

3.6.1 Management Representative (MR)

The General Manager - Operations is the appointed MR and has responsibility and authority for:

Ensuring the IMS requirements are established, implemented and maintained in alignment with the ISO 9001:2016, ISO 14001:2016 and NZS 4801:2001 Standards.

3.6.2 Integrated Management System Committee

This committee is responsible for:

The establishment and implementation of the IMS;

- The establishment and review of objectives, targets, and programmes;
- Providing leadership in the pursuit of environmental issues;
- Reviewing the IMS to ensure its suitability, adequacy and effectiveness

3.6.3 All employees and contractors

All employees and contractors are responsible for:

- a) Working in accordance with Remediation (NZ) Ltd policies and guidelines
- b) Reporting problems and deviations associated with their work

4.0 Planning

4.1 Actions to address risks and opportunities

4.1.1 General

When planning for the IMS, RNZ shall gain an understanding of the needs and expectations of stake holders and interested parties and determine the risks and opportunities that need to be addressed to:

Give assurance that the IMS can achieve its intended results;

Enhance desirable effects;

Prevent, or reduce, undesired affects (including Environmental and Health & Safety);

Achieve improvement.

4.2 Environmental aspects

4.2.1 General

In order to evaluate the impacts of its activities to the environment, Remediation NZ Ltd shall establish, implement and maintain a procedure to identify the environmental aspects of its activities, products or services that it can control and those that it can influence. These aspects are registered in the "Register of Environmental Aspects"

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4.2.2 Catchment

The site is located within the Haehanga Catchment in North Taranaki. The Haehanga Stream is a tributary of the Mimitangiatua River, a regional significant river and important recreational whitebait fishery. The Haehanga Catchment covers 5.73 km² (TRC Explorer), with monthly rainfall averaging 176 mm. The catchment geology in the Haehanga is dominated by Papa mudstones which are easily eroded and can contribute to poor water clarity in the water ways.

4.2.2.1 Haehanga Stream and tributaries

The Haehanga Stream is an entrenched meandering stream below the site, but adjacent the composting facility the stream has been modified and channelized to provide drainage away from the composting activities. The stream was relocated and channelized on to the North-eastern side of the valley adjacent the current Drill Mud Pad (DMP). Immediately upstream of the DMP the Haehanga Stream branches into four separate tributaries, the largest tributary flowing in a South-eastern direction

4.2.2.2 Mimitangiatua River

The Mimitangiatua River is a river of the Taranaki Region of New Zealand's North Island. It flows generally southwest from its sources in rough hill country 25 kilometres northeast of Urenui to reach the sea five kilometres northeast of the town. State Highway 3 follows the valley of the Mimitangiatua River for part of its length.

4.2.2.3 Soils

Soils in the Haehanga Catchment are classified as Orthic brown soils from the Whangamomona Complex loams. A field survey by BTW Company using soil augers identified the top soil as Light brown grey silty clay and the subsoil as Light grey silty clay.

4.3 Cultural Aspects

4.3.1.1 General

In order to assess the likely effects of its activities on the cultural values of Ngati Mutunga, Remediation NZ Ltd shall establish, implement and maintain a procedure to identify the Cultural aspects of its activities that it can control and those that it can influence. These aspects will be registered in the Uruti Maintenance of Measures document.

4.4 Compliance obligations

4.4.1.1 National

Remediation NZ Ltd's statutory compliance schedule includes the following:

- Resource Management Act 1991, its amendments and its associated regulations
- Nation Policy Statement for Freshwater Management (NPSFM)
- National Objects Framework (NOF)

4.4.1.2 Regional and local

Regional and local rules governing the prevention and mitigation of environmental effects include:

- Taranaki Regional Policy Statement
- Regional Air Quality Plan for Taranaki

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- Regional Freshwater Plan for Taranaki (RFP)
- Ngati Mutunga Statutory Acknowledgement Areas
 - Mimitangiatua River within the area of interest
- TRC Pest Animal Strategy - prepared under the Biosecurity Act
- TRC Pest Plant Strategy - prepared under the Biosecurity Act
- The New Plymouth District Plan
- Resource consents from the Taranaki Regional Council
- Land use resource consent from the New Plymouth District Council

4.5 Planning action

4.5.1.1 Objectives, targets and programs

Remediation NZ Ltd shall follow a “plan-do-check-act” process to facilitate continual quality, environmental, health and safety performance improvements. The planning process includes the identification and updating of RNZ Register of health and safety aspects, environmental aspects, and the register of legal and other requirements. Together with RNZ’s QHS&E policy, RNZ’s objectives and targets are established, and appropriate programmes are formulated to achieve the objectives and targets

4.6 Environmental objectives and planning to achieve them

Based on the QHS&E policy and significant environmental aspects, environmental objectives shall be established, implemented and maintained.

The environmental objectives shall be:

- a) Consistent with the environmental policy and guidelines;
- b) Measurable (if practicable);
- c) Monitored;
- d) Communicated;
- e) Updated as appropriate.

4.6.1 Planning actions to achieve environmental objectives

RNZ shall establish, implement and maintain documented procedures for environmental hazard identification, environmental hazard/risk assessment and control of environmental hazards/risks of activities including activities of contractors and suppliers.

4.7 Health and Safety objectives and planning to achieve them

4.7.1 Health and Safety objectives

Based on the QHS&E policy and significant H&S aspects, H&S objectives shall be established, implemented and maintained.

The Health and safety objectives shall be developed using:

- f) Hazard identification
- g) Hazard/risk assessment;
- h) Control of hazards/risks; and;
- i) Evaluation of steps (f) to (h).

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4.7.2 Planning actions to achieve health and safety objectives

RNZ shall establish, implement and maintain documented procedures for hazard identification, hazard/risk assessment and control of hazards/risks of activities including activities of contractors and suppliers.

5.0 Support

5.1 Resources

5.1.1 General

Executive Management shall commit to provide resources essential to the implementation and control of the IMS

5.1.2 People

RNZ has appointed the General Manager – Operations as the Management Representative (MR) for the implementation and maintenance of the IMS.

The Uruti site manager is responsible for the day to day activities at the site.

5.1.3 Infrastructure

Infrastructure is provided to ensure policy and guidelines can be effectively implemented

5.1.4 General

RNZ shall determine and provide the resources needed to ensure valid and reliable results when monitoring or measuring is used to verify the conformity of products and environmental performance.

5.1.4.1 Measurement traceability

When measurement traceability is a requirement, or is considered to be an essential part of providing confidence in the validity of measurement results, measuring equipment shall be:

- a) Calibrated or verified against measurement standards. When no such standards exist, the basis used for calibration or verification shall be retained as documented information
- b) Identified in order to determine their status
- c) Safeguarded against adjustments, damage or deterioration that would invalidate the calibration status and subsequent measurements results.

5.1.5 Organisational knowledge

RNZ shall determine the knowledge necessary for the operation of its processes and the achieve conformity of products and services.

This knowledge shall be maintained and made available to the extent necessary.

When addressing changing needs and trends, RNZ shall consider its current knowledge and determine how to acquire or access any necessary additional knowledge and required updates.

5.2 Competence

5.2.1 Staff competence

RNZ shall ensure all staff performing tasks are competent on the basis of appropriate education, training and/or experience and shall retain associated records.

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5.2.2 Contractor competence

RNZ shall implement a process to register contractors, sub-contractor and temporary staff.

Contractor selection will be based on-

- Qualifications
- Experience
- Delivery performance
- Cost
- Have in place a documented Quality/H&S/Environmental System
 - Hazard identification
 - Reporting system
 - Emergency plans
 - Training process and may provide evidence of training
 - External compliance recognition
- Health & Safety record's
 - Serious harm
 - MTI (*medically treated incident*)
 - LTI (*lost time injury*)
- Infringement or improvement notes and fines from the regulator
- Environment record
- Insurances
 - Insurance Certificate of currency
 - Contract Works
 - Public Liability
 - Third Party Liability

Contractor induction will be carried out prior to site access

Contractor documents will be reviewed prior to site access

Contractor reviews will be carried out using F-640-003-A.

5.3 Awareness

RNZ shall ensure that staff and contractors undertaking tasks at Uruti site are aware of:

- a) the quality and environmental policies and guidelines
- b) The significant environmental aspects and related actual or potential environmental impacts associated with their work
- c) The implications of nonconforming with the environmental management system requirements, including not fulfilling the organisations compliance obligations.

5.4 Communication

5.4.1 General

RNZ shall establish, implement and maintain the process needed for internal and external communication relevant to the IMS, including:

- On what it will communicate;
- When to communicate;
- With whom to communicate;
- How to communicate

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Communication streams are developed in line with-

Internal	External
Board meetings – compliance report each month	Shareholder Meetings
Staff meetings	Customer
Induction program	Contractors and suppliers
Company instructions	lwi
Supervised instruction	Regulators
Signs and notices	Community
	Dealing with enquiry and complaints

5.5 Documented information

5.5.1 General

5.5.2 Creating, and updating documents

Documents are created as per SOP Document Control RW-AP-423-A

5.5.1 Control of documents

Documented information shall be controlled to ensure:

5.5.1.1 It is available and suitable for use, where and when it is needed;

5.5.1.2 It is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).

5.5.1.3 Obsolete documents shall be promptly removed from use

6 Operation

6.1 Operational planning and control

6.1.1 General

Day to day operational control of the site is the responsibility of the Uruti Site Manager. Operational plans are discussed and then implemented in conjunction with the General Manager-Operations.

6.2 Emergency preparedness and response

6.2.1 General

RNZ shall establish, implement and maintain processes needed to prepare for and respond to potential emergency situations identified in 4.2 and 4.3.

All potential emergency situations shall be identified, and emergency procedures documented for preventing and mitigating the associated environmental impacts, illness and injury.

RNZ shall review, then revise, where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of incidents or emergency situations.

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RNZ shall periodically test such procedures.

7 Performance evaluation

7.1 Analysis, review and evaluation

7.1.1 General

7.1.2 Evaluation of Compliance

- a) Complaints Register
- b) Incident notification
- c) TRC Monitoring Programme Annual Report

7.2 Internal audit

7.2.1 General

RNZ shall establish, implement and maintain a program and procedures to carry out internal audits at planned intervals to provide information to the review committee to determine:

- a) if the IMS has been properly implemented and maintained
- b) improvements that can be made to operational matters

7.2.2 Internal audit programme

Internal auditing provides a means of systematically assessing the organisations compliance with legal and environmental requirements.

Internal auditing provides an opportunity for policies, procedures and work place instructions to be regularly assessed and reviewed and provide recommendations for improvement to the review committee.

The review committee shall:

- a) Define the audit criteria and scope of each audit;
- b) Select auditors and conduct audits to ensure objectivity and impartiality of the audit process;
- c) Ensure the results of the audits are reported to relevant management

7.3 Management review

7.3.1 General

Management Review Committee

A management review of the IMS shall be carried out on a regular basis (6 monthly) by the review committee and presented to the Board. Aspects of the IMS to be reviewed are:

- a) Performance targets to meet policy
- b) Monitoring environmental performance & correcting deficiencies if necessary
- c) The site is adequately resourced with suitable infrastructure.
- d) Staff are adequately trained and experienced
- e) Ensuring a process of continual improvement takes place through regular reviews of the company's performance.

Senior Management shall review the IMS, on a regular basis, to ensure its continuing suitability, adequacy, effectiveness and alignment with the strategic direction of the

organisation

- f) Management review inputs
- g) Customer satisfaction and feedback
- h) Process performance and conformity of products
- i) Nonconformities and corrective actions
- j) Monitoring and measurement results
- k) Audit results
- l) The performance of external providers
- m) The effectiveness of actions taken to address risks and opportunities
- n) Opportunities for improvement

7.3.2 Management review outputs

- a) Opportunities for improvement
- b) Any need for changes to the IMS
- c) Resources needed

7.4 Improve Performance

7.4.1 Nonconformity and corrective action

When a nonconformity occurs RNZ shall:

- a) Take action to control and correct it;
- b) Deal with the consequences, including mitigating adverse environmental impacts
- c) Review the effectiveness of any corrective action taken;
- d) Make changes to the IMS, if necessary.

8 Compliance Reporting

8.1 General

RNZ shall report on a regular basis to stakeholders on the compliance performance and adequacy and shall produce the following:

- 8.1.1 Uruti Consent Compliance Report
- 8.1.2 TRC Monitoring Programme Annual Report

8.2 Reporting

8.2.1 Internal reporting

Site Manager to produce weekly and monthly report to GM-O
Management Representative to produce monthly report to MD
Board to receive monthly compliance report

8.2.2 External reporting

TRC

IWI

9 Innovation and continual Improvement

9.1 General

Remediation NZ will continue to review operation's at Uruti with a view of improving work systems and simplifying processes.

9.2 Innovation

Remediation NZ will keep abreast of new innovations in composting and if possible apply new processes.

9.3 Continual improvement

Continuous improvement will be achieved by regular reviews of operating practices and results, with improvement plans being implemented as required.

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Appendix A Controlled Document List

Document No.	Document/Form Name
RU-P-650-0100	Integrated Management System Manual
RW-500-001	Quality, Health, Safety & Environmental Policy
RW-510-001	Environmental Guidelines
RU-820-001	Uruti Objectives, Targets, and Programs
RU-F-821-001	Uruti Register of Environmental Aspects
RW-P-510	Uruti Register of Legal and other Requirements
RWP-622	Competence Awareness & Training
RW-AP-423	Document Control
RU-F-823	Uruti Environmental Monitoring
RU-F-824	Uruti Evaluation of Compliance
RU-F-825	Uruti Enquiry/Complaint Register
RW-P-852	Corrective and Preventative Action
RW-P-822	Internal Audit
RW-AP-500	Management Responsibility and Review
RW-P-510	Legislative Compliance Manual
RU-500-002	Uruti Visitor Policy

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Appendix C IMS Documents

Uruti Integrated Management System Manual	RU-P-650-0100-A
Uruti Waste Acceptance Plan	RU-P-650-0200-A
Approved Waste List	RU-F-650-0201-A
TRC approval of new waste protocol	RU-F-650-0202-A
Pre-delivery protocol	RU-P-650-0203-A
Onsite approval protocol	RU-P-650-0204-A
Waste Reception Protocol	RU-P-650-0205-A
Inwards Goods Register	RU-F-650-0206-A
Uruti Site Practices Plan	RU-P-650-0300-A
Site security and access	RU-P-650-0301-A
Site Management - Vermiculture Process	RU-P-650-0302-A
Site Management - Composting Process	RU-P-650-0303-A
Air Discharge	RU-P-650-0304-A
Monitoring	RU-P-650-0305-A
Community liaison	RU-P-650-0306-A
Incident notification	RU-P-650-3007-A
Noise	RU-P-650-0308-A
Uruti Wetlands Treatment System Management Plan	RU-P-650-0400-A
Incoming materials	RU-P-650-0401-A
Leachate Management	RU-P-650-0402-A
Sediment Management	RU-P-650-0403-A
Plant Management	RU-P-650-0404-A
Stormwater Channels	RU-P-650-0405-A
Uruti Leachate & Stormwater Management Plan	RU-P-650-0500-A
Pond Management Plan	RU-P-650-0501-A
Soil sampling and monitoring Plan	RU-P-650-0502-A
Irrigation Plan	RU-P-650-0503-A
Uruti Groundwater, Soil & Stream Monitoring Plan	RU-P-650-0600-A
Locations of Monitoring Bores	RU-D-650-0601-A
Locations of Soil Monitoring sites	RU-D-650-0602-A
Locations of surface water monitoring sites	RU-D-650-0603-A
Recording Sheet – Ground water	RU-F-650-0604-A
Recording Sheet – Surface water	RU-F-650-0605-A
Recording Sheet – Haehanga Stream flow	RU-F-650-0606-A
SWPI – Ground water Sampling	RU-SWPI-650-0607-A
SWPI – Soil Sampling	RU-SWPI-650-0608-A
SWPI – Surface water Monitoring	RU-SWPI-650-0609-A
Sampling Limits	RU-F-650-0610-A
Uruti Rainfall	RU-F-650-0611-A
Haehanga Stream Flow	RU-F-650-0612-A
Uruti Irrigation Model	RU-F-650-0613-A

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Uruti Landscaping Plan	RU-P-650-0700-A
Riparian Planting Plan	RU-P-650-0701-A
Uruti Infrastructure Management Plan	RU-P-650-0800-A
Fences	RU-P-650-0801-A
Tracks	RU-P-650-0802-A
Culverts	RU-P-650-0803-A
Buildings	RU-P-650-0804-A
Office	RU-P-650-0805-A
Weighbridge	RU-P-650-0806-A
Security Gate	RU-P-650-0807-A
Surveillance equipment	RU-P-650-0808-A
Power supply	RU-P-650-0809-A
Telephone, internet and site communication	RU-P-650-0810-A
Dam site	RU-P-650-0811-A
Uruti Release of Final Product	RU-P-650-0900-A
Define Final Product	RU-P-650-0901-A
Internal release	RU-P-650-0902-A
External release	RU-P-650-0903-A
Uruti Weed & Pest Management Plan	RU-P-650-1000-A
Feral animal control	RU-P-650-1001-A
Vermin control	RU-P-650-1002-A
Weed control	RU-P-650-1003-A
Uruti Site Reinstatement	RU-P-650-1100-A
Site Exit Plan	RU-P-650-1101-A
Uruti Maintenance of Measures	RU-P-650-1200-A
Uruti Site Emergency Plan	RU-P-650-1300-A
Uruti Health & Safety Manual	RU-HP-640-001-B