

		Environmental Planning Procedure			
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Created by		Job title		Date	
Approved by		Job title		Date	
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1. Purpose & Scope.

- 1.1 The purpose of this procedure is to define the processes for Environmental planning.
- 1.2 Environmental Management practices are integrated into the planning for new product, processes and services.

2. Definitions.

2.1

3. Responsibility.

- 3.1 SE Manager is responsible for administering this procedure.

4. Procedure.

4.1 Environmental Aspects.

- 4.1.1 Supercharge shall establish a procedure to identify, examine and control those aspects of its activities, products and services which can significantly interact with the environment.
- 4.1.2 Supercharge shall categorise and rank its activities, aspects and associated significant impacts according to their significance in order to set its environmental objectives and targets.
- 4.1.3 This information will be documented on the Impact Aspects register and kept up to date.

4.2 Legal and other Requirements

- 4.2.1 Supercharge shall identify legal and other requirements to which it subscribes and ensures they are accessible.

4.2.2 The relevant information will be sourced from, but not restricted to the following sources: -

4.2.2.1 EPA web site: - www.epa.sa.gov.au

4.2.2.2 Business SA

4.2.2.3 Ai Group

4.2.3 An annual audit of the conditions of the EPA license shall be conducted

4.3 Objects and Targets.

4.3.1 Supercharge set objectives and targets that are consistent with its Environmental Policies taking into account legal requirements, significant aspects and the views of interested parties.

4.3.2 Supercharge shall establish and maintain programs for achieving objectives and targets that relate to Environmental aspects.

4.3.3 Programs shall include: -

4.3.3.1 Designation of responsibility for achieving objectives and targets at relevant functions and levels of the organisation.

4.3.3.2 The means and time frame by which they will be achieved.

4.4 Communication: -

4.4.1 Supercharge shall communicate its Environmental aspects internally.

4.4.1.1 Internal communications via toolbox meetings and the Supercharge intranet.

4.4.1.2 External communications: - voluntary reporting.

5. Reference Documents.

6. Procedure Review.

6.1 This Procedure shall be reviewed as required as part of the internal audit schedule and/or after any legislative or organisational changes. At the least, every 5 years.

6.2 It will be reviewed in consultation with workers.

Revision	Date	Amendment Summary
1	13/2/15	Procedure rewritten to reflect the current organisational structure.