



Rochester Employee's Environmental Awareness Brief

Preparing for ISO 14001
Environmental Management System Certification

BAE SYSTEMS

Foreword

The Rochester site is committed to safeguarding the environment which will continue to be an integral part of our overall business strategy. The company will demonstrate this commitment by the development and use of materials, process, suppliers and services which minimise environmental damage and by the optimum use of energy and natural resources.

Our aim is to achieve measurable continuous improvements in environmental management and to this end it is the intention to progress towards certification in accordance with the international standard ISO 14001.

From the 23rd to 26th July 2001 LRQA will be conducting the stage one assessment and this will be followed on the 24th to 28th September 2001 by a stage two full certification audit.

In order to achieve certification it is important that you are aware of and have an understanding of issues identified in this brief.

If you have any questions or wish to make any suggestion, please contact Allan Dowdy (14001 Project Manager) on 3922 or e-mail via the Environmental Intranet Site.

To view the environmental intranet page, first go to the Rochester Home Page then click the Environmental link.

Thank you for your co-operation



DAVE JOHN
Environmental Director



ALLAN DOWDY
ISO 14001 Project Manager

Major Issues

We have created an Environmental Intranet Site, that contains all environmental material relating to the Rochester Site. Please take the time to visit this site and familiarise yourself with its contents.

The following key documents are available on the Environmental Intranet Site. Please take the time to read them. If you have difficulty in viewing or understanding them please contact Allan Dowdy.

Environmental Policy

This is a statement of the companies recognition of the importance of global environmental protection and the implication of our activities on the local environment. It is appropriate to the nature and scale of our activities and products we supply. It also includes a commitment towards continuous improvement on environmental practices. The management team has approved the policy.

Environmental Manual

This document describes how the Environmental Management System works. It complies with the requirements of ISO 14001 and allocates responsibilities.

There is a useful reference to all relevant procedures in section 8, of this document.

Preparation

Control and Disposal of Waste and Waste Containers EV-03

Details of how we handle, store and control waste substances and waste containers are laid down in this procedure. All liquids are only to be stored on a secondary bunds in order to prevent escape to surface water drains in the event of failure of a container.

This procedure gives examples of special waste that must not be disposed of as general waste. Please read these examples as some of them may surprise you.

Control and Reporting of Environmental Incidents EV-04

This procedure gives details of how we deal with environmental emergencies such as liquid chemical or oil/fuel spillage. It identifies key personnel and services which would be required to deal with an incident. It also identifies who you should inform if you have a problem.

Spill Kits are situated in areas where there is a risk of a spillage occurring. Please take the time to locate the nearest one to your place of work.

Aspects and Impacts

Control of Environmental Communication and Complaints EV-05

This procedure describes how and to whom complaints are reported. It also provides a method of recording corrective and preventative actions.

Objectives and Targets EV-06

Objectives and targets were established and approved for 2001/2002. Progress against them will be reviewed by senior management and at the monthly Environmental Management Committee Meeting. You can view the objectives and targets by visiting the Environmental Intranet Site or by looking on the S.H.E. notice boards located around the Site.

Programme of Events

■ Stage one Assessment by LRQA - 23rd to the 26th July 2001

This audit is to check the company's Environmental Management System meets the Standard,

■ Awareness Programme Complete by - 31st August 2001

■ Stage two full certification audit - 24th to the 28th September 2001

This audit will review the working procedures. This will mean going out and talking to employees about their understanding of the manual and procedures.

Please speak to your manager if you are unsure.

Questions & Answers

Q Why do we have a Environmental policy and why should I want to know about the company policy on the environment ?

A The company policy reflects a need and commitment to improve the present standards, that will benefit all employees. The environment effects us all very directly and it is down to individuals to make a positive difference for the better.

Q How can I, as an individual make a contribution to improve the environment ?

A By being part of the effort required to bring about the highest standards of house keeping and waste reduction in your area.

Q How do I benefit from good environmental standards ?

A By achieving World Class performance in waste reduction and house keeping, the company will reduce costs significantly and be more competitive. We can also enjoy a better environment in which to work and live.

Q What is the Environment ?

A 'Environment' refers to all our surrounding - air, water, land and importantly, includes plants and animals. The environment is a complex system and an adverse impact on one part of it can ultimately affect other parts as well.

Q How can I keep up to date on what's happening on the Environmental front ?

A By visiting the Environmental Intranet Site or by looking on the S.H.E. notices boards.



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