



# **Integrated Management Systems (IMS) Manual Scope of the QMS, EMS & OHSAS 18001**

## Company Profile

Berry & Escott Ltd, based in Bridgwater, Somerset, are experienced in design, manufacture (precision machining services), fabrication (including structural steelwork, stainless steel and aluminium assemblies), onsite support of equipment repair for dairy and related foods processors and the utilities industries.



**Unit 22-28 Blake Mill Business Park, Brue Avenue, Colley Lane Ind. Est., Bridgwater, Somerset, TA6 5LT.**

Our services include:

- Design support; design of structural fabricated assemblies meeting the requirements of the 'Construction Products Directive', component design support for customers, production of fabrication/machining drawings
- Fabrication of structural and non-structural assemblies, repair/refurbishment of processing equipment.
- Precision machining facilities including CNC milling/turning supported by conventional machining.

Customer satisfaction, perceptions, needs and expectations will be monitored through the relationships with key account managers to ensure products and services provided by the company meet the required scope. The requirements of relevant interested parties will be determined to ensure output expectations are met.

## Scope of Approval for the IMS

"The design and fabrication of structural and non-structural fabricated assemblies; the repair/refurbishment of equipment for the food and related processing industries".

"The provision of precision machining facilities including CNC milling/turning supported by conventional machining".

## Exclusions

There are no ISO 9001 exclusions

## Integrated Management System (IMS)

The IMS detailed below has been written to comply with the requirements of ISO 9001, ISO 14001, OHSAS18001 and EN 1090-1. The requirements on EN 1090-2 and ISO 3834-3 have also been taken into account.

The IMS Policy Manual details the Company's Scope of Approval, Justified Exceptions, Profile, Quality, Environmental and Occupational Health and Safety Objectives used to support the Company's Quality, Environmental and Occupational Health and Safety (OHS) Policy Statements.

### Level 1 - IMS Policy Manual

- The Company's policy in achieving the requirements of the Standards.

### Level 2 – Company Procedures

- The Procedures used by the Company to achieve the requirements stated in the Policy (refer to the procedures index for details).
- Supporting documentation including the Occupational Health & Safety Policy, risk assessments and arrangements (sub-contracted to a third party specialist).

### Level 3 - Work Instructions and Job Knowledge Requirements

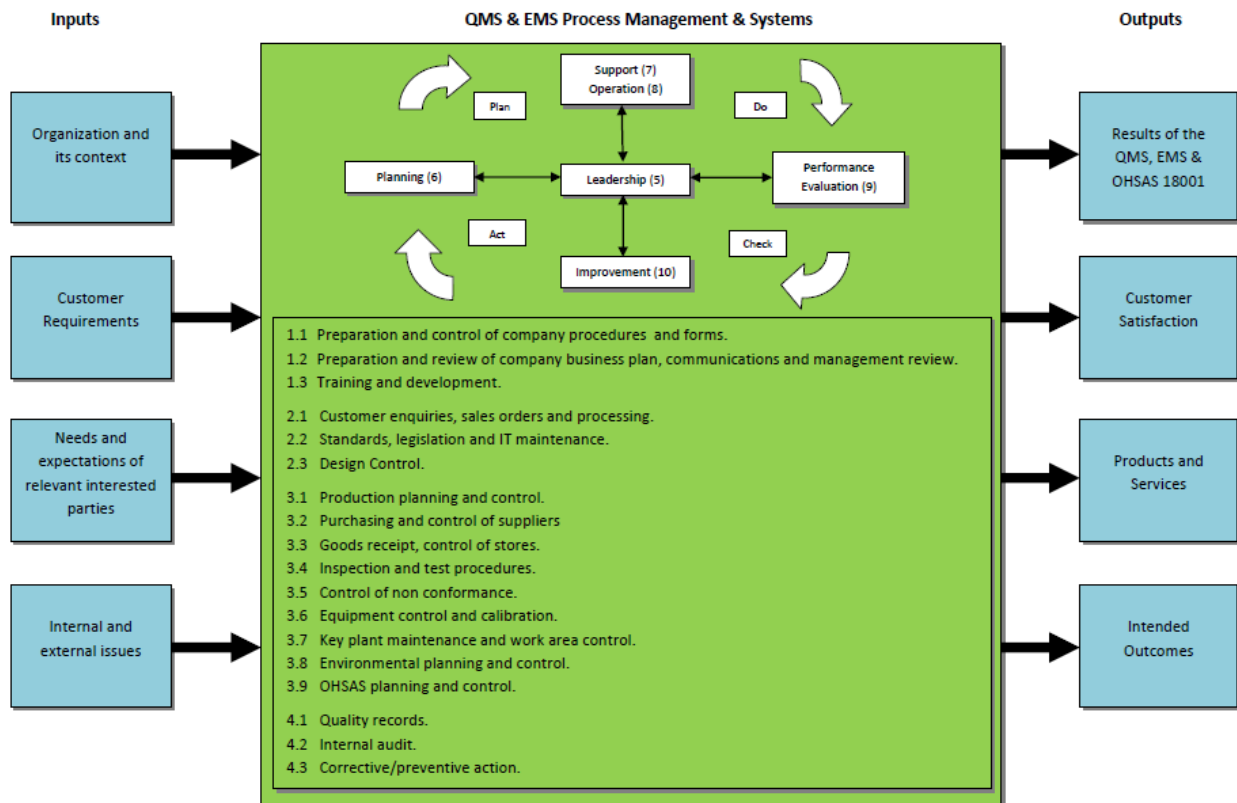
- Generic Work Instructions/methods/risk assessments and arrangements for carrying out specific tasks.
- Job Knowledge Requirements – Task specific for technical related jobs.
- Specific Occupational Health & safety training and/or qualification as required.  
(Refer to the procedures index for details).

### Level 4 - Records

- Quality, Environmental and Occupational Health & Safety records retained to provide historical data to support the system implementation and legislative/statutory requirements.

## Company Processes

Berry & Escott Ltd System Map



## Quality and Environmental and Occupational Health & Safety Policies

The policy statements have been prepared, reviewed and approved by the Directors. These are made available to interested parties as necessary.

## IMS Organisation

The company organisation chart is controlled separately as it is a live document that is subject to change on a regular basis.

Specific roles and responsibilities are defined within the company procedures, work instructions and risk assessments /arrangements, being supported by the company organisation chart.

## IMS Representative Responsibility (including Occupational Health & Safety)

The nominated management representative(s) defined on the organisation structure are responsible for;

- Ensuring that processes needed for the IMS are established, implemented and maintained
- Communicating customer requirements throughout the organisation
- Communicating the IMS requirements throughout the organisation
- Reporting on the performance of the IMS to management

<b>Document Amendment Record</b>			
<b>Amendment Detail</b>	<b>Author</b>	<b>Date</b>	<b>Approved By</b>
1 <sup>st</sup> Issue – Initial release	J. Skinner	21 Feb 2013	L. Berry
Issue 2 – added EMS representative responsibilities	J. Skinner	26 Feb 2013	L. Berry
Issue 3 – addition of ‘Construction Products Directive’ ref- CE 1090 *	J. Skinner	12/11/14	S.Jones
Issue 4 – addition of OHSAS18001 requirements *	J. Skinner	14/12/15	S.Jones
Issue 5 – text added to IMS section-ref 1090-1	R.Porter	26/05/17	S.Jones
Issue 6 – System map updated. ‘Company Profile’ now included, site map and reference to customer satisfaction, internal and external issues.	S.Jones	27/04/18	S.Jones