

## 4.0 The Environmental Management System.

### 4.1 Structure and Responsibilities

The Organigram describes the organisation of Hako-Werke GmbH as a hierarchical structure. The technical director, in order to meet legal requirements, has the sole responsibility for health and safety at work and environmental protection. It is possible for him to delegate certain tasks and powers.

The manager of the Environmental Management System {EMS} is directly subordinate in environmental matters to the technical director. He has been given, according to EMAS II, the written authority and responsibility to act as deputy to the directors in providing leadership and maintenance of the management system. He is responsible for the implementation, oversight and close monitoring of all ecological and safety targets. He is authorised to give guidance on environmental matters to all the heads of department. It is the responsibility of the heads of department to ensure all legal requirements and internal procedures are adhered to within their own areas.

The manager of the EMS and the official for health and safety at work have the right to report directly to the company directors. They also give advice to the different departments and support them through their own initiatives regarding environmental and safety matters. Any deviations from the legal requirements and internal procedures are discussed jointly and passed on as a written report to the responsible heads of department and the company directors.



**Ernst-Jürgen Gehrke**  
Director Bus. Dvp t / Production



**Konrad Möller**  
Manager -  
Environmental Management System

## 4.0 The Environmental Management System

### 4.2 Environmental Study Group

The manager for the Environmental Management System (EMS) pulls the environmental goals together in a proposal, fine-tunes them with members of the environmental study group, discusses and passes them to the relevant departments and then incorporates them into the environmental programme.

The environmental study group consists of seven people. Working in the team are the representatives for the Environmental Management System, for health and safety at work, dangerous equipment and fire prevention, as well as three other people from the areas of purchasing, development and works committee. This allows for a fully representative group from all areas of the company.

All prescribed environmental goals will be worked through step by step according to their relevance to the environment by eco-teams in work group meetings with Hako employees under the leadership of environmental coordinators.



**The environmental coordinators are** {from left}  
H.Koerber , H.Stapelfeldt , Fr.Schleth , H.Möller , H.Butz

Missing from the photo are: H.Groth , H.Niemeier

## 4.0 The Environmental Management System

### 4.3 Communication

Our employees receive training early on about environmentally relevant subjects and changes in the area of environmental protection. General environmental topics are communicated in detail via the “electronic information forum” on the intranet and if necessary in the internal newsletter “Pluspunkt”. Suggestions from employees as well as external interest groups are passed to the company management by the manager of the EMS. The public is given a detailed and comprehensive update of our Environmental Statement once a year. We regard constructive contact with the authorities as a matter of course. If necessary we will also answer external requests regarding environmental protection via e-mail.

### 4.4 Suppliers

Once a year we use questionnaires to get data from our suppliers regarding QM/EM (Quality Management/ Environmental Management) This data is then analysed and evaluated by those responsible for QM/EM and brought together in a supplier assessment. The aim is to make our suppliers more sensitive to environmental protection.

### 4.5 Statutory Regulations

All laws, regulations and requirements that concern our company in regards to environmental legislation are brought together in a legal register. Changes in legislation regarding environmental protection are monitored externally. Changes and their possible effect on company policies are passed to the company directors by the manager of the EMS.

The company directors are responsible to make necessary corrections to the existing Environmental Management System. Any relevant information, that could possibly arise for operative areas, is passed on to the various departments by the manager of the EMS.

## 4.0 The Environmental Management System

### 4.6 System Assessment

The Management System is checked internally following a yearly cycle. The responsibility to make this happen is with the representatives for QM/EM. Using internal audits the effectiveness of the Environmental Management System and level of knowledge of the employees is monitored. The following audit report forms the basis for an assessment by the company directors, who at least once a year have to evaluate the Management System. The assessment monitors the existence, suitability and effectiveness of the Management System in accordance with DIN ISO 14001 and EMAS II. Further checks ensure that the legal requirements are adhered to and that the environmental goals and policies are realised. By using these measures possible environmental emergencies can be recognised and environmentally relevant data can be checked.

### 4.7 Documentation and control

The Management System is documented in the joint QM/EM handbook where guidelines, as well as different procedures and instructions, are written down. It is the responsibility of the manager of the Quality Management System to keep the management documents up to date and distributed. Records that are environmentally relevant are administered and assessed by the manager of the EMS. Should these assessments necessitate major changes in the EM documents, then the manager of the EMS will inform the representative of the QM system with a proposal for change.

In close cooperation with department leaders and master craftsmen internal controls that are relevant to the environment are implemented by the manager of the EMS. The department leaders are responsible for adhering to all legal requirements. The monitoring of these requirements can be passed on to specialist companies. The test records are kept in archives by the appropriate master craftsmen.

Environmentally relevant consumption data are noted down monthly and evaluated annually. By registering environmentally relevant data on a monthly basis, certain trends can be monitored and fluctuations questioned so that corrective measures to reverse this can be taken.