



2024

Environmental Management System Manual

(ISO14001:2015)

Registered Address:

Suite 8, 1 Chaplin Drive

Lane Cove West NSW 2066

Tel: 02 9418 7700

Fax: 02 9418 7720

Email: info@velocityair.com.au

Web: www.velocityair.com.au



ABN: 68 110 697 900

Environmental Management System Manual

Revision 04

Updated by :

Laurie Espino

WHS Coordinator

Approved by :

David Fields

WHSO / EMO

Revision History

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0.0 Terms & Definitions

Auditor	Person with the competence to conduct an audit
Continual improvement	Recurring process of enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organisation's environmental policy.
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.
Environmental management system (EMS)	Part of an organisation's management system used to develop and implement its environmental policy 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.
Environmental policy	Overall intentions and directions of an organisation related to its environmental performance as formally expressed by Senior 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.
Interested party	Person or group concerned with or affected by the environmental 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	Velocity Air Pty 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 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.

1.0 General

1.1 Organisation Profile

Velocity Air specialises in the design, engineering, Sustainability solutions, construction management, installation, commissioning, service and m

1.2 Scope of EMS

The scope of the EMS applies to the design, engineering, Sustainability solutions, construction management, installation, commissioning, service and maintenance provided / undertaken by Velocity Air Pty Ltd and Suite 8, 1 Chaplin Drive Lane Cove West, NSW 2066 and all external sites with works undertaken by all employees and sub-contractors, this include maintenance of mechanical plants and services in the commercial, industrial and domestic sector.

2.0 Purpose of this Manual

Achieving a balance between the environment, society and the economy is considered essential to meet the needs of the present without compromising the ability of future generations to meet their needs.

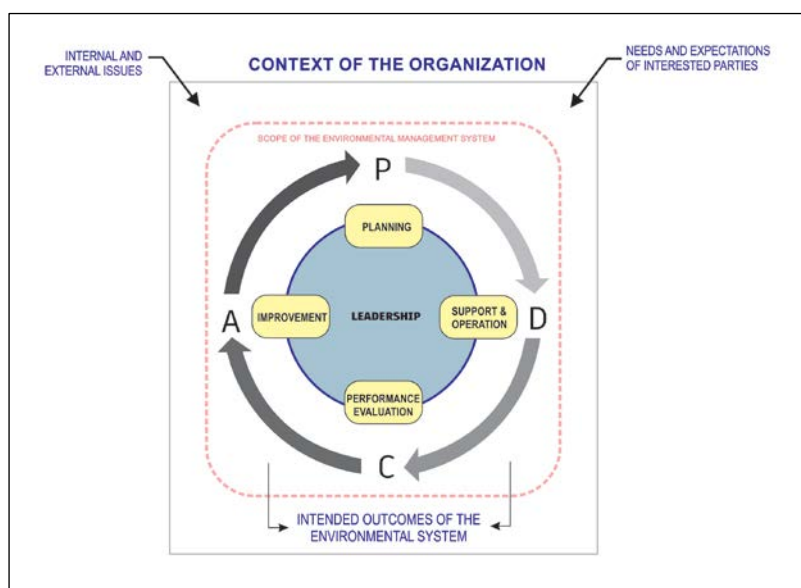
Sustainable development as a goal is achieved by balancing the three pillars of sustainability.

Velocity Air has implementing environmental management system with the aim of contributing to the environmental pillar of sustainability.

The ISO14001:2015 standard provides the organization with a framework to protect the environment and respond to changing environmental conditions in balance with socioeconomic needs. It specifies requirements that enable an organization to achieve the intended outcomes it sets for its environmental management system.

Velocity Air believes that a systematic approach to environmental management can provide its top management with information to build success over the long term and create options for contributing to sustainable development by:

- protecting the environment by preventing or mitigating adverse environmental impacts
- mitigating the potential adverse effect of environmental conditions on the organization
- assisting the organization in the fulfilment of compliance obligations
- enhancing environmental performance
- controlling or influencing the way the organization's products and services are designed, manufactured, distributed, consumed and disposed by using a life cycle perspective that can prevent environmental impacts from being unintentionally shifted elsewhere within the life cycle
- achieving financial and operational benefits that can result from implementing environmentally sound alternatives that strengthen the organization's market position, and
- communicating environmental information to relevant interested parties.



The PDCA concept is briefly described as follows:

Plan	:	Establish environmental objectives and processes necessary to deliver results in accordance with the organization's environmental policy.
Do	:	Implement the processes as planned.
Check	:	Monitor and measure processes against the environmental policy, including its commitments, environmental objectives and operating criteria, and report the results.
Act	:	Take actions to continually improve.

3.0 Glossary of EMS Terms

3.1 Terms related to Organization and Leadership

ID	Term	Definition and Explanation
1	Management System	<p>Set of interrelated or interacting elements of an organization to establish policies and objectives and processes to achieve those objectives.</p> <p><u>Note(s):</u></p> <ol style="list-style-type: none"> 1. A management system can address a single discipline or several disciplines (e.g. quality, environment, occupational health and safety, energy, financial management). 2. The system elements include the organization's structure, roles and responsibilities, planning and operation, performance evaluation and improvement. 3. The scope of a management system can include the whole of the organization, specific and identified functions of the organization, specific and identified sections of the organization, or one or more functions across a group of organizations.
2	Environmental Management System	<p>Part of the management system used to manage environmental aspects, fulfil compliance obligations, and address risks and opportunities.</p>
3	Environmental Policy	<p>Intentions and direction of an organization related to environmental performance, as formally expressed by its top management.</p>
4	Organization	<p>Person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives.</p> <p><u>Note(s):</u></p> <ol style="list-style-type: none"> 1. The concept of organization includes, but is not limited to sole trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.
5	Top Management	<p>Person or group of people who directs and controls an organization at the highest level.</p> <p><u>Note(s):</u></p> <ol style="list-style-type: none"> 1. Top management has the power to delegate authority and provide resources within the organization. 2. If the scope of the management system covers only part of an organization, then top management refers to those who direct and control that part of the organization.

6	Interested Party	<p>Person or organization that can affect, be affected by, or perceive itself to be affected by a decision or activity.</p> <p>EXAMPLE: Customers, communities, suppliers, regulators, non-governmental organizations, investors and employees.</p> <p><u>Note(s):</u></p> <ol style="list-style-type: none">1. To “perceive itself to be affected” means the perception has been made known to the organization.
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4.0 Environmental Management System

4.1 Understanding the organization and its context

Our organization has an on-going system in place (achieved through EMS Planning, EMS Audits, and Management Review) to determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcomes of its environmental management system.

Such issues include environmental conditions being affected by or capable of affecting the organization.

The environmental context could change over time. Therefore, our organization monitors and reviews information about these external and internal issues on an on-going basis, and, the necessary changes are effected in the EMS as required.

Refer to the external & internal Issues & considerations document EIC-01 Rev_02 21.09.20.

4.2 Understanding the needs and expectations of interested parties

The organization has an ongoing system to determine ...

- a) the interested parties that are relevant to the environmental management system
- b) the relevant needs and expectations (i.e. requirements) of these interested parties, and
- c) which of these needs and expectations become its compliance obligation.

These needs and expectations could change over time. Therefore, our organization monitors and reviews information about these interested parties and their relevant requirements on an on-going basis, and, the necessary changes are effected in the EMS as required.

4.3 Determining the scope of the environmental management system

The organization has determined the boundaries and applicability of the environmental management system to establish its scope.

When determining this scope, our organization has considered ...

- a) the external and internal issues referred to in 4.1 of the ISO14001:2015 standard
- b) the compliance obligations referred to in 4.2 of the ISO14001:2015 standard
- c) its organizational units, functions and physical boundaries
- d) its activities, products and services, and
- e) its authority and ability to exercise control and influence.

After defining the scope, all activities, products and services of the organization within that scope have been included in the environmental management system.

The scope of the organization's environmental management system is made freely available and is maintained as documented information.

The scope of the EMS applies to the design, engineering, Sustainability solutions, construction management, installation, commissioning, service and maintenance provided / undertaken by Velocity Air Pty Ltd and 8/31-33 Chaplin Drive Lane Cove West, NSW 2066 and all external sites with works undertaken by all employees and sub-contractors.

Velocity Air specialises in the design, engineering, Sustainability solutions, construction management, installation, commissioning, service and maintenance of mechanical plants and services in the commercial, industrial and domestic sector.

4.4 Environmental management system

To achieve the intended outcomes, including enhancing its environmental performance, our organization has established, implemented, maintaining and continually improving the environmental management system, including the processes needed and their interactions, in accordance with the requirements of the ISO14001:2015 standard.

The organization takes into consideration, the knowledge gained and experience to understand the organization and its environmental context, and, the needs and expectations of interested parties when establishing and maintaining the environmental management system.

Please refer to SECTION 2.0 – Purpose of this Manual

REFERENCES:

ISO14001:2015 Standard –

Clauses 4.1 Understanding the organization and its context

4.2 Understanding the needs and expectations of interested parties

4.3 Determining the scope of the environmental management system

4.4 Environmental management system

Procedure for EMS Planning and Management Review

4.5 SCOPE

The scope of our Environmental Management System (EMS) covers the supply of air conditioning systems from reputable suppliers, servicing and maintenance of HVAC equipment, installations of complete air conditioning systems with associated equipment. It also covers the activities of contractors and suppliers working within the organization premises.

5.0 Leadership

5.1 Leadership and commitment

The top management of our organization are demonstrating leadership and commitment with respect to the environmental management system by ...

a) taking accountability for the effectiveness of the environmental management system

- b) ensuring that the environmental policy and environmental objectives are established and are compatible with the strategic direction and the context of the organization
- c) ensuring the integration of the environmental management system requirements into the organization's business processes
- d) ensuring that the resources needed for the environmental management system are available
- e) communicating the importance of effective environmental management and of conforming to the environmental management system requirements
- f) ensuring that the environmental management system achieves its intended outcomes
- g) directing and supporting persons to contribute to the effectiveness of the environmental management system
- h) promoting continual improvement, and
- i) supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

Note: The term 'business' used above may be interpreted broadly to mean those activities that are core to the purposes of the organization's existence.

5.2 Environmental policy

The top management of the organization has established, implemented and maintaining our environmental policy that, within the defined scope of our environmental management system.

Our environmental policy is maintained as documented information, communicated within the organization, and made available to interested parties.

Environmental Policy

Velocity Air fully accepts its responsibility as a quality air conditioning company to protect the environment in all its business activities by adopting best practice industry standards and guidelines.

This is achieved through our Environmental Management System that meets the requirements of ISO 14001:2015 and also ensures our business processes are carefully monitored, measured and controlled to promote a continual improvement in our environmental performance. Velocity Air provides a comprehensive range of HVAC services that include Design, Installation, Maintenance, Service & Repair, including Projects. This scope is to be applied for the certification to ISO 14001:2015.

Velocity Air is also committed to compliance with environmental legislation and the protection of the environment we will apply best practice environmental standards and guidelines promoted by the air conditioning industry to support and fulfil our compliance obligations.

In addition to the above commitments we also recognise and commit to managing other key priorities for reducing and mitigating our environmental impacts are:

- The prevention of pollution, particularly emissions to the atmosphere, which may lead to the detrimental effects of global warming and ozone layer depletion.
- The promotion of energy efficiency initiatives that reduce greenhouse gas emissions and preserve natural resources.
- The minimisation of waste to landfill through the adoption of the waste hierarchy: ELIMINATE, REDUCE, REUSE and RECYCLE.
- The raising of environmental awareness with staff, clients, suppliers and other stakeholders involved in our business activities through training and consultation.
- The implementation and maintenance of emergency response plans to mitigate the effects of any accidental environmental incidents.

This policy is reviewed periodically at our management review meetings to incorporate any changes to our environmental impact created by new or revised business activities. It is also the basis for our annual environmental objectives that are communicated to all staff to promote both their involvement and commitment to the improvement of our business with the aim of continual improvement of the environmental management system to enhance environmental performance.



David Fields
General Manager,
WHSO/EO

1.1.2025

Date

5.3 Organizational roles, responsibilities and authorities

Top Management / Senior Management (Directors)

- Endorsing the environmental policy;
- Ensuring appropriate resource allocation to enable the effective operation and continual improvement of the EMS.

Environmental Officer (David Fields)

- ensuring that EMS requirements are established, implemented and maintained in accordance with the ISO 14001 standard;
- ensuring that sufficient resources are allocated for the proper implementation of the environmental policy and the EMS;
- Regularly reviewing the policy and the effectiveness of the EMS and ensuring that the necessary changes are made.
- leading Velocity Air Supervisors to establish and implement the EMS according to ISO 14001 standard, and monitoring the performance of the EMS;
- coordinating internal EMS audits to ensure the EMS has been properly implemented and maintained;
- handling and investigating nonconformity and ensuring corrective and preventive action has been taken to mitigate any impacts caused;
- Reporting on the performance of the EMS to the Senior Management for review and as a basis for improvement of the EMS.
- The Environmental Officer and Senior Management shall undertake the EMS management review annually to ensure Senior Management commitment and integration of the EMS with business strategies for its implementation and continual improvement.

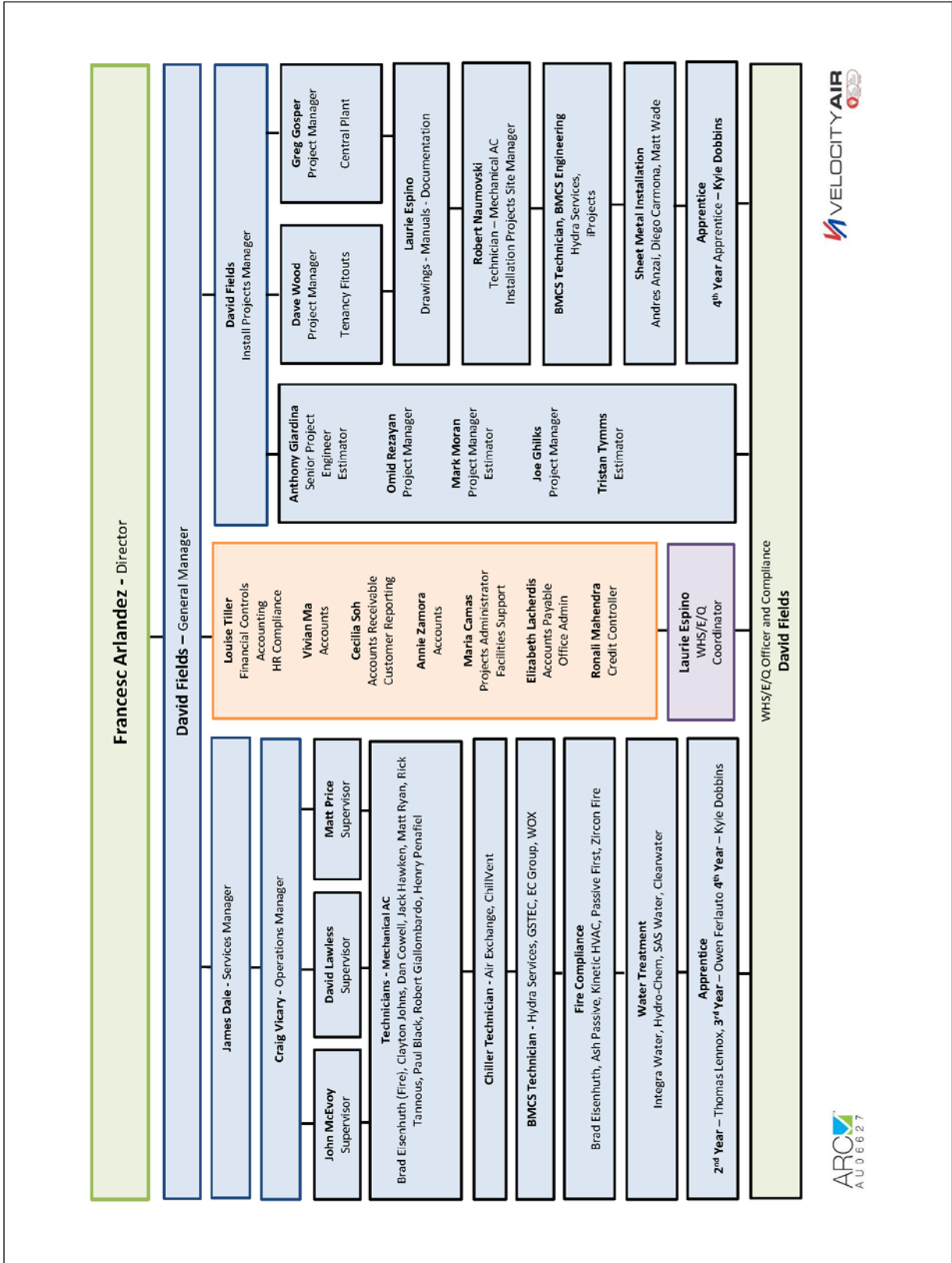
Supervisors & Project Managers

- establishing controls for the identified significant environmental aspects for his/her function team / department according to procedures and instructions;
- ensuring that the EMS is properly implemented and that environmental matters are properly handled at all stages;

All Employees / Sub Contractors

- Working in accordance with the documented environmental procedures and instructions, specific responsibilities defined in individual procedures and instructions.
- Report problems or deviations associated with environmental issues and the EMS to the EMO.

5.3.1 Organisation Chart



6.0 Planning

6.1 Environmental aspects

Within the defined scope of the environmental management system, the organization determines the environmental aspects of its activities, products and services that it can control and those that it can influence, and their associated environmental impacts, considering a life cycle perspective.

We have an on-going process for analysing the environmental aspects and their impacts and identifying the significant ones.

Please refer the Environmental Aspects and Impact Register EP-EP01-01 for details.

6.2 Legal and Other Requirements

Velocity Air Pty Ltd shall establish, implement and maintain a procedure to identify and maintain access to legal requirements that are relevant to the company, as well as other requirements that the company subscribes to which relates to the company's environmental aspects

Velocity Air Pty Ltd shall identify all relevant regulations, codes of practice and guidelines that are applicable to the environmental aspects of its activities, products and services, and record this information in the Register of Legal and Other

6.3 Planning

Velocity Air Pty Ltd shall follow a "plan-do-check-act" process to facilitate continual environmental performance improvements. The planning process includes the identification and updating of Velocity Air Pty Ltd's Register of Environmental Aspects, and the Register of Legal and Other Requirements. Together with Velocity Air Pty Ltd's environmental policy, Velocity Air Pty Ltd's objectives and targets are established, and appropriate programmes are formulated to achieve the objectives and targets.

6.4 Environmental objectives and planning to achieve them

6.4.1 Objectives, Targets and Programme(s)

Based on the environmental policy and significant environmental aspects, environmental objectives and targets shall be established, implemented and maintained at each function and level within Velocity Air Pty Ltd. Programmes are established, implemented and maintained for achieving its objectives and targets.

When establishing and reviewing its objectives, Velocity Air Pty Ltd shall take into consideration the legal and other requirements, significant environmental aspects, technological options, financial/operational/business requirements, and the views of interested parties, and ensure that the objectives and targets are consistent with the environmental policy, including commitment to pollution prevention, to compliance with applicable legal requirements and other requirements, and to continual improvement.

The programmes designate the responsibility for achieving objectives and targets at each function and level of the company, together with the means and time frame by which they are to be achieved.

The (Senior Management) shall approve the objectives, targets and programmes proposed by the EMS Committee before implementation. The EMO shall ensure that the objectives and targets are measurable if possible, and that the progress towards achieving the objectives and targets is continually monitored and reviewed.

The achievement of objectives, targets and programmes shall be reviewed by the EMO every 3 months. The EMO shall lead the in revising the objectives, targets and programmes as necessary.

Velocity Air Pty Ltd shall ensure that the programmes are amended as appropriate for new projects and new or modified activities, products or services in order to ensure that environmental management applies to such projects and activities.

In the event that objectives and targets in the programmes are not met, the EMO shall revise the programme as necessary and maintain documented evidence / records for the actions taken to mitigate the problems.

The EMO shall also maintain obsolete objectives, targets and programmes as an EMS record for three years.

7.0 Support

The implementation of the EMS requires Velocity Air Pty Ltd to clearly define roles, responsibilities and authorities of key personnel, commit to staff training, maintain effective communication channels, adopt effective document and operational controls, and maintain sufficient awareness on emergency preparedness among the staff.

7.1 Resources, Roles, Responsibility and Authority

Senior Management of Velocity Air Pty Ltd shall commit to provide resources (including human resources and specialized skills, organizational infrastructure, technological and financial resources) essential to the implementation and control of the EMS. The roles, responsibilities and authorities of key personnel are defined, documented, and communicated in order to facilitate effective environmental management. Velocity Air Pty Ltd has appointed Ms Gretchen Lethbridge as the Environmental Management Officer (EMO), for the implementation and maintenance of the EMS. Their EMS responsibilities are described in the responsibility section of this manual.

7.2 Competence, Training and Awareness

Velocity Air Pty Ltd shall ensure all persons performing tasks for it or on its behalf, whose work may have a significant impact on the environment, are competent on the basis of appropriate education, training and/or experience, and shall retain associated records.

Velocity Air Pty Ltd will need to ensure that all people performing tasks for or on behalf of the organization, which includes contractors, sub-contractors and temporary staff have had an appropriate assessment for their potential to cause a significant environmental impact and the associated competence required.

Velocity Air Pty Ltd shall establish, implement and maintain procedures to identify the training needs associated with its environmental aspects and its EMS, and develop programmes to ensure awareness and competence, at each relevant function and level, by addressing:

- the roles and responsibilities in achieving conformity with the environmental management system;
- the importance of conformity with the environmental policy, the procedures and the requirements of the structured EMS;
- the significant environmental aspects and related actual or potential impacts associated from their work activities and the environmental benefits of improved personal performance;
- the potential consequences of departure from specified operating procedures;

Relevant procedure: EP-03 Training Procedure, EP-EP07-01 Training Register

7.3 Communication

For internal communication, the EMO shall ensure information regarding the EMS (such as the policy, objectives, targets and programmes) and environmental performance is readily available to employees on File, Hard Copy and Email. Other methods for environmental internal communication

are: monthly service meetings/ tool box talks, project meetings. Supervisor meetings and management review meetings.

Employees with enquiries or complaints regarding to the EMS and or environmental issues of Velocity Air shall inform their Departmental Supervisor or Manager. The Supervisor or Manager shall maintain a log for the relevant enquiries and complaints. Depending on the nature and scope of the enquiry or complaint, the EMO shall determine the corresponding action and maintain relevant records to demonstrate the response and corrective actions taken.

For external communication, the environmental policy is available at the office and on the Company Server All internal and external enquiries, complaints and communications shall be discussed and reviewed during the EMS management review meeting and the decision shall be recorded on meeting minutes.

The EMO may discuss and decide whether to communicate externally about its significant environmental aspects, the decision shall be documented in the meeting minutes. If the decision is to communicate, the EMO shall establish and implement a method(s) for this external communication, e.g. publish environmental report.

Relevant procedure: EP-07 Enquiry / Complaint / Nonconformity Handling

7.4 Documentation

The Environmental Management System documentation encompasses four levels as described below :

The first level is the Environmental Management System Manual (this document) which includes Velocity Air Pty Ltd's environmental policy (specifying the principal objectives and environmental commitments of Velocity Air Pty Ltd), and a broad description of how Velocity Air Pty Ltd addresses the ISO 14001 requirements. The EMS Manual serves as an interface to interpret the relationship between Velocity Air Pty Ltd's EMS and the ISO 14001 Standard. An individual document of Objectives, Targets and Programmes is developed based on the company's environmental policy. It demonstrates the company's environmental commitment on continual improvement in environmental performance.

The second level is the Environmental Procedures (EPs), which include all procedures that Velocity Air Pty Ltd shall follow as specified in the ISO 14001 Standard. These procedures provide a detailed description of the EMS elements and define who should do what, how and when. Appendix A shows the relationship between various environmental procedures and the ISO 14001 Standard clauses. Register of Environmental Aspects, and Register of Legal and Other Requirements are derived from the procedures and act as the foundation of the EMS which the company subscribed to.

The third level is the Environmental Instructions (EIs), which are operational control procedures or instructions, with defined responsibilities, to control the identified significant environmental aspects associated with Velocity Air Pty Ltd's operations and activities.

The fourth level is Environmental Records, which arise from the implementation of the Environmental Management System Manual, Environmental Procedures and Environmental Instructions. Environmental Records include various checklists, reports and meeting records, etc, as defined in each Environmental Procedure and Environmental Instruction.

7.5 Control of Documents

The essences of EMS documentation controls are:

- they shall be reviewed, revised as necessary and approved for adequacy by authorized personnel;
- that current version of relevant documents shall be available at all locations where operations essential to the effective functioning of the environmental management system are performed;
- that documents of external origin determined by the organization to be necessary for the planning and operation of the EMS are identified and their distribution controlled;
- obsolete documents shall be promptly removed from all points of issue and use, or are otherwise assured against unintended use; and
- any obsolete documents retained for legal and / or knowledge preservation purposes shall be suitably identified.

Velocity Air Pty Ltd shall ensure that documentation is legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner, and retained for a specified period. Velocity Air Pty Ltd shall establish, implement and maintain a procedure for the creation and modification of the various types of documents and the respective responsibilities for such creation and modifications.

Relevant procedure: EP-08 Control of Documents, MLR-EP08-01 Master List of Record

8.0 Implementation and Operation

The implementation of the EMS requires Velocity Air Pty Ltd to clearly define roles, responsibilities and authorities of key personnel, commit to staff training, maintain effective communication channels, adopt effective document and operational controls, and maintain sufficient awareness on emergency preparedness among the staff.

8.1 Operational Control

Velocity Air Pty Ltd shall establish, implement and maintain operation control procedures to manage its significant environmental aspects.

Velocity Air Pty Ltd shall ensure that all operations and activities, carried out by Velocity Air Pty Ltd's employees or contractors that are associated with the significant aspects are properly controlled, and that appropriate operational control procedures, in terms of Environmental Procedures (Ps) are communicated to personnel whose tasks may result in significant environmental aspects. Velocity Air Pty Ltd shall influence its staff and contractors by communicating its environmental policy and other relevant EPs to them.

8.2 Emergency Preparedness and Response

Velocity Air Pty Ltd shall establish, implement and maintain a procedure to identify potential emergency situations and responses to such situations in order to prevent and/or mitigate environmental impacts that may associate with them.

Velocity Air Pty Ltd shall review and revise its emergency preparedness and response procedures, in particular after the occurrence of accidents or emergency situations.

Velocity Air Pty Ltd shall also periodically test the procedure and the preparedness where practicable.

Relevant procedure: EP-05 Emergency Preparedness and Response

9.0 Performance Evaluation

9.1 Monitoring and Measurement

Velocity Air Pty Ltd shall establish, implement and maintain procedures to monitor and measure, on a regular basis, the key characteristics of its operations and activities that have significant impacts on the environment. This shall include procedures for tracking of performance, applicable operational controls and conformity with the company's objectives and targets, as well as the calibration and maintenance of monitoring equipment. The information of environmental monitoring shall be documenting.

Relevant procedure: EP-06 Monitoring and Evaluation of Compliance

9.1.1 Evaluation of Compliance

To meet the company's commitment to compliance, Velocity Air Pty Ltd shall regularly monitor and evaluate the compliance status of the applicable environmental legal requirements (section 4.5.2.1) and other requirements (section 4.5.2.2) that the company subscribes to. The records of the results of the periodic evaluations shall be retained.

Relevant procedure: EP-06 Monitoring and Evaluation of Compliance

9.2 Internal Audit

(ISO 14001 Standard Clause 4.5.5)

Velocity Air Pty Ltd shall plan, establish, implement and maintain a programme and procedures to carry out periodic environmental management system audits to:

- a) determine whether or not the environmental management system:
 - conforms to planned arrangements for environmental management including the requirements of ISO 14001; and
 - has been properly implemented and maintained;
- b) provide audit results and information for management review for environmental improvement.

The audit programme, including the schedule, shall be based on the environmental importance of the activities concerned and results from previous audits. The audit procedures cover the audit criteria, scope, frequency and methods, as well as responsibilities and requirements for conducting audits and reporting results and retaining associated records.

Velocity Air Pty Ltd shall conduct EMS audits on a regular basis. Timely site environmental audits are required to ensure appropriate preventive actions being taken as planned, and corrective actions being carried out on a timely basis.

Relevant procedure : EP-09 Internal Audit

9.3 Management Review

The “plan-do-check-act” cycle shall require the Senior Management of Velocity Air Pty Ltd to act and review the environmental management system periodically to ensure its suitability, adequacy and effectiveness.

Before the Review, the EMO shall put a schedule together for the management review and inform all the participants, and gather all relevant records/requirements (such as change in legal requirements) and prepare a summary report (if necessary) for discussion.

The Senior Management and the EMO shall take part in the annual management review. They shall assess the work done in the past 12 months in environmental management and evaluate the existing EMS with respect to changes in legislation, concerns of interested parties, technology and product requirements, and lessons gained from previous experience, etc.

Topics to be discussed in the management review shall include but not be limited to:

- review of the environmental policy, objectives, targets, and programmes;
- review of legal compliance and compliance with other requirements (including contractor compliance on Velocity Air Pty Ltd’s activities);
- environmental aspects of activities and their disclosure to public;
- findings of the internal audits;
- review of nonconformities and the status of corrective/preventive actions;
- communications from external interested parties, including complaints;
- areas for improvement with respect to environmental performance;
- adequacy of emergency preparedness and response;
- changing circumstances, including developments in legal and other requirements related to its environmental aspects,
- identify the need for modification of the existing EMS in light of the above items, and
- follow-up action from previous management reviews.

The review shall initiate a new “plan-do-check-act” cycle with improvements in Velocity Air Pty Ltd’s environmental performance and further enhancement of the EMS.

Findings from the management review shall be recorded in the meeting minutes and the EMO shall retain it as an EMS record. Maintenance of the records shall be in accordance with Control of Records Document

10.0 Improvement

10.1 Nonconformity, Corrective Action and Preventive Action

Continual improvement of the EMS can be achieved by identifying nonconformity, correcting nonconformity, and preventing nonconformity from occurring again. Regarding nonconformity and its subsequent corrective / preventive action, Velocity Air Pty Ltd shall establish, implement and maintain a procedure which defines the responsibilities and authorities to:

- handle and investigate nonconformity;
- take action to mitigate the impacts caused;
- initiate and complete corrective and preventive actions;
- ensure that the corrective or preventive actions taken to eliminate the causes of actual and potential nonconformity are appropriate to the magnitude of problems and commensurate with the environmental impacts encountered;
- record the results of corrective and prevention actions taken;
- review the effectiveness of corrective action and preventive action taken;
- implement and record any changes in the documented procedures resulting from corrective and preventive action; and

Velocity Air Pty Ltd shall also ensure that any necessary changes are made to environmental management documentation.

Relevant procedure: EP-07 Enquiry / Complaint / Nonconformity Handling, MR-EP06-01 Monitoring Register.

Appendix A

Controlled Document List

Document No.	Document/Form Name
EP-EMS-01	Environmental Policy
EF-EP01-02	Environmental Objectives &Targets
EF-EP01-01	Register of Environmental Aspects
LR-01	Register of Legal and Other Requirements
EM-01	Environmental Management System Manual
EP-01	Identification of Environmental Aspects and Significance Evaluation
EP-02	Review of Legal and Other Requirements
EP-03	Training
EP-04	Control of Documents
EP-05	Environmental Emergency Preparedness and Response
EP-06	Environmental Monitoring and Evaluation of Compliance
EP-07	Enquiry / Complaint / Nonconformity Handling
EP-08	Control of Records
EP-09	Internal Audit