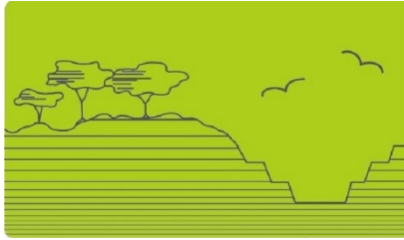




HILLS QUARRY PRODUCTS LTD
RESPONSIBLE SOURCING & EFFICIENCY PLAN

**Land & Mineral
Management Ltd
August 2013**





RESPONSIBLE SOURCING & EFFICIENCY PLAN



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RESPONSIBLE SOURCING & EFFICIENCY PLAN

1.0 Introduction

1.1 This document is the Responsible Sourcing & Efficiency Plan for Hills Quarry Products Limited (HQPL) to demonstrate that their construction products (aggregate & concrete products) are responsibly sourced.

1.2 The principles of responsible sourcing adopted in this Plan are stated in the BRE Environmental & Sustainability Standard (BES 6001: Issue 2.0: Framework Standard for the Responsible Sourcing of Construction Products) as:

“The purchasing decisions of a single organisation can affect society and the environment well beyond the immediate impact of its own operations. Responsible sourcing involves the promotion and support of broader-scale adoption of responsible practices throughout the supply chain. This can stimulate demand for socially and environmentally-preferable products”.

1.3 Responsible sourcing is described in more detail in the Concrete Industry Guidance Documentation for BES 6001: Issue 2.0 dated 2009 as:

“Responsible sourcing of materials provides a holistic approach to managing the social, environmental and economic impacts of a product from the sources of its raw materials, through its manufacture and delivery, and, ideally, through its use, re-use and recycling, until its final disposal as waste with no further value. Responsible sourcing of materials is demonstrated through an ethos of supply chain management and product stewardship and, importantly, includes a commitment to engage with stakeholders that may be affected by the impacts of a product”.

1.4 This Plan has been produced for HQPL by Land & Mineral Management Limited using the criteria in the BRE Environmental & Sustainability Standard and Issue 1 of the Concrete Industry Guidance Document. Here HQPL’s organisational governance, supply chain management and environmental and social aspects are evaluated to demonstrate the extent their construction products can be considered responsibly sourced.



2.0 Organisational Management System

2.1 Management Structure & Policy

2.1.1 Hills Quarry Products Limited's (HQPL) Management Structure is shown on the Organizational Plan in Appendix 1. HQPL's Responsible Sourcing Principles Policy is in Appendix 2 which has been approved by the General Manager.

2.2 Legal Compliance

2.2.1 A list of the relevant legislation associated with HQPL's operations is in the Legal Compliance Matrix in Appendix 3. The procedures to establish, implement and maintain legal compliance is as follows:

- Continuous identification of legal and regulatory requirements through review of forthcoming legislation, trade press, third party consultation (Trade Bodies, Consultants, Solicitors) and consultation with regulatory bodies (Environment Agency/Planners/Trading Standards etc.);
- Reviewing the implications of all legal and regulatory requirements and changes internally and to seek third party advice where necessary;
- Reporting all legal regulatory requirements and changes to staff and management;
- Implementing all relevant legal and regulatory requirements; and
- Ensuring that all management and operating systems are updated accordingly.

2.2.2 HQPL maintains a register of any convictions as a result of failure to comply with environmental, health & safety and employment legislation.

2.3 Quality Management System

2.3.1 HQPL operates the Quality Management System in Appendix 4 which follows the principles of BS EN ISO 9001 and has been approved by the General Manager.

2.3.2 The Concrete Division is also certificated under the QSRMC Quality and Product Conformity Regulations with associated quality management systems which conforms to the requirements of BS EN ISO 9001: 2008.



2.4 Supplier Management System

2.4.1 The majority of the Constituent Materials in Hills Quarry Products Limited's (HQPL) construction projects are primary won mineral products from their own quarries which operate within an Environmental Management System. This ensures that these products have full tractability and the Responsible Sourcing Principle Policies in Appendix 2 are adhered to.

2.4.2 Where Constituent Materials are sourced from outside, HQPL uses the documented management system in Appendix 5 for the approval of external suppliers. This management system, which has been approved by the General Manager, follows the principles of sub-clause 7.4 of BS EN ISO 9001 to ensure that the Responsible Sourcing Principle Policies in Appendix 2 are adhered to.



3.0 Supply Chain Management

3.1 Material Traceability through the Supply Chain.

3.1.1 Approximately 95% in volume of all the Constituent Materials used in HQPL's construction products are sourced from their own quarries. As a result these materials have 100% traceability.

3.1.2 HQPL have 100% traceability in volume of the Constituent Materials which they have not produced such as Cement, Cement Alternatives i.e. GGBS/Blended Limestone Cement and aggregates and soils. This is achieved by ensuring;

- Organisations are certified by a UKAS accredited certifying body to BS EN ISO 9001 & BS EN ISO 14001; or
- Organisations can demonstrate equivalent documented evidence of material traceability.

3.1.3 HQPL maintains a Supplier Inventory which details compliance with the above.

3.2 Environmental Management Systems in the Supply Chain.

3.2.1 HQPL is the principle supplier of their Constituent Materials and operates within an Environmental Management System which follows the principles of BS EN ISO 14001. HQPL's recycled products, such as recycled aggregates, are also subject to an Aggregate Quality Protocol as defined by WRAP.

3.2.2 HQPL require all external suppliers of Constituent Materials to operate within an Environmental Management System which follows the principles of BS EN ISO 14001 accredited or an equivalent compliance scheme.

3.3 Health & Safety Management Systems in the Supply Chain.

3.3.1 HQPL operates their own documented independently audited Health & Safety Management System which follows the principles of HSG 65 or BS OHSAS 18001. This ensures that Health & Safety legislation is recognised and complied with and a legal register and records of any legal non-compliance is maintained. Records are also kept of near miss, time loss and fatal incidents.



- 3.3.2 HQPL requires all suppliers of Constituent Materials to operate a Health & Safety Management System which follows the principles of HSG 65 or BS OHSAS 18001. Compliance with which is maintained by internal audits.
- 3.3.3 The Supplier Inventory (Section 3.1.3) provides evidence that suppliers of all Constituent Materials have documented Health & Safety Management Systems.



4.0 Environmental & Social Requirements

4.1 Green House Gas Emissions

4.1.1 HQPL adopts, the following Policy for the reduction of Green House Gas Emissions (CO₂) in its operations, at an organisational level:

- Increase, where possible, the use of alternative waste-derived fuels;
- Increase, where possible, the use of carbon-neutral biomass fuels;
- Increase, where possible, the use of renewable energy sources;
- Increase, where possible, the use of lower carbon cements;
- Improve, where possible, energy efficiencies;
- Reduced, where possible, emissions through the use of modern and well maintained plant, machinery and transport; and
- Promote, where possible, tree planting as a carbon capture and storage method.

4.1.2 To measure progress in reducing Green House Gas Emissions the following metrics shall be periodically measured:

- Energy used in production as a proportion of production output (kWh per tonne & kWh per m³); and
- CO₂ emissions as a proportion of production output (kg CO₂ per tonne & kg CO₂ per m³).

4.1.3 These metrics will, where practicable, be calculated and divided as follows:

- Scope 1: Direct emissions of greenhouse gases from the company;
- Scope 2: Indirect emissions of greenhouse gases from production of purchased energy such as electricity/gas; and
- Scope 3: Other indirect emissions of greenhouse gases from, for instance, the production of raw materials.

4.1.4 The results of each assessment shall be included in a Green House Gas Inventory and compared against previous assessments to ensure, where possible, that a reduction in Green House Gases is being achieved. Methods of achieving further reductions will also be reviewed.

4.1.5 The production, maintenance and verification of the Green House Gas Inventory is the responsibility of the General Manager.



4.2 Resource Use

4.2.1 HQPL adopts the following Resource Use Policy:

- Use of recycled materials in its products including recycled aggregates/water/cement alternatives such as GGBS & Blended Limestone Cement unless the product specification requires otherwise;
- Limit material usage to the minimum required in each product;
- Reduce waste by limiting the production of products with a limited life span to that required for the specific contract;
- Reuse/recycle/reprocess excess materials, products and production residues at the point of production to minimise waste; and
- Ensure that Constituent Materials are supplied by companies which operate within an Environmental Management System.

4.2.2 To measure progress with the Policy on Resource Use, the following performance indicators shall be periodically measured:

- Material diverted from the waste-stream for use as a fuel source as a % of total energy use;
- % of additional cementitious materials (GGBS etc.) as a proportion of total cementitious materials used; and
- Recycled/ secondary aggregate use as a proportion of total aggregate use.

4.2.3 The results of each assessment shall be included in a report and compared against previous assessments to ensure that the Resource Use Policy is being adopted. The periodic assessments are the responsibility of the General Manager.

4.3 Waste Management

4.3.1 HQPL adopts the following Waste Management Policy in its operations and products which adheres to the Waste Hierarchy:

- Prevent the amount of waste produced in all operations by adopting operational and manufacturing techniques which prevent and minimize waste;
- Reuse, when practicable, materials produced by HQPL in their operations. Seek to repair and refurbish, when practicable, to avoid disposal;
- Recycle, when practicable, subject to meeting and or exceeding all legislative and



regulatory requirements;

- Use suitable inert recyclable materials in recovery operations (construction and land restoration/recovery/improvement projects).
- Redundant items that cannot be dealt with other than being disposed of, will in the first instance, be considered for energy recovery before being sent to landfill as a last resort; and
- Disposal of waste materials is the last option available and is conducted in an environmentally responsible manner subject to meeting and or exceeding all legislative and regulatory requirements.

4.3.2 To measure progress in achieving the aims of the Waste Management Policy the following metrics shall be periodically measured:

- Tonnes of waste to landfill as a proportion of production output (kg per tonne and kg per m³);
- Material diverted from the waste-stream for use as a fuel source as a % of total energy use;
- % of additional cementitious materials (GGBS etc.) as a proportion of total cementitious materials used; and
- Recycled/ secondary aggregate use as a proportion of total aggregate use.

4.3.3 The results of each assessment shall be included in a report and compared against previous assessments to ensure that the Waste Management Policy is being adopted. The periodic assessments are the responsibility of the General Manager.

4.4 Water Extraction

4.4.1 HQPL adopts the following Water Usage Policy which seeks a reduction of water usage in its operations and products:

- Maximising and improving the efficiency of use (using less water to do the same job);
- Eliminating losses through leakage and waste;
- Substituting lower grade sources of water where it is still fit for purpose (rain water, storm water, recycled wastewater, treated grey water and effluent);
- Reducing the volume of waste water being treated and discharged; and
- Ensuring that abstractions, transfers, discharges or disposal are conducted in an



environmentally responsible manner subject to meeting and or exceeding all legislative and regulatory requirements.

4.4.2 To measure progress in achieving the aims of the Water Extraction Policy the following metrics shall be periodically measured:

- Mains water use as a proportion of production output (litres per tonne and litres per m³);
- Controlled groundwater use as a proportion of production output (litres per tonne and litres per m³);
- Controlled surface-water use as a proportion of production output (litres per tonne and litres per m³); and
- Grey/recycled water use as a proportion of production output (litres per tonne and litres per m³).

4.4.3 The results of each assessment shall be included in a report and compared against previous assessments to ensure that the Water Extraction Policy is being adopted. The periodic assessments are the responsibility of the General Manager.

4.5 Life Cycle Assessment

4.5.1 The products produced by HQPL are not been subject to life cycle assessments at this time.

4.6 Transport Impacts

4.6.1 HQPL adopts the following Transport Policy for the reduction of transport distances and/or types of fuel used to reduce its environmental impact:

- Maximising the loading capacity, when practicable, for all deliveries and collections;
- Maintenance and 5 yearly replacement of Hills owned HGVs so as to maximise fuel efficiency and minimise emissions;
- Purchase vehicles with the highest fuel efficiency and lowest emissions which are compliant with modern environmental standards;
- Seek, when possible, the supply of the Constituent Materials from local sources so as to minimise fuel usage and emissions; and
- Promote, whenever possible, the backhauling of materials in empty HGVs



following delivery of products.

4.6.2 To measure progress in achieving the aims of the Transport Impact Policy the following metrics shall be periodically measured:

- Average delivery distance travelled per tonne/m³ from point of production to customer (km per tonne/ per m³);
- Tonnes or m³ split by method of transport road, rail, inland barge;
- Average load for method of transport (tonnes);
- CO₂ emissions as a proportion of production output (kg CO₂ per tonne & kg CO₂ per m³).

4.6.3 The results of each assessment shall be included in a report and compared against previous assessments to ensure that the Transport Impact Policy is being adopted. The periodic assessments are the responsibility of the General Manager.

4.7 Employment & Skills

4.7.1 HQPL adopts the following Employment & Skills Policy to:

- Ensure that all persons employed by HQPL/ and or working under their control are adequately trained and supervised to ensure that they carry out their duties in such a manner as not to put their or others health and safety at risk or to risk the environment; and
- Ensure all staff has a full awareness of the legislative, legal and Environmental Management System requirements associated with their duties and provide appropriate training when required.

4.7.2 This Policy is achieved by:

- Periodically auditing staff to establish training and awareness needs;
- Providing adequate training to meet training and awareness needs and retaining the associated records; and
- Making employees aware of:
 - The importance of conformity with HQPL's Health & Safety Management System;
 - The significant environmental impacts associated with their work and the



environmental benefits of improved personal performance;

- Their roles and responsibilities in achieving conformity with the requirements of the Health & Safety Management System; and
- The potential consequences of departure from the specified procedures/working.

4.7.3 The following Sections in HQPL's Health & Safety Management System are relevant to achieving the aims of this Policy:

07: Competence;

25: Induction Training;

42: Temporary Employees; and

44: Training & Supervision

4.7.4 To measure progress in achieving the aims of the Employment & Skills Policy the following metrics shall be periodically measured:

- Number of employees and contractors; and
- % of employees covered by the Environmental Management System.

4.7.5 The results of each assessment shall be included in a report and compared against previous assessments to ensure that the Employment & Skills Policy is being adopted. The periodic assessments are the responsibility of the General Manager.

4.8 Local Communities

4.8.1 HQPL adopts the following Local Communities Policy to consult with the stake holders which might be affected by their operations:

- HQPL recognises the importance of Local Communities having an understanding of their operations and the development of their sites and the importance of having reliable mechanisms by which Local Communities can communicate their concerns directly to the Company;
- HQPL shall identify impacts the operation of its sites has on the local community and when appropriate liaise and engage with the relevant stakeholders on the development and management of the site; and
- HQPL will maintain and enforce written procedures to record, investigate and



address when appropriate all complaints from all their sites/operations. This also includes keeping a record of Company Prosecutions, would they arise, and the associated corrective actions.

4.8.2 This Policy is achieved by:

- Holding regular Liaison Meetings for its significant operations and sites (all sites excluding Newbury Concrete Plant which is one an Industrial Estate) which will review any complaints received;
- Maintaining a publically accessible web site in which all planning proposals and details and minutes of the Liaison Meetings are included;
- Provision of a Community Liaison contact number;
- Investigation of every complaint and reporting the outcomes/corrective actions to the complainant; and
- Recording all complaints, investigations and corrective actions taken.

4.8.3 HQPL has set the following targets by which adhering to the Local Communities Policy can be assessed:

- 100% of complaints recorded, investigated, action taken when required and outcomes reported back to the Complainants (i.e. stakeholder);
- Liaison meetings at HQPL Sites (with the exception of Newbury Concrete Plant) to be conducted at a minimum of once a year; and
- Meeting notes from all Liaison Meetings to be published on HQPL's website and sent directly to the stakeholder involved.

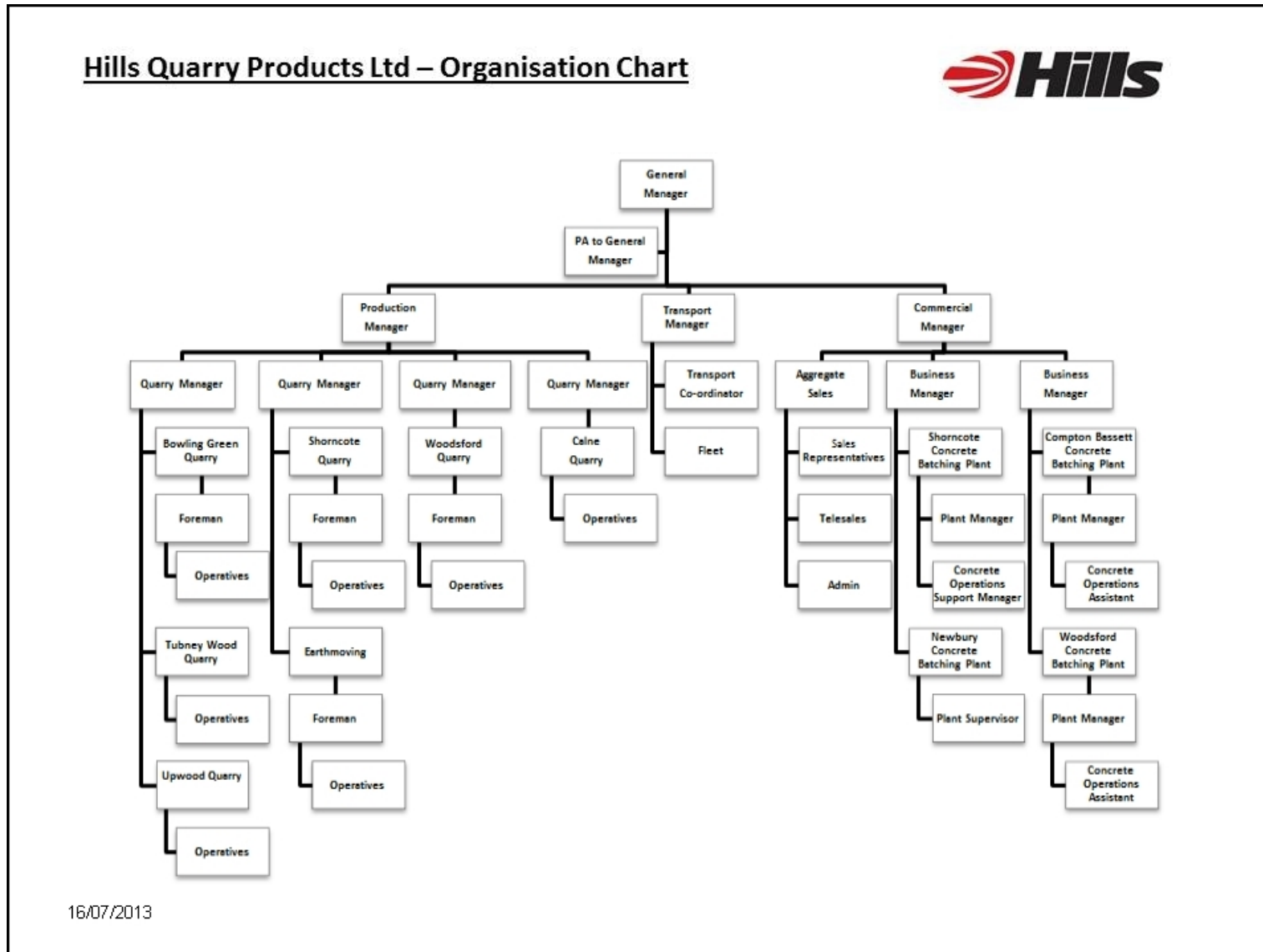
4.8.4 To measure progress in achieving the aims of the Local Communities Policy the following metrics shall be periodically measured:

- Number of convictions for air and water emissions per annum;
- % of relevant production sites with Community Liaison Meetings;
- % of complaints recorded, investigated, action taken when required and outcomes reported back to the Complainants; and
- Number of Community Liaison Meetings held per annum for each site (with the exception of the Newbury Concrete Plant).

4.8.5 The results of each assessment shall be included in a report and compared against previous assessments to ensure that the Local Communities Policy is being adopted. The periodic assessments are the responsibility of the General Manager.



APPENDIX 1: ORGANISATIONAL PLAN



APPENDIX 2: RESPONSIBLE SOURCING PRINCIPLES POLICY

Hills Quarry Products Limited recognises that their purchasing decisions and the products they provide can have social and environmental impacts beyond the immediate impact of their own operations. As a result Hills Quarry Products Limited will adopt where practicable and reasonable responsible practices throughout their supply chains and operations. This will be achieved through the adoption of the following principles:

- Adopt and apply standards of appropriate ethical behaviour;
- Comply with all applicable laws and regulations;
- Maintain systems to operate in a legal, efficient and financially sustainable manner with continual improvement in the management of quality, health and safety, the environment and human resources;
- Communicate and work constructively with the supply chain to deliver sustainable policies and practices;
- Identify stakeholders affected by the activities of the organisation and its supply chains and be responsive to their needs;
- Operate with transparency and record and report all complaints and prosecutions and associated corrective actions;
- Respect international norms concerning human rights and labour practices and recognise fundamental rights at work;
- Operate in a responsible manner to protect employees, contractors and visitors;
- Use energy efficiently in the production of materials and products and minimise the emission of greenhouse gases associated with these processes;
- Reduce fossil fuel consumption and utilise renewable sources of energy;
- Recognise the need to use all materials in the most appropriate and sustainable manner;
- Be responsible stewards of sites used by preventing pollution and recognising the importance of national heritage, ecological value and biodiversity during use and after the end of life of each site;
- Use water efficiently to minimise demand on potable water supplies, and treat process water and site run-off effectively to mitigate against pollution risks;
- Manage all waste streams effectively by adopting the waste reduction hierarchy and minimise waste incinerated and disposed off to landfill without energy or material recovery;
- Recognise the social and environmental impacts of transportation and the need to adopt



appropriate strategies to reduce adverse impacts;

- Continue to support sustainable communities by providing employment and economic activity through fair operating practices, and recognise the importance of developing a skilled and competent workforce;
- Liaise effectively with the local community and strive to develop mutual understanding and respect; and
- Develop products that improve the quality and sustainability of the built environment.

Signed:



Date: 08/08/2013



APPENDIX 3: LEGAL COMPLIANCE MATRIX

HILLS QUARRY PRODUCTS: LEGAL COMPLIANCE MATRIX

Act or Regulation	Compliance
The Health & Safety at Work etc. Act 1974	<p>Risk Assessments and Operating Procedures which are kept up-to-date.</p> <p>All personnel on site trained on their induction, also temporary staff, contractors checked for competence prior to commencing work.</p> <p>Health & Safety training carried out where applicable, training records available.</p> <p>H&S posters displayed.</p>
Control of Noise at Work Regulations 2005	<p>PPE ear protection supplied.</p> <p>Health Surveillance conducted including noise surveys.</p>
The Electricity at Works Regs 1989	Fixed and portable appliance testing conducted.
The Manual Handling Operations Regs 1992 Amended 1999 & 2002	Risk Assessments and manual handling procedure and policy document are in place and observed.
The Personal Protective Equipment Regs 1992 Amended 2002	In date PPE is available for all employees and visitors.
The Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995 Amended 2005	Up-to-date Accident Books are kept.



The Health and Safety(Consultation with Employees) Regs 1996	Meetings held and meeting notes are kept.
Control of Substances Hazardous to Health (Amendment) Regulations 2004	COSHH data sheets are available. COSHH assessments are regularly reviewed. Staffs are First Aid trained. Health Surveillance and Screening conducted.
The Safety Sign and Signals Regs 1996.	All safety signs meet regulations.
The Lifting Operations and Lifting Equipment Regs 1998	Certification maintained.
The Health & Safety (First Aid) Regs 1981	Trained First Aiders and First Aid boxes are available and kept up-to-date.
The Provision and Use of Work Equipment Regs 1998	Risk Assessments and Operating Procedures which are kept up-to-date. Competent Contractors carry out installations. Servicing and maintenance of plant equipment.
The Workplace (Health, Safety & welfare) Regs 1992 Amended 1995	Welfare facilities kept and maintained.
The Display Screen Equipment Regs 1992 Amended 2002.	DSE users identified and VDU assessment carried out. Best available equipment purchased and used.
The Regulatory Reform (Fire Safety) Order 2005.	Fire risk assessments carried out and maintained. Emergency Procedures are in place and practised. Fire extinguishers are provided and checked.



<p>The Management of Health & Safety at Work Regulations 1999 (Miscellaneous amendment regulations 2002)</p>	<p>Risk Assessments and Operating Procedures which are kept up-to-date. Health Surveillance conducted. Notice boards display group policy, insurance, emergency procedures. Induction training provided.</p>
<p>The Work at Height Regulations 2005</p>	<p>Risk Assessments and Operating Procedures which are kept up-to-date.</p>
<p>Health Act 2006 Smoking ban in England: 1 July 2007</p>	<p>Signs to be erected where needed, audit of all workstations undertaken and updated.</p>
<p>The Corporate Manslaughter and Corporate Homicide Act 2007</p>	<p>Risk Assessments and Operating Procedures which are kept up-to-date. Health and safety management system audited. Positive health & safety culture promoted. Health & Safety training on-going. H&S systems monitored and reviewed.</p>
<p>The Health & Safety (Offences) Act 2008</p>	<p>Health & Safety Systems are compliant with HSE Publications (Acts & Regulations). Information & training updated and audited. Health and safety management system reviewed both by external bodies and internal auditors. Positive health & safety culture promoted. Risk Assessment & SOP updated. Health & Safety training on-going. H&S systems monitored and reviewed.</p>



<p>The Safety Reps & Committees Regs 1977 Revised 1996</p>	<p>Meetings held with Safety Representatives.</p>
<p>Clean Air Act 1993</p>	<p>Maintenance records maintained. Dust survey records maintained. Vehicle servicing and inspections carried out, documentation kept up to date. Road sweeper used when required. Dust suppression system serviced. Heaters serviced.</p>
<p>The Finance Act 2000</p>	<p>Energy bills are managed and Maintained. Electricity data captured and scrutinised.</p>
<p>Contaminated Land (England) Regulations 2000</p>	<p>COSHH certificates kept up-to-date. COSHH system reviewed and updated. Hazard data sheets maintained. Spill kits kept on site. Spill training provided. Procedure contains pictures showing actions to be taken, including equipment to use and how to dispose of the resulting contaminated waste.</p>



<p>Water Resources Act 1991</p>	<p>Safety data sheets maintained.</p> <p>COSHH assessments carried out.</p> <p>Spill kits kept on site.</p> <p>Double-skinned diesel tank used.</p> <p>Waste segregation - hazardous waste is stored indoors to prevent contamination of surface run-off.</p> <p>Road sweeper used when required.</p> <p>Spill training provided.</p> <p>Procedure contains pictures showing actions to be taken, including equipment to use and how to dispose of the resulting contaminated waste.</p>
<p>Town and Country Planning Act 1990</p>	<p>Planning permissions obtained.</p> <p>Work carried out according to approved plans and schemes.</p>
<p>Environmental Damage (Prevention and Remediation) Regulations 2009</p>	<p>Environmental complaint procedure audited.</p> <p>Environmental incident log maintained.</p> <p>Emergency Plan in place.</p> <p>Site boundary inspected regularly.</p> <p>Site inspection carried out regularly.</p>
<p>Climate Change Act 2008</p>	<p>Monitoring of electricity use.</p> <p>Monitoring of diesel consumption in mobile plant.</p>



<p>The Control of Pollution (Oil Storage) (England) Regulations 2001</p>	<p>Oil storage risk assessment carried out and audited.</p> <p>Oil storage and fuel tanks visually inspected.</p> <p>Spill kits maintained.</p> <p>Training carried out to remind operatives of their responsibilities.</p>
<p>Directive on waste electrical and electronic equipment (The WEEE directive)</p>	<p>WEEE disposal documents maintained.</p> <p>Waste carriers licence collected and stored.</p> <p>Electronic computer equipment is sent back to suppliers.</p> <p>Electrical equipment stored until there is enough to send for disposal.</p>
<p>The Fluorinated Greenhouse Gas ("F-Gas") Regulations 2008/41</p>	<p>Air Conditioning Service records maintained.</p>
<p>Wildlife and Countryside Act 1981</p>	<p>Works carried out on site are compliant with the Planning Permission and Ecological Surveys.</p>
<p>The Conservation (Natural Habitats, etc.) Regulations 1994/2710</p>	<p>Works carried out on site are compliant with the Planning Permission and Ecological Surveys.</p> <p>Maintaining any habitats within the site.</p>
<p>Environment Protection Act 1990 Part III</p>	<p>Works carried out within the approved operating hours.</p> <p>Workings carried out according to the approved Dust Management Scheme.</p> <p>Noise Levels are monitored to ensure they are compliant with the planning permission.</p>
<p>Environmental Protection Act 1990 Packaging Producer Responsibility Obligations (Packaging Waste) Regulations 1997 (SI 1997/648) -</p>	<p>Packaging wastes are separated and stored ready for collection when required.</p> <p>Hazardous waste items are segregated and stored ready for collection when required.</p>



as amended by SI 2002/813 .Further amended by 2003 (wales)	Dedicated waste storage area maintained. Transfer/consignment notes and carrier licences are collected and stored.
Control of Pollution Act 1974	Any Scrap metal is disposed of appropriately. Transfer/consignment notes and carrier licences are collected and stored.
Control of Pollution (Amendment) Act 1989	Transfer/consignment notes and carrier licences are collected and stored.
Environmental Protection (Duty of Care) Regulations 1991 Environmental Protection Act 1990 Part II	Transfer/consignment notes and carrier licences are collected and stored.
Finance Act 1996 (as amended by the Finance Act 1999, the Finance Act 2000 and the Finance Bill 2001 and Finance Act 2003)	Landfill tax paid through the authorised waste carrier.
Hazardous Waste Regulations 2005	Containers available for the segregation of hazardous waste. Waste segregation procedure followed. Hazardous waste registration kept up to date.
Water Industry Act 1991	Works carried out according to the water management plans.



<p>The Environmental Permitting (England and Wales) Regs 2007</p>	<p>Relevant Permits kept up to date.</p> <p>Works carried out in compliance to the Environmental Permits.</p> <p>Regular site assessments carried out to ensure compliance with permits.</p> <p>Transfer/consignment notes and carrier licences are collected and stored.</p>
<p>Hills Environmental Policy</p>	<p>Works carried out in accordance with management plans.</p> <p>Objectives and Targets checked during audits and meetings.</p>
<p>Quality (Aggregates & Concrete Products)</p> <p>See Quality Management System for details.</p>	<p>Regular checks/testing to ensure product is of the required standard.</p>
<p>The Quarries Regulations 1999</p>	<p>Appropriate design, working, management and restoration of quarries.</p> <p>Risks assessed, controlled and monitored and mitigation adopted.</p> <p>Competent trained staff and contractors employed.</p> <p>Compliance with Health & Safety.</p> <p>Quarries, plant & machinery inspected and maintained.</p>



APPENDIX 4: QUALITY MANAGEMENT SYSTEM

Quality Policy

Hills Quarry Products Ltd is committed to purchasing and providing high quality aggregate and concrete products which meet all relevant industry and product specifications and which are consistent with our customers' expectations, through the adoption of this Quality Management System.

This Quality Policy is understood and followed at all levels of management and by all employees to ensure that 100 % of saleable and where relevant purchased products conform to this standard.

Progress towards achieving this policy is subject to regular review by General Manager.

The management of purchased products from external suppliers is addressed in Hills Quarry Products External Supplier Management System.

Product Standards

Hills Quarry Products will ensure that their products fully conform to the relevant Products/Industry Standards as detailed in the table below. This includes testing in accordance with the relevant standard by a UKAS Accredited Laboratory.

	Product	Specification		Quarry				
				Shorncote	Woodsford	Upwood	Chinham	Calhe
Concrete Aggregates & Sands	0/2mm Washed Concrete Sand	Aggregates for Concrete	BS EN 12620		✓			✓
	0/4mm Washed Concrete Sand		BS EN 12620	✓	✓			
	4/10mm Graded Coarse Aggregate		BS EN 12620	✓	✓			
	10/20mm Graded Coarse Aggregate		BS EN 12620	✓	✓			
	20/40mm Graded Coarse Aggregate		BS EN 12620	✓	✓			
Masonry Mortar / Plastering Sands	0/2mm Masonry Mortar Sand		BS EN 13139			✓		
	0/2mm Plastering Sand		BS EN 13139			✓		
	Dry Screened Building Sand			✓			✓	
Asphalt Sand			BS EN 13043			✓		
Type A Drainage Materials		Specification for Highway Works Series 500	BS EN 13285	✓	✓			
Type B Drainage Materials		Specification for Highway Works Series 500	BS EN 13242	✓	✓			
Crushed Rock		Specification for Highway Works Series 600	2004: Table 6/5: Class 6F5	✓		✓		
			1998: Table 6/2: Class 6F2 (Recycled)	✓				
			1998: Table 6/2: Class 6F1					
			Class 1A					✓
	MOT Type 1	Specification for Highway Works Series 800	BS EN 13285 Clause 803			✓		
Concrete	All		BS EN 206-1:2000	✓	✓			✓
			BS 8500-1:2006+A1:2012	✓	✓			✓
			BS 8500-2:2006+A1:2012	✓	✓			✓



Records

Records of each product test are retained and can be made available to customers at their request. This will include details of where the products were processed to allow problems to be traced to the source.

All non-conformances and actions required and taken are recorded.

Hills Quarry Products Ltd ensures that certification under the Quality Scheme for Ready Mixed Concrete (QSRMC): Quality and Product Conformity Regulations is retained.

Communications

The relevant sales manager will ensure that customer requirements are known and met and will communicate product information, inquiries, contracts, orders, feedback, and complaints.

Development

When developing new products appropriate product testing will be taken at each stage. Documentation will be kept demonstrating whether the product meets design requirements, regulatory requirements and user needs.

Auditing & Evaluation

This quality system and associated product specification and records is audited and evaluated for conformance and effectiveness annually by the General Manager who reports directly to the Directorate. This ensures that the quality system is working and if required what improvements need to be made. Audits are documented.

Signed:



Date: 08/08/2013



APPENDIX 5: EXTERNAL SUPPLIER MANAGEMENT SYSTEM

The majority of the Constituent Materials in Hills Quarry Products Limited's (HQPL) products are primary won minerals from their own quarries or recycled materials compliant with a WRAP Protocol which are subject to an Environmental Management System. This ensures that HQPL's Responsible Sourcing Principle Policies are adhered to.

Assessment & Standards for Externally Sourced Constituent Materials

To ensure compliance with HQPL's Responsible Sourcing Principle Policies the following criteria is, where practicable, used to evaluate and choose all suppliers, where Constituent Materials are sourced from outside:

- Cost of materials;
- Ability to deliver;
- Materials are locally sourced;
- Materials consist of a higher proportion of recycled/reclaimed/eco-friendly as practicable;
- Materials are appropriate to the end use and have been subject to the required product specific quality testing or certification; and
- The supplier operates within an Environmental Management System.

Where a supplier of the Constituent Materials is from outside of the EU, or from states that have not declared adherence to the OECD Guidelines for Multinational Enterprises, HQPL shall undertake an appropriate risk assessment and demonstrate due diligence in monitoring compliance with the ILO Declaration on Fundamental Principles and Rights at Work. In this instance the following established schemes shall be considered appropriate mechanisms for demonstrating due diligence:

- Membership of the Ethical Trade Initiative;
- Membership of the United Nations Global Compact; or
- Certification to the Social Accountability International SA8000 standard.

The BRE Environmental & Sustainability Standard recognises that:

'for some processes, a large number of substances and materials are used in very small quantities and it is unrealistic to gather information on all of these. Therefore, if constituent materials are sourced from outside the EU/OECD, risk assessments and due diligence shall be provided for 98% of constituent materials (by mass and volume) e.g. if



60% of suppliers are within the EU/OECD, the organisation shall provide risk assessments to cover the remaining 38% of constituent materials which are sourced outside the EU/OECD.

Hills Quarry Products Ltd will adopt this approach.

Once a supplier has been identified they will be periodically reassessed to reconfirm their continuing ability to meet the above requirements.

Supplier Performance

The General Manager will ensure that the Supplier's performance for meeting the above standards is periodically reviewed. If these standards are not being met an alternative supply will be considered or corrective actions will be required.

Purchasing & Verification Communication Process

HQPL use their existing established systems for the purchasing and receipt of orders. Should these fail they will be revised by the General Manager and updated accordingly.

Records

HQPL maintain a list of the suppliers that provide constituent materials for their construction projects including a record for their selection, evaluation and re-evaluation.

Signed:



Date: 08/08/2013

