



ENVIRONMENTAL MANAGEMENT
SYSTEM MANUAL

7 October 2010

TABLE OF CONTENTS

1.0	PURPOSE.....	3
2.0	SCOPE.....	3
3.0	ISSUE AND UPDATE.....	3
4.0	ENVIRONMENTAL POLICY.....	3
5.0	ENVIRONMENTAL ASPECTS & LEGAL REQUIREMENTS.....	4
6.0	OBJECTIVES AND TARGETS.....	4
7.0	OPERATIONAL CONTROL.....	4
8.0	EMERGENCY AND ACCIDENT RESPONSE.....	5
9.0	RESOURCES, ROLES, RESPONSIBILITIES AND TRAINING & AWARENESS.....	5
10.0	COMMUNICATION.....	5
11.0	DOCUMENTATION.....	5
12.0	DOCUMENT CONTROL AND CONTROL OF RECORDS.....	5
13.0	MONITORING AND MEASURING.....	5
14.0	EVALUATION OF COMPLIANCE.....	6
15.0	NON CONFORMANCE AND CORRECTIVE & PREVENTATIVE ACTION.....	6
16.0	INTERNAL AUDITS.....	6
17.0	MANAGEMENT REVIEW.....	6

1.0 Purpose

This manual defines the scope of the Royal Perth Yacht Club's Environmental Management System (EMS) and provides a linkage of system documents to the various elements of the EMS as required by the Swan River Trust.

The principal elements of the system described in this manual are:

- Environmental Policy
- Environmental Aspects, Legal & Other Requirements
- Environmental Objectives and Targets
- Operational Control
- Emergency and Accident Response
- Resources, Roles, Responsibilities & Training and Awareness
- Communication
- Documentation
- Document Control and Control of Records
- Monitoring and Measuring
- Evaluation of Compliance
- Non conformity
- Internal Audits
- Management Review

2.0 Scope

The Royal Perth Yacht Club's EMS provides a mechanism for environmental management throughout all areas and departments. The environmental management system is designed to cover environmental aspects which a facility can control and directly manage, and those it does not control or directly manage but can be expected to have an influence.

3.0 Issue and Update

The control of this Manual is in accordance with the Royal Perth Yacht Club's Environmental Document Control. All copies of this manual not marked "CONTROLLED DOCUMENT" are uncontrolled and should be used for reference purposes only. Amendments to this manual will be issued by the General Manager.

4.0 Environmental Policy

The Royal Perth Yacht Club's Environmental Policy (Policy) is endorsed by the General Manager. The policy covers all activities at the facility. The Policy includes a commitment to continual improvement and prevention of pollution, as well as a commitment to meet or exceed relevant environmental legislation, regulations and other requirements. The policy will be reviewed annually by management, communicated to all employees and made available to the public in accordance with the Environmental Communication procedure.

5.0 Environmental Aspects & Legal Requirements

The Royal Perth Yacht Club identifies the environmental aspects which the facility controls and over which it may be expected to have an influence, and determines which of those aspects are considered significant. These aspects are reviewed at least semi-annually or when there is a new or changed process or activity at the facility.

The Royal Perth Yacht Club has established a procedure for the purpose of identifying legal and other requirements that are applicable to the facility. The General Manager will annually review the most current national, state and local legal and other requirements as applicable to the facility.

Applicable Procedures

Identifying current legal requirements

6.0 Objectives and Targets

The Royal Perth Yacht Club has developed objectives and targets for each significant environmental aspect. These objectives and targets define:

1. the performance objectives for each significant environmental aspect;
2. the specific, quantified targets which define those performance objectives; and
3. the planned deadlines for the achievement of those targets

Objectives and targets are developed considering significant environmental aspects, technological options and financial, operational and business plans, and the views of interested parties.

7.0 Operational Control

The Royal Perth Yacht Club's has identified operations and activities associated with significant environmental aspects that require operational controls in procedures, work practices or environmental management programs.

These documents define the mechanisms for the establishment, implementation and maintenance of the EMS and ensure that the system is maintained in accordance with the environmental policy and objectives and targets and is communicated to suppliers and contractors.

8.0 Emergency and Accident Response

The Royal Perth Yacht Club's has an environmental procedure to identify potential for and response to accidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them. Emergency methods are reviewed on an annual basis and after the occurrence of accidents or emergency situations.

Applicable Procedures

Emergency Response

9.0 Resources, Roles, Responsibilities and Training & Awareness

The Royal Perth Yacht Club identifies, plans, monitors and records training needs for personnel whose work may create a significant impact upon the environment. The Royal Perth Yacht Club has an environmental procedure to train employees at each relevant function and level so they are aware of the environmental policy, significant environmental aspects their roles and responsibilities in achieving conformance with the policy and procedures and the consequences of non conformance. Employee training records will be maintained.

10.0 Communication

The Royal Perth Yacht Club has established and will maintain a procedure for internal and external communications regarding environmental aspects and the EMS.

Applicable Procedures
Communicating with Staff & Contractors

11.0 Documentation

The Royal Perth Yacht Club has established and will maintain a document register briefly describing all the documented aspects of the EMS.

12.0 Document Control and Control of Records

The Royal Perth Yacht Club has a procedure for controlling all documents relating to the EMS. This procedure describes where documents can be located, how long they will be retained, protection against damage, deterioration and loss and disposal method (if required). The procedure ensures that current versions are available and that obsolete documents are suitably identified.

13.0 Monitoring and Measuring

The Royal Perth Yacht Club has established an environmental procedure to monitor and measure the key characteristics of its operations and activities that can have a significant impact on the environment. This procedure can include calibration and maintenance requirements and ensures that records will be retained.

14.0 Evaluation of Compliance

The Royal Perth Yacht Club has established an environmental procedure to periodically review and record compliance with environmental legislation and any other legal requirements as well as Risk Register success. Records of assessments will be maintained and changes to the EMS will be carried out and documented accordingly.

15.0 Non Conformance and Corrective & Preventative Action

The Royal Perth Yacht Club has established a system for identifying and investigating non conformance and for initiating and completing corrective and preventative action. Any changes in procedures resulting from corrective and preventative actions are implemented and recorded.

16.0 Internal Audits

Periodic system audits are conducted to ensure that the environmental management system has been properly implemented and maintained. Audits are performed according to a schedule, which is based on the environmental importance of an activity, the results of previous audits and the audit schedule. The entire EMS will be audited on an annual basis.

17.0 Management Review

The Royal Perth Yacht Club General Manager reviews all elements of the EMS annually to ensure its continuing suitability, adequacy and effectiveness. Results of each review are documented and changes are made accordingly.