

Combined Management Systems Report 2015

1. OVERVIEW

Hydro-Logic Ltd (trading as Isodaq Technology) operates an integrated Management Systems approach encompassing combined administration and organisation for Quality, Health and Safety, Sustainability and Environmental procedures.

The systems continue to underpin all operations and are tested regularly throughout the course of rigorous audits. To that end, Isodaq conducts internal audits of all offices and processes, cooperates with the requirements of external auditors (including those by certifying authorities and customers) and audits the processes and systems of key suppliers.

During the course of the year we have actively participated in external audits of our systems, policies and procedures, to include those by Citation PLC (Health and Safety), QMS, LRQA (Quality) and DHL (waste electrical and electronic equipment compliance).

Our documentation (policy and manuals) has undergone review and modification with a specific focus on our data logger and systems production facility at Stirling. Consequently, we are pleased to report that our Stirling system has been tested and continues to meet the requirements of ISO9001:2008 with further compliance for EC Directive 94/9/EC (equipment for use in potentially explosive atmospheres). Isodaq retains an appointed Management Systems Advisor who may be approached for guidance by any employee within the Group.

We are pleased to report that our employees have continued to maintain a good record of health and safety performance, with no RIDDOR-reportable or other serious incidents throughout the period.

During the last 12 months, management systems' targets were regularly monitored and a new set of targets has been published for this year, available to view on our website.

2. Management and Staff Commitment

Staff at all of our offices view our Management Systems' requirements as a fundamental part of their everyday operations. All office employees have representation through nominated champions at our quarterly QHSEMS Committee meetings. Management Systems awareness is maintained from the time of the initial induction process and onwards throughout employment. Outcomes from meetings and reviews are discussed through regular team briefs and toolbox talks and employees are encouraged to take shared ownership, facilitated by direct input using our suggestion card scheme.

3. External Links and Corporate Responsibility

We continued to work within the MetNet initiative (Marches Environmental Technologies Network), which promotes collaborative working among businesses that provide products or services within the environmental technologies sector.

The organisation is supportive of community initiatives, working with local suppliers and organisations wherever such opportunity arises, Isodaq being especially supportive of local business enterprises and charity events. Such events have been directly supported by the Company and/ or facilitated through flexible working time arrangement.

We continue to offer local flood warning systems in two locations within Herefordshire, free of charge to the community.

4. Staff Training

There is a strong commitment to appropriate levels of training at the core of our management systems.

Vocational training delivered throughout 2015 includes: internal product and software training, supplier systems instrumentation, health and safety. We have appointed an additional two apprentices under approved government-backed training schemes.

5. Performance

Management System	Target	Measurements / Evidence	Performance Completion % to date.
General	Zero prosecutions and improvement notices in the area of all Management Systems.	No such records.	100%
Quality	Informally apply LRQA quality standards across all of Isodaq Technology.	Internal Audit results and Committee Minutes.	90%
Health and Safety	Review First Aid availability across Isodaq Technology offices and implement any improvements required.	Training Records and Committee Minutes.	100%
Environmental	Review carbon footprint against previous baseline and any improvement targets which were set.	Carbon Footprint Report and Committee Minutes.	100%
Sustainability	Implement effective "Approved Suppliers List" across all Isodaq Offices.	Approved Suppliers List and Committee minutes	95%

Performance is reviewed regularly under the QHSEM Systems (see above).

We have continued to maintain a good record of performance against legislative standards and, in so doing, have not compromised our target of “no improvement notices or prosecutions” by any authority.

ISO9001:2008 standard of compliance has been assessed across all offices and the management system continues to be conformant across all offices. This will be further tested throughout 2016 following introduction of the revised ISO9001 standard.

First aid provision has been assessed and a further training requirement has been identified. Training has been arranged for January 2016.

Our environmental performance is a key consideration under our combined management systems review. The company continues to minimise environmental impact wherever possible, for example, by use of public transport, more efficient equipment, optimisation of newer technologies, etc. We have established a base-line figure for our carbon footprint for our Bromyard and Stirling operations, using various established calculators for CO₂. A 30% decrease in our carbon footprint in 2015 reflects a marked decrease in international travel, greater use of public transport and more efficient use of energy in office locations, together with attention to field-work logistics.

An intranet-based system for selection of suppliers according to key selection criteria has been developed and tested. It is now being populated with supplier data and suppliers are being audited for conformance to the latest requirements.