

*Manual*  
*Environment & Quality*



**Mölnbacka Industri AB**

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Air purification Unit MIAB FD

## 1. Common policy rules

### 1.1 Environment- and quality policy

#### Environment and quality policy

#### *MIAB*

Mölnbacka Industri AB, MIAB, develops, market and sell air purification system for removal of solvents (VOC)

The Environment- and Quality system is the basic policies programme that;

- Is safeguarding that the products and services reaches the quality level, expected by our customers and the market
- Guarantees a sustainable development trough a product, manufactured with continuous concern to rules, and prevents negative influence on the environment.
- Impose the staff to notice environment- and quality means, thus providing constant product improvements and that rules and regulations are obeyed.

Deje 2007-10-09



*Lena Andersson*  
Managing Director

*References: Routine Environment- and quality policy (R 1.1)*  
*Routine Laws and other general demands (R 1.2)*  
*Routine Environment- and quality aspects (R 1.3)*  
*Routine Environment- and quality aim and its activities (R 1.4)*

## 1.2 Organisation

Formal responsibility is shown in the organisation plan. Specific responsibility covering environment and quality is stated in written routines, instructions and forms. Each employee's competence and education is recorded, and further required studies are identified. New employee's will obtain written rules with distinct information about the company and its leadership

*Reference: Routine Organisation structure and responsibilities (R 2.1)*  
*Routine Education, awareness and competence (R 2.2)*

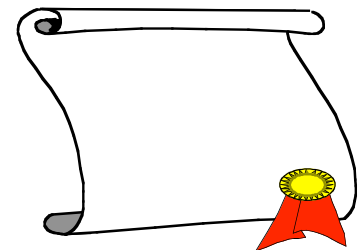
## 1.3 Management operative system

The operative system for Environment & Quality will during the period 2006-2007 be certified, meeting the norms of ISO 14001:2004 & ISO 9001:2000. The operative system will comprise the complete activities of MIAB. Our office is located in Deje, Sweden.

This Manual is accessible at our homepage 2007. As major changes on the manual occur, certain external companies are selected and noticed.

The Management perform annual revision of the operative system. Revisions are planned and made with regular intervals. Domestic personnel make internal revisions and external revisions are made by SEMKO-DEKRA Certification AB.

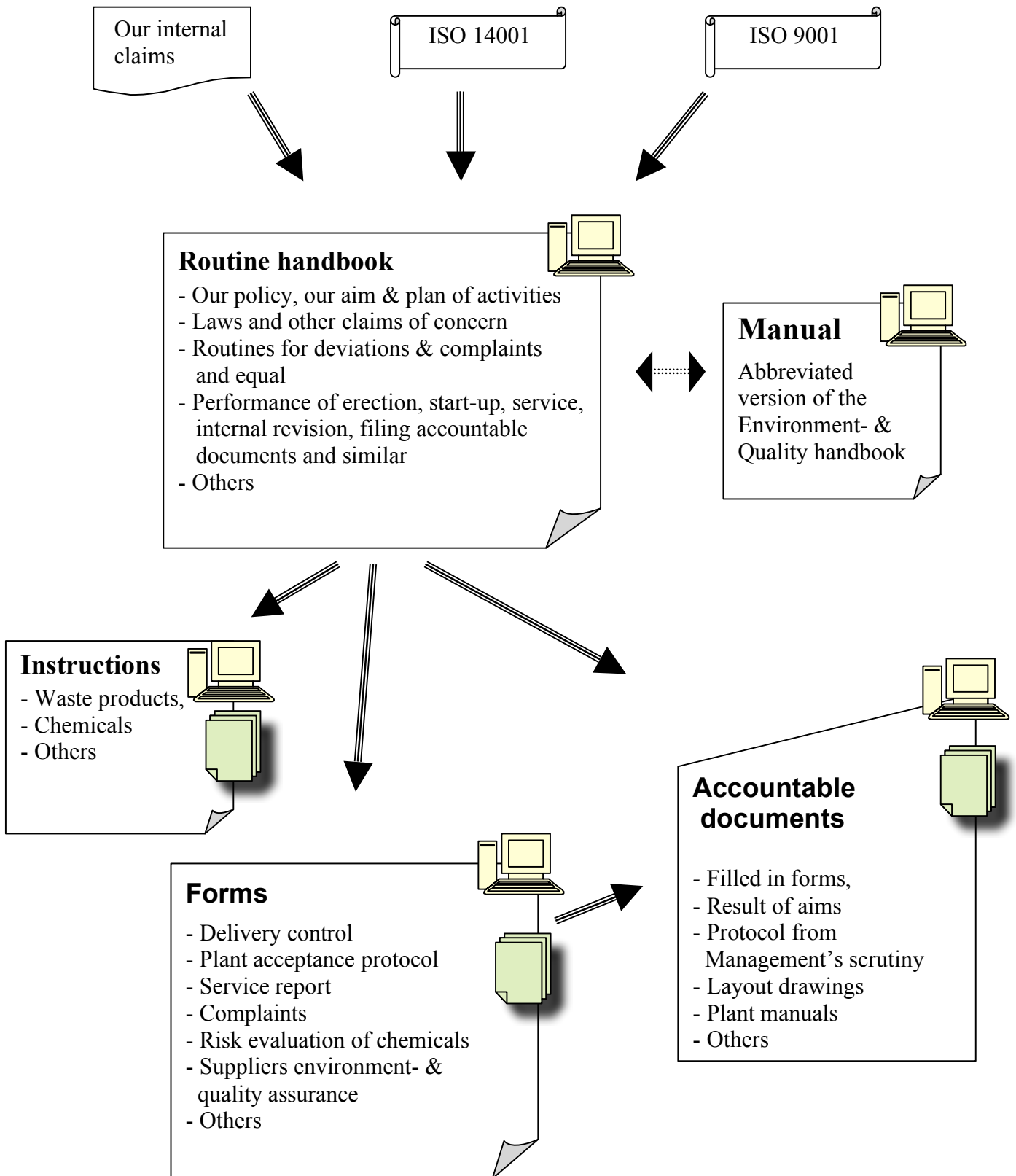
*Reference: Routine Management operative system (R 3.1)*  
*Routine Activity guidance (R 3.2)*  
*Routine Surveillance and measuring (R 3.3)*  
*Routine Revision (R 3.4)*  
*Routine Management control (R 3.5)*



## 1.4 Document guidance

The operative system consists of guidance- and accountable documents. The main document is this Manual, environment- and quality part with adherent instructions and forms. Accountable documents present's results and events in the operation, such as result of revisions, Management control documents, layout drawings, construction manuals and similar documents.

The guidance- and accountable documents contain a number of rules for design and storage.



Reference: *Routine Documentation* (R 4.1)  
*Routine Accountable documents* (R 4.2)

### 1.5 Communication

We have routines covering internal and external communication for environment- and quality questions. These routines comprises, among others, responsibility and storage. Internal communication between the personnel is cared for at Management meetings.

Reference: *Routine Communication (R 5.1)*

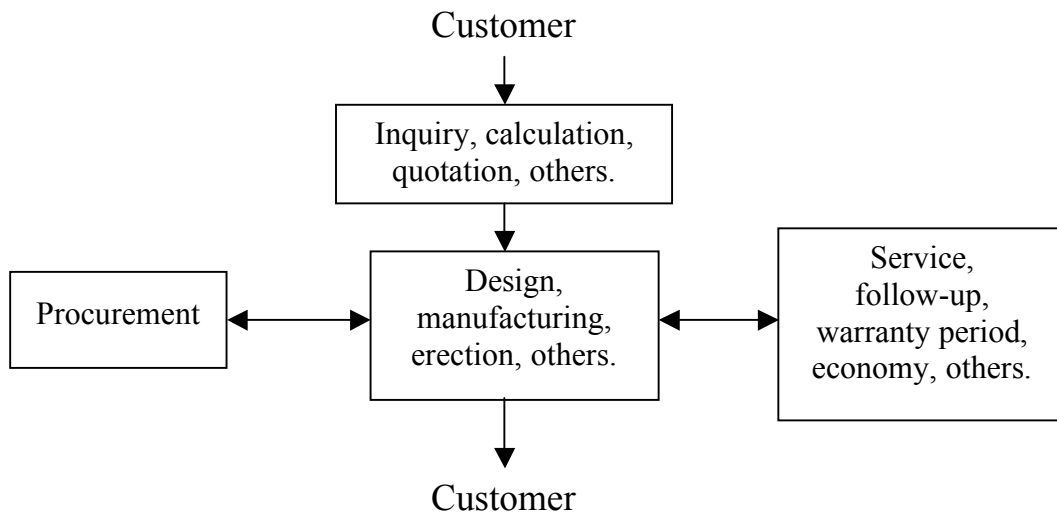
### 1.6 Deviations & suggestions to improvements and emergency alert

We are recording, imply measures for, and follow up deviations and suggestions to improvements brought up in the operations. An annual report is made as to give evidence to deviations, show results of measures and suggestions to improvement. The report is introduced to the Management.

We are continuously engaged to prevent accidents and hazardous situations. We maintain regular training and education in preventive fire protection and its fire fighting equipment.

Reference: *Routine Deviations and observations (R 6.1)*  
*Routine Emergency alert (R 6.2)*

## 2. Specific rules for processes



### 2.1 Market

We possess standard routines for inquiries, quotations, orders, process control, warranty period and marketing. We have a continuous and mutual communication with our customers, as to experience their opinion about our operations, as a source for improvements.

Reference: *Routine Market (R 7.1)*

## 2.2 Design

During the design work, we record the specific technical demands, related to our products. Rules for detection of deviations and changes in the design are adapted. During the design, routine control steps are made and comparison to calculations and drawings are performed.

Subsuppliers manufacturing our equipment, are also certified through ISO 14001 & ISO 9001. The responsible designer performs continuous control of the manufacturing.

Our routines of design, includes rules for our work at erection & start-up, service and development. Any contact with chemicals and waste products is made as per our instructions.

*Reference: Routine Design (R 8.1)*

## 2.3 Procurement

We have routines for cost calculations and procurement. We investigate our sub suppliers environment & quality status, perform evaluations and put together a list of deliverers, where the level of environment and quality capabilities are noticed. We have a register over used annual chemical quantities, which comply with authority regulations.

*Reference: Routine Procurement (R 9.1)*

## 2.4 Economy

Our economy control routine includes rules for project economy, project control and personnel administration.

*Reference: Routine Economy (R 10.1)*

## 3. Cross reference list related to ISO 14001 and ISO 9001

Routine	Document	Reference in ISO 14001	Reference in ISO 9001
R 1.1	Environment & quality policy	4.2	5.1, 5.3, 8.5.1
R 1.2	Laws & other general demands	4.3.2, 4.5.2	5.2, 7.2.1
R 1.3	Environment & quality aspects	4.3.1	5.2, 7.2.1, 7.2.2
R 1.4	Environment & quality aim and plans of actions	4.3.3	5.4.1, 5.4.2, 8.5.1
R 2.1	Organisation structure and responsibilities	4.4.1	5.1, 5.5.1, 5.5.2, 6.1, 6.3
R 2.2	Education, awareness & competence	4.4.2	6.2.1, 6.2.2
R 3.1	Management operative system	4.1	4.1
R 3.2	Activity guidance	4.4.6	6.4, 7.1 – 7.5
R 3.3	Surveillance and measuring	4.5.1	7.6, 8.1, 8.2.1, 8.2.3, 8.2.4, 8.4
R 3.4	Revision	4.5.5	8.2.2
R 3.5	Management control	4.6	5.6, 8.5.1

R 4.1	Documentation	4.4.4, 4.4.5	4.2.1, 4.2.2, 4.2.3
R 4.2	Accountable documents	4.5.4	4.2.4
R 5.1	Communication	4.4.3	5.5.3, 7.2.3
R 6.1	Deviations and observations	4.5.3	8.3, 8.5.2, 8.5.3
R 6.2	Emergency alert	4.4.7	8.3
R 7.1	Market	4.4.6	5.2, 7.2, 8.4, 8.5
R 8.1	Design	4.4.6	5.2, 7.2.2, 7.3, 7.4.3, 7.5, 7.6, 8.3
R 9.1	Procurement	4.4.6	7.4, 8.2.4
R 10.1	Economy	4.4.6	7.5

#### **4. Contact persons for environment- & quality questions**

- |   |                |
|---|----------------|
| <input type="checkbox"/> <b>MD</b><br><b>Procurement &amp; economy</b><br><b>Environment- &amp; quality control</b> | Lena Andersson |
| <b>Basic design &amp; calculation</b>   | Sven Nilsson   |
| <input type="checkbox"/> <b>Marketing</b><br><b>Process service,</b><br><b>Optimization &amp; control</b>           | Jan Andersson  |
| <input type="checkbox"/> <b>Design &amp; construction</b><br><b>Service</b><br><b>Erection &amp; start-up</b>       | Lars Nilsson   |

## **MIAB**

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