


UTON SA Str. Uzinei nr.16 Onesti, judetul Bacau Romania	INTEGRATED MANAGEMENT BOOK Code: MMI edition 1, revision 0/15.05.2008	
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INTEGRATED MANAGEMENT BOOK

QUALITY, ENVIRONMENT, SAFETY AND OCCUPATIONAL HEALTH

SR EN ISO 9001, SR EN ISO 14001, OHSAS 18001

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1 APPLICATION AREA

1.1 UTON SA Presentation

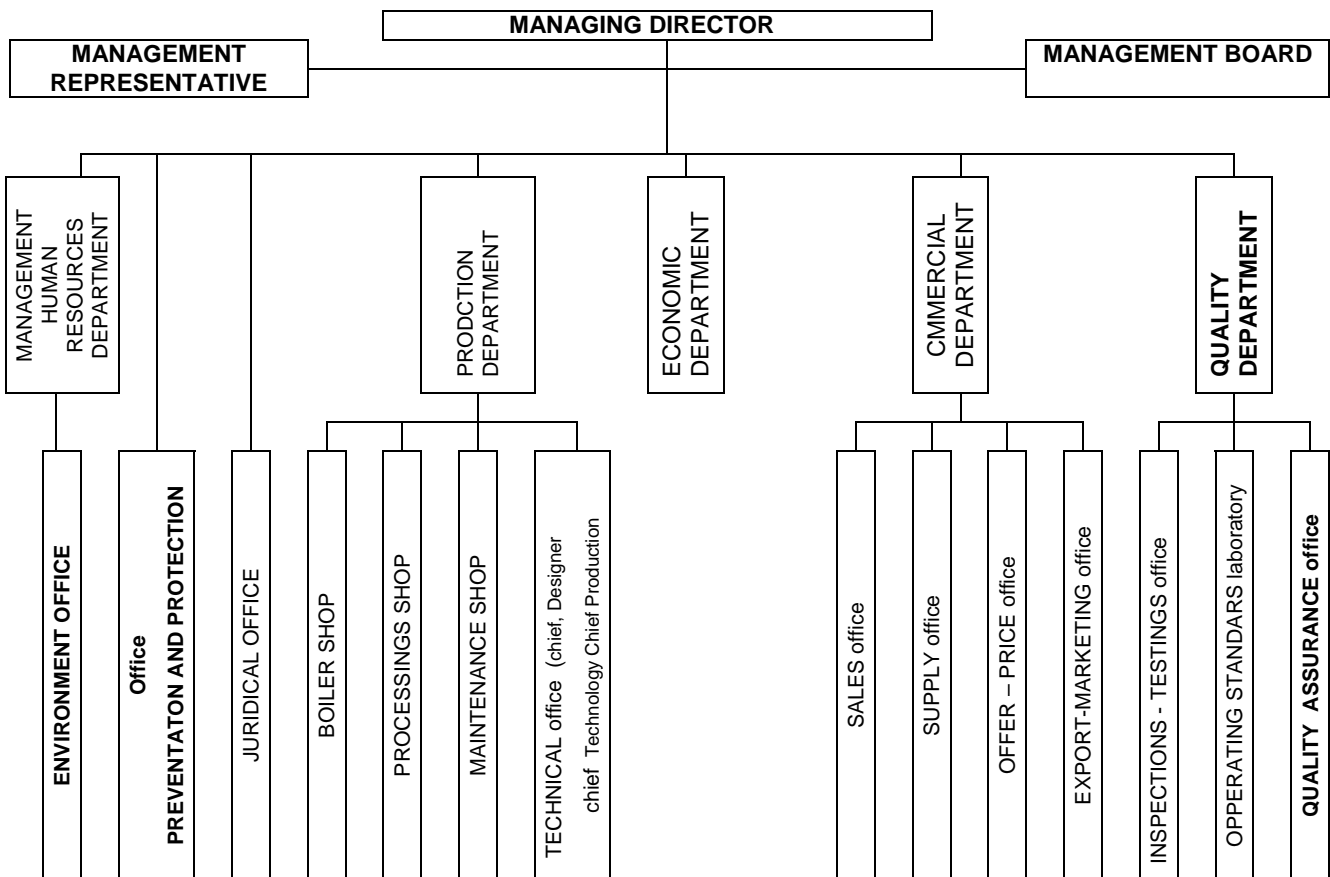
1.1.1 UTON SA company from Onesti is a Romanian corporate body, with private held Joint Stock. The company carries out its activity in conformity with the Romanian en force laws and with the position of the company.

1.1.2 IDENTIFICATION DATA

Designation: **S.C. UTON SA**
Address: **Onesti, Uzinei street, no 16, county of Bacau, România**
Phone: **0234.324222**
Fax: **0234.315020**
E mail: **uton@uton.ro**
Web: **www.uton.ro**

1.1.3 The objective of activity of S.C. UTON SA Onesti implies: designing, production and purchase of boilers, pressure vessels, spare parts and units as well as metallic welded parts.

1.1.4 The flow chart of SC UTON SA Onesti is presented in the following figure:




1.2 Application area

The integrated management system quality – environment – safety and occupational health is to be applied for the protection, production and purchase at home and abroad of boilers, pressure vessels, spare parts and their units as well as welded metallic parts.

For the activity field, the company is certified and authorized in conformity with:

- the national technical prescriptions ISCIR for the protection, expertise, execution and assembly of the boilers and pressure vessels;

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- the 97/23/EC (PED) Directive for the design and execution of the pressure vessels;
- the ASME Code section VIII div.1 for the design and execution of the pressure vessels (U stamp).

The foregoing Integrated Management Book is the document which announces the politics in the field of quality, environment, health and occupational safety, describing the functioning of the management system implemented within the organization of UTON SA and serving as permanent reference for the design, implementation and continuous improvement of the management system.

The book and the documentaton of the management system encompass alll the changes that may arise in the organization and its functioning.

The integrated management book ensures the documentation of the management system, a system which is designed and implemented within the organization of UTON S.A according to the requirements of the SR EN ISO 9001 standard for quality, SR EN ISO 14001 for the environment and OHSAS 18001 for health and occupational safety the current editions, in view of establishing the following objectives:

A. From an internal viewpoint:

- Facilitation of the unitary understanding of the policy for quality, environment, health and occupational safety as well as of the integrated management system implemented within the organization.
- Ensurance of the coherence of the objectives for quality, environment, health and occupational safety with the general objectives of the organization.
- Facilitation in accomplishing the objectives, by defining the organizational structure and the responsibilities of different functional entities related to the fulfillment and improvement of the quality, enviornment, health and occupational safety.
- Improvement of the internal communication, by determining the vertical and horizontal channels of communication.
- Ensurance of the unitary training of staff, concerning the elements of the management system and facilitation of its awareness related to the impact of the activity over the quality of products and services supplied and respecting the legal requirements of quality, environment protection, as well as health ensurance and occupational safety.

B. From an external viewpoint:

- Improving the organization communication with all business partners;
- Informing the potential business partners related to the policy of the UTON SA organization;
- Proving the ability of the organization to offer products and services which shall fulfill the contractual requirements;
- Creating a favourable image with the business partners, enhancing their trust so to accomplish the contractual requirements;
- Describing the competence field of the UTON SA organization;
- Presenting the functioning of the management system of the environment with the purpose of growing the trust that the processes and the activities carried out as well as their results are in conformity with the requests of the partners and provisions of the given standards.

- 1.2.1** The Integrated management book is used as reference document for the evaluations carried out by the beneficiaries as well as by the certifying body, offering support for proving the conformity of the environmental management system with the specifications of the reference standards SR EN 9001 for quality, SR EN ISO 14001 for the environment and OHS 18001 for health and occupational safety, current editions as well as with those of the certifying body.

2 NORMATIVE REFERENCES

2.1 Quality management

- SR EN ISO 9000:2001 Quality management systems. Main principles and vocabulary.
 SR EN ISO 9001:2008 Quality management systems. Requirements.
 SR EN ISO 9004:2001 Quality management systems. Guide for improvement of performances.
 SR EN ISO 19011:2003 Guide for auditing the quality and environmental management systems.

2.2 Environmental management

- SR EN ISO 14001:2005 Environmental management systems. Requirements with guide for usage.
 SR EN ISO 14031:2001 Environmental management. Evaluating management performance.

2.3 Safety and occupational health management

- OHSAS 18001:2004 Health and occupational safety management systems. Requirements.
 OHSAS 18002:2004 Health and occupational safety management systems. Main targets for the implementation of OHSAS 18001

2.4 Laws, norms, government decisions and other legal national and international dispositions

3 TERMA AND DEFINITIONS

3.1 Definitions

The definitions of the used terms within the present book and the attached documents are displayed in the regulatory documentation – vocabulary.

3.2 Abbreviations. Shortenings.

UTON SA	Societatea comerciala UTON SA from Onesti, str. Uzinei nr.16.
IMS	Integrated management system
IMB	Integrated management book
SOH	Safety and occupational health (also "labour protection; "prevention and protection")
MR	Management representative
MMD	Measuring and monitoring device
MM	Monitoring and measuring
Organization	S.C UTON SA from Onesti, Uzinei street no 16.
Board	Directors, departament chiefs, offices, shops (also "management")
IMP	Integrated management programme
MMP	Measuring and monitoring programme
IMSD	Integrated management system documentation

Codes for the used forms are explained within the Sheet DSMI.

4 REQUIREMENTS OF THE INTEGRATED MANAGEMENT SYSTEM

4.1 GENERAL REQUIREMENTS

[SR EN ISO 9001 chapter.4.1](#); [SR EN ISO 14001 chapter.4.1](#); [OHSAS 18001 chapter .4.1](#);

4.1.1 Integrated management system (quality, environment, health and safety) is established, documented, implemented and maintained within the UTON SA organization.

4.1.2 Integrated management system includes:

A. General management processes:

Identification, evaluation and analysis of all the aspects concerning products' quality and services;

Identification, evaluation and analysis of the environmental issues;

Identification, evaluation and analysis of the issued related to health and occupational safety;

Elaboration and approval of policy, objectives, strategies/ quality, environment, health and occupational programmes.

B. Management processes of the resources :

- Human resources management
 - Identification of staff competences
 - Staff recruiting
 - Training and staff evaluation
 - Responsibilities
- Infrastructure management and working environment
 - Investments
 - Infrastructure maintenance
 - Staff recruitment
 - Infrastructure maintenance
- Information management
 - Information flux
 - Internal documents' control
 - Registrations' control
 - External documents' control (specifications, laws, norms, standards).
- **C. Processes of product performance and service supply:**
 - Offers, contracts and sales
 - Supply
 - Planning and product/ service performance
 - Operational control of the activities that may have an impact upon the environment
 - Operational control of the activities that may have an impact upon health and occupational safety

D. Processes of measuring/ monitoring, analysis and improvement:

- Measuring and monitoring customers' satisfaction;
- Internal auditing;
- Measuring and monitoring of processes – quality performances of processes, environment, health and occupational safety;
- Measuring of products – inspections and testing;
- Controlul of neconformity products;
- Controlul of the environmental issues, dangers, health and occupational safety risks;
- Analysis of measured/ monitored data;
- Improvement / corrective and preventive actions.

4.1.3 Processes' interaction chart (MAP OF PROCESSES) is presented in the Appendix of

the present book.

4.2 POLICY

[SR EN ISO 9001 chapter 5.1 si 5.3](#); [SR EN ISO 14001 chapter 4.2](#); [OHSAS 18001 chapter 4.2](#);

4.2.1 The organization management has established fundamental principles that lie at the basis of the policy of the organization as it follows:

- UTON SA is a brand whose activity is centered upon the execution of boilers and pressure vessels registered at OSIM. Our products ensure operating safety;
- Customers' requests need to be made known correctly, thoroughly and in due time in order to be satisfied – Quality means what the customer wants and not what we believe he may want to achieve. Moreover, the applicable regulatory requirements are implemented and the customer is informed that these demands must be strictly respected;
- Continuous improvement is the preoccupation of our staff while the promotion of the culture of quality among staff and competition represent our top strategic priorities;
- We function with optimum costs, specific for our market target in which we decided to invest our activity;
- Prevention is cheaper than correction;
- Prevention of quality nonconformities for products and services is a means of accomplishing our objective. Non quality = zero;
- Prevention of environmental pollution is firstly done by understanding the environmental issues and their associated risks;
- The company has the same attitude related to health and occupational safety;
- We use the safest and the most competitive working methods in all our actions and we protect the health of our employees as well as of the environment;
- Awareness of our staff concerning the importance of knowing and respecting the legal requirements related to the environment, health and occupational safety;
- We offer each employee the opportunity to develop his/ her maximum potential by means of education, training and professional growth;
- By involvement, participation and acknowledgment we assure the capability of our employees to identify themselves with this VISION, and thus contributing to the performances of the objectives of the organization.

4.2.2 Starting from these principles, the objectives of our organization are established and continuously monitored by means of the annual management programme.

4.2.3 The organization management takes full responsibilities by signing the Declaration of policy for the quality, health and occupational field. The declaration includes their commitment and the message towards all the employees of the company for the accomplishment of the objectives within the management programme.


4.2.4 DECLARATION OF POLICY

4.2.4.1 At the centre of the concerns of the organization management lies the interest for ensuring high quality products and services, carried out within the context of our responsible preoccupation for ensuring the well being and health of our employees as well as the safety of the environment.

The organization management considers the quality of the offered products/ services as well the respect for the environmental norms, health and occupational safety as being major important elements for any development.

The satisfaction of our customers' requests together with the preoccupation for a healthier environment and working area are carried out by promoting a complete understanding of the requests and of the ongoing effort to improve the quality level of our process, products and services that we offer.

The products and services of UTON SA are offered by means of an integrated

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management system bearing as model the SR EN ISO 9001 standard for the Quality management system SR EN ISO 14001 for the Environmental management system and OHSAS 18001 for the Management system of health and occupational safety, current editions.

The integrated management system – quality – environment – safety and occupational health is applicable for the design, production and purchase of boilers, pressure equipments, spare parts and units as well as for welded metallic parts.

The main objectives that UTON SA aims at and commits to fully accomplish are the following:

- Implementation of an Integrated Management System at the level of our organization to create the necessary conditions for the continuous improvement of the organization performances;
- Proper functioning in conformity with the current legislation and other applicable regulations:
 - Prevention and continuous reduction of pollution;
 - Ensurance of a health and secure working environment;
 - Efficiency in using energy, water as a source of saving the financial and natural resources;
 - Reduction of the wastage resulted from the carried out activity;
 - Informing all employees related to the policy of the organization and their involvement in reaching the established objectives;
- Bringing to the public eye among the employees and local community of the positive results obtained in the field of environmental protection, health and occupational safety with the purpose of improving the image of the company and the relations with neighbours and local authorities.

This policy represents the commitment of the management towards owners, employees, customers, partners and communities, and is applicable to all processes of the organization, while the provisions of the Management system are compulsory for the activity of all employees.

The Managing Director appointed the Management Representative as his mandatary for the designing, maintenance, evaluation, analysis and improvement of the integrated management system within the UTON SA organization.

The management representative provides permanent monitoring and measuring of the system, the analysis of its functioning as well as informing the Management related to the identified nonconformities and incidents, coordination of all preventive, corrective and improvement actions which must be carried out as well as the evaluation of their implementation.

In the position of Managing Director and responsible for the quality of the offered products and services to our customers, for the quality of the environment, health and labour safety within the UTON SA organization, I assume full responsibility to establish, implement and maintain all the necessary processes for the Management System, to analyse the system functioning and evaluation of the Management System Programme as well as to initiate any improvement action and request all employees to respect the imposed requirements by means of the Integrated Management System Documentation in order to accomplish the objectives of the organization.

4.2.4.2 The declaration is signed by the Managing Director and Human Resources Director on July 15th, 2008.

The declaration is displayed in the organization and on the site www.uton.ro, while the staff is periodically trained, the training being registered in the training report.

4.3 **PLANNING**

4.3.1 **Planning the quality management system**

[SR EN ISO 9001 chapter 5.4.2;](#)

The quality management system is planned through the Integrated Management Programme, section QUALITY and described in the procedure PS10, Objectives,

Programmes, with the purpose of accomplishing the requirements from the standard ISO 9001 and of the quality objectives.

4.3.2 Environmental issues

SR EN ISO 14001 chapter 4.3.1;

Identification of the environmental issues which have or may have a significant environmental impact is carried out in the Environmental analysis according to procedure PM03, Environmental issues, aiming to obtain answers for the following questions:

“Where are we standing now in terms of respecting the environmental issues?”

“Where are we heading for in terms of respecting the legal requirements and other environmental issues?”

“What happens with the markets/environment we evolve (in terms of products, qualitative level, technology, customers’ expectations, competition, respect for the legal requirements and other environmental requirements etc., identification of the environmental issues within the organization)?”

“Which are our strong and weak points, identification of the significant environmental issues and their impact upon the environment?”

“What are the dreams of our employees?”

“What are the expectations of the interested parties?”

Moreover, we take into consideration the policy of our organization related to the environment, the results of the internal auditing, the feedback from measuring the performance.

Based on the analysis of these elements, we establish the objectives and draw up the Integrated Management Programme – section ENVIRONMENT as according to procedure PS10 Objectives, Programmes. The issues we establish are taken into account when implementing, maintaining the integrated system. The information related to the environmental issues are analysed and checked periodically within the analyses carried out in conformity with procedure PS07 Analysis and improvement.

4.3.3 Planning for danger identification, risk evaluation and risk control

OHSAS 18001 chapter 4.3.1;

Danger identification, risk evaluation and risk control are carried out in the Analysis of safety and occupational health as according to procedure PSS01, Dangers’ Identification which involve the answers to the following questions:

“Where are we standing now in terms of respecting the legal requirements of safety and occupational health?”

“Where are we heading for in terms of respecting the legal requirements and other safety and occupational health requirements? Is it more proactive than reactive?”

“Which are our strong and weak points, identification of the significant safety and occupational health issues and their impact upon the staff?”

“What are the capabilities and dreams of our employees?”

“What are the expectations of the interested parties?”

“What are the requirements for facilities, trainings, actions’ monitoring and conformity with the given terms?”

Moreover, we take into account the policy of the organization related to SSO, the results of the internal auditing, of the feedback upon measuring the performance, ordinary and out of the ordinary activities, activities of the staff, subcontractors and guests.

Based on the analysis of these elements, we establish the objectives and draw up the Integrated Management Programme – SAFETY AND OCCUPATIONAL HEALTH according to the procedure PS10 Objectives, Programmes. These items are carefully analysed and reviewed periodically within the analyses carried out by the management in conformity with procedure PS08. Analysis and improvement.

4.3.4 Legal requirements and other requirements

[SR EN ISO 14001 chapter 4.3.2](#); [OHSAS 18001 chapter 4.3.2](#);

The management promotes the orientation towards the legal requirements and other requirements with the purpose of their identification and compliance.

The organization depends upon the customers and suppliers or business partners and thus it tries to understand the present and future requirements as well as their expectations and conformity with the legal requirements and other requirements at which the organization subscribes.

The application of this principle implies the following:

- a) understanding the whole range of necessities and legal requirements related to the activity carried out by the organization;
- b) ensurance of a well balanced approach of the customers' needs and expectations as well as those of the other interested parties (shareholders, staff, suppliers, partners, local community and society in general) in conformity with the legal requirements;
- c) identification and access at all the legal requirements and other requirements, updating and communication in the whole organization;
- d) the conformity with the legal requirements and continuous improvement of the activity;

The procedure PS11 is established, implemented and maintained. Legal requirements, applicable for laws, decisions, Romanian government enactments, ministerial orders, decrees, authorizations, local agreements, national and international standards are all fully respected.

UTON SA detains access to all the legal requirements by means of the partnership with other organizations.

4.3.5 **Objectives, targets and programmes**

[SR EN ISO 9001 chapter.5.4.1](#); [SR EN ISO 14001 chapter 4.3.3](#); [OHSAS 18001 chapter 4.3.3 si 4.3.4](#);

Determining the objectives, targets is the responsibility of the management within the organization by means of the Management Board. With the management analysis, environmental analysis, as well as safety and occupational health analysis we establish the objectives, and resources (human, informative, financial and material) necessary for their accomplishment.

The organization management is aware that the objectives are established at high levels and positions in the organization, are measurable and in conformity with the policy, legal requirements and other requirements at which the organization subscribed, including continuous improvement. For their fulfillment, an Integrated Management System is established, implemented and maintained.

The programme includes actions, means and responsibilities and terms related to the accomplishment of the actions.

The level of reaching the objectives included in the POLICY of the organization are evaluated in the analyses carried out by the management and where are discussed the optional technologies, the economic possibilities, the business particularities, the obtained progress as well as the difficulties and necessary improvement actions and viewpoints of the interested parties.

The procedure PS 10 Objectives, Programmes is established and maintained.

4.4 **IMPLEMENTATION AND OPERATION/FUNCTIONING**

4.4.1 **Resources, tasks, responsibilities and authority**

[SR EN ISO 9001 chapter 5.5 si 6](#); [SR EN ISO 14001 chapter 4.4.1](#); [OHSAS 18001 chapter 4.4.1](#);

In order to establish, implement, maintain and improve the Integrated Management System, the organization management provides the necessary human resources, infrastructure, technology and economic means.

4.4.1.1 Human resources

The structure of staff is established by means of the internal decision in conformity with the flow chart.

The tasks, responsibilities and authorities of the staff are established through the Job Description and procedures (chapter 6 Responsibilities and authorities of the staff) and are afterwards communicated by means of training and periodical self training determined through the Integrated Management Programme – section Training.

- 4.4.1.1.1 **MANAGING DIRECTOR** is responsible for the administration of the organization and holds responsibility and authority for the following:
- to approve the policy, objectives and programmes of the IMS;
 - to approve the IMS documentation and IMS programmes;
 - to appoint the Management Representative and other responsible for issues of quality, environment and SSO;
 - to analyse periodically the IMS and approve corrective, preventive actions as well as improvement programmes.
 - to approve the contracts with customers, suppliers, certifying bodies and subcontractors for quality and environmental issues and SSO;
 - to represent the organization in relation with the national and international bodies, with respect to the quality, environmental issues and SSO.
- 4.4.1.1.2 - **MANAGEMENT BOARD (MANAGING DIRECTOR)** is responsible for following :
- to elaborate the policy, objectives and IMS programmes;
 - to analyse the IMS periodically.
- 4.4.1.1.3 **MANAGEMENT REPRESENTATIVE** is appointed by means of the internal Decision with authority and responsibility for the following :
- to provide a Management System which is established, implemented and continuously improved as according to the ISO 9001, ISO14001, OHSAS18001 current edition and an attached well documented system (book, procedures, job description, plans and programmes, registrations);
 - to measure /monitor and analyse accordingly the stage of fulfillment for the objectives, efficiency and effectiveness for the IMS, including a system of corrective and preventive actions for continuous improvement;
 - to report to the organization board, the IMS performance for the analysis, including recommendations for improvement;
 - to provide relations with external parties for issues related to IMS.
- 4.4.1.1.4 **ENVIRONMENT RESPONSIBLES (Environment in Chief, SSO RESPONSIBLE RESPONSABIL (Prevention and protection IN Chief office))** are appointed by means of the internal Decision and together with the Environment Responsible hold authority and responsibilities for the following:
- to provide a Management System which is established, implemented and continuously improved as according to the ISO14001, respectively OHSAS18001 current edition and an attached well documented system (procedures, plans, programmes and registrations);
 - to measure /monitor and analyse accordingly the stage of fulfillment for the objectives, efficiency and effectiveness of the Environmental System, respectively SSO;
 - to report to the organization board, the Environmental System performance, respectively SSO, for analysis, including recommendations for improvement;
 - to provide relations with external parties for issues related to the environment, respectively SSO;
 - to administer the situations of nonconformity, incidents and accidents.
- 4.4.1.1.5 **BOARD MEMBERS (office chiefs, shop chiefs, chief operators)** have authority and responsibility for the following:
- to provide a Management System which is established, implemented and continuously improved and an attached well documented system (procedures, plans, programmes and registrations);
 - to measure /monitor and analyse accordingly the stage of fulfillment for the objectives, efficiency and effectiveness of the System;
 - to report to the organization board, the System performance, for analysis, including recommendations for improvement;
 - to administer the situations of nonconformity, incidents and accidents and to

implement corrective and preventive actions.

4.4.1.1.6 **OPERATORS**– employees have authority and responsibility for the following:

- self training with the IMS documentation and regulatory requirements;
- execution of the activities, technological operations as according to the procedures and specifications;
- autocontrol (visual and dimensional);
- informing the board whenever nonconformities, incidents or accidents may arise;
- proposal for improvement measures.

4.4.1.2 **Infrastructure**

Buildings, equipments, maintenance

The working areas, the administrative ones as well as the forward moves are displayed in the internal location documentation.

Maintenance and repairs are provided by means of subcontracting with the suppliers of the existing equipments or with specialized companies properly selected by the organization Board according to performance, trust and prices.

Means of transportation

The company holds the means of transportation for the performance of the commercialized products and supplied materials transportation. Maintenance of the means of transportation is done at a specialized service by means of subcontracting.

A sheet with the maintenance services, repairs and utilities is available as according to the Supply Procedure PC02.

4.4.2 **Competence, training and awareness**

[SR EN ISO 9001 chapter 6.2.2](#); [SR EN ISO 14001 chapter 4.4.2](#); [OHSAS 18001 chapter 4.4.2](#);

The board provides that its staff is employed for the requested positions from the flow chart, as according to their studies, training and professional experience. Registrations of their competences are kept within each Individual Staff File.

The training needs are identified by the Board and concern carefully planned trainings by means of the IMS programme – section Training.

The staff is fully aware of the following:

- the importance of conformity with the policy, procedures and IMS requirements;
- the quality of the products and services as well as the environmental issues, safety and occupational health that may influence, the consequences of possible deviations from the specific procedures as well as the effects produced by improving the individual performances;
- the tasks, responsibilities and authority are in conformity with the IMS requirements;

The Administration System for staff, training and awareness is displayed in the Procedure PS04, Human Resources Management. The procedure keeps in view the different levels of responsibility, skills and risk knowledge.

4.4.3 **Advice and communication**

[SR EN ISO 9001 chapter 5.5.3](#); [SR EN ISO 14001 chapter 4.4.3](#); [OHSAS 18001 chapter 4.4.3](#);

4.4.3.1 **Internal Communication** between and covering all levels and positions within the organization is ensured for solving the problems, coordinating the activities, and follow up action plans as well as for future development of IMS.

Internal communication methods:

- a) IMS documentation with the company's rules printed and also sent electronically by means of the secured information network;
- b) informative boards, displayed signalings;
- c) meetings, trainings as well as meeting and training reports;
- d) internal auditing, evaluations;
- e) reports, management analyses;
- f) verbal communication by phone, emission – transmission stations, secured

informatic network (intranet).

The employees are:

- involved in the development and analysis of the politics and procedures;
- consulted whenever changes arise and that may affect the environment, the health and occupational safety at the working place;
- represented in issues related to health and safety;
- informed related to the UTON SA representatives (Environmental Representative included for SSO).

4.4.3.2 **External communication** implies:

- a) identification of needs, expectations, requests and customers' satisfaction as well as of business partners and the communication with the interested parties;
- b) evaluation of the products' behaviour while being exploited;
- c) material supply;
- d) necessary measures for growing professional competence – external trainings, work mobility;
- e) receipt of the documentation and transmission of responses to the given requests of the external interested parties

External communication methods:

- a) informative discussions and dialogues with the community;
- b) involvement in the events of the community;
- c) website and e-mail, press releases, advertisements;
- d) annual reports.

4.4.3.3 For both the internal and external environmental communication we ensure the following:

- information that is easily understandable and explained accordingly;
- information shall be traceable;
- the organization shall display a precise image of the performances;
- information, if possible, shall be displayed in comparative forms.

The internal - external communication system is available in the Procedure PS03 Communication.

4.4.4 **Documentation**

[SR EN ISO 9001 chapter 4.2](#); [SR EN ISO 14001 chapter 4.4.4](#); [OHSAS 18001 chapter 4.4.4](#);

The integrated Management System is part of the board organization system, established and implemented for an efficient handling in conformity with the regulatory requirements in the field of quality, environment, safety and occupational health for complete accomplishment of the customers' requests.

The Integrated Management System is defined as the set made up of the organizational structure, activities and working methods, responsibilities and assigned resources for the implementation of the organization objectives.

The following are well documented:

- Policy, general and specific objectives, plans and associated programmes;
- Validity field of the IMS;
- Environmental issues, identification of dangers
- Essential elements of IMS and their interaction, assignments, responsibilities and authorities;
- Internal decisions and external communication;
- Registrations and information related to the IMS performances;
- Results of periodic evaluation of the way in which the the legal requirements and other regulations are respected;
- Results of the management analysis over the IMS.

Whenever the term "documented procedures" appears in the standards ISO9001, ISO14001 and OHSAS 18001 within the IMS documentation, the procedures have been established, implemented and kept.

The IMS documentation is to be found printed and on electronic format.

The use of the documentation contributes:

- to ensure the conformity with the legal requirements and other requirements;
- to offer proper training for the staff;
- to ensure the iterative and traceable character of processes;
- to supply objective proofs;
- to evaluate the effectiveness and continuous IMS properly;

The IMS documentation is structured on the following levels according to content and target to the structures of the organization, as results from the following table:

Addressing level	Documentation designation	Documents' content
<p>Level 1. Organization management</p>	<p>Policy Plans and programmes MMI Book and associated procedures, Job description + Registrations Reports and Management Analyses</p>	<p>Description of the objectives, action plans for the performance of the objectives, the manner in which the IMS function and of the correlated activities, obtained results.</p>
<p>Level 2. Functional offices of the organization Operational staff</p>	<p>Policy Procedures, Job description + Registrations Technical Specifications</p>	<p>Description of the progress of the IMS activities</p>

Types of documents:

Internal Documentation of the organization:

- Policy, Plans and programmes, reports and analyses management;
- IMS Book;
- Procedures;
- Working instructions;
- Job descriptions;
- Registrations.

External Documentation:

- National regulations in the field of quality, environment protection, safety and occupational health, boilers and pressure vessels;
- international regulations in the field of quality, environment protection as well as safety and occupational health, boilers and pressure vessels.

A. IMS Book

The book displays the policy and the objectives of the organization as well as the manner in which the activities are carried out and which aims at the functioning of an IMS together with the necessary activities for the performance of the objective of activity of the organization according to the suitable conditions, so as to prove that the processes and activities are in conformity with the applicable standard requirements.

IMS contains references to the IMS procedures.

B. IMS procedures

Procedures display in detail the IMS existing elements within the organization in conformity with the reference standard requirements and organizational rules of good practice.

Procedures cover all activities taking place within the organization, so as to establish the manner to fulfill all the requirements of the organization processes.

Procedures are classified in :

- a) integrated management system procedure, PSxx code, where "xx" is the order

number associated to the procedure;
b) quality system procedure PCxx code, operational fabrication procedures as well as inspections, connective testings Poxx code;
c) environmental system procedure PMxx code;
d) safety and occupational health system procedure PSSxx code.
A sheet with the IMS documentation is available LDSMI code).

4.4.5 **Documentation control**

[SR EN ISO 9001 chapter 4.2.3](#); [SR EN ISO 14001 chapter 4.4.5](#); [OHSAS 18001 chapter 4.4.5](#);

All the IMS documents are kept under control.

The procedures of the Documentation control S01 and Registrations' Control PS02 have been drawn up with the purpose of establishing the elaboration, identification checking, advising, filing methodology and of cancelling the procedures and IMS documentation as well as other types of documents that have been used within the company, including external documentation.

The procedures define the necessary methodology for :

- documents' approval according to their adequacy before release;
- updating whenever necessary as well as documents' reapproval;
- assurance to identify the stage of changes and of the current version of documents and that the relevant version is found in the working areas where applicable;
- assurance that documents are readable and easy to identify;
- assurance that the documents and registrations coming from external sources are identified and their distribution is kept under control;
- prevention of the involuntary use of old documents and their identification in case they are kept for any other purpose.

All types of IMS documents are accessible for each employee. The Management Representative is the only one that has writing and copying rights.

4.4.6 **Operational control**

[SR EN ISO 9001 chapter 7](#); [SR EN ISO 14001 chapter 4.4.6](#); [OHSAS 18001 chapter 4.4.6](#);

All the activities/ processes that are associated with the assurance of products' quality and services, environmental issues as well as safety and occupational health identified according to procedures PS09 are kept under control, in order to prevent and reduce the impact on products, services, environment and people.

The activities are classified as follows:

- comercial activities (contracting – selling, supply);
- production activities (including inspections, handling and storage);
- wastage administration.

Operational control is established, implemented and kept as according to the procedures:

- PC01 Customer relation;
- PC02 Supply;
- PC03 Product performance;
- PC Designing and development;
- Operational procedures for fabrication, inspections and testings OP code.

Upon drawing up the procedures the following were taken into account:

- Operating criteria;
- Identification of risks for equipments, supplied products and discussion with the supplier for the significant requirements;
- Design of the working areas, processes, equipments, including their adjustment to human capabilities in order to eliminate or reduce risks concerning SSO.

4.4.7 **Preparation for emergency cases and responsiveness**

[SR EN ISO 14001 chapter 4.4.7](#); [OHSAS 18001 chapter 4.4.7](#);

All potential situations or emergencies and environmental accidents or the SSO ones are identified and analysed within the organization. If after the analysis results the necessity to elaborate Prevention and intervention Plans, these are well documented,

implemented and followed by the Management Representative.

The management board approves the plans and is obliged to ensure all the necessary resources for providing means of prevention and intervention for emergencies. The plans ensure that the organization has taken all the prevention measures for possible events, and in case these do happen, the organization is capable of prompt reactions according to the nature and intensity of the given situation, while possible damages shall be eliminated or reduced as much as possible.

The Management Representative is obliged to train the organization staff to prevent emergencies and to react in case of need, in conformity with the approved plans.

In case of accident or emergency, the measures of the intervention plans are applicable. They establish the responsibilities of the intervention staff, the manner and technical means of intervention, protection equipments and elements related to internal and external communication for such cases. Local authorities and neighbours shall be informed concerning the potential or real emergencies as well as the manner in which the organization shall cope with them in case of such circumstances.

For a good correlation of the Intervention plans with real emergencies, the organization tests periodically these procedures, whenever possible. The Management Representative from UTON SA is held responsible for external communication, under such circumstances.

After the occurrence of such accidents or overcoming the emergencies, the Management Representative draws up a report related to the given accident. Thus, he analyses the causes that were at the basis of the accident or emergency. If after completing the analysis results the need to draw up or revise the Intervention Plan, he conforms to.

The registrations, the analysis of accidents or emergencies are attached in the existing Intervention Plan and contain apart from the information related to the cases that generated the need to change the plans, also elements that concern the given change. Details related to the preparation of emergencies and responsiveness are displayed in the procedures PM02 Emergencies – environment and PSS02. Emergencies – SSO. Whenever possible, the organization tests the procedures periodically.

4.5 CHECKING

4.5.1 Monitoring and measurement

[SR EN ISO 9001 chapter 8.2](#); [SR EN ISO 14001 chapter 4.5.1](#); [OHSAS 18001 chapter 4.5.1](#);

4.5.1.1 Monitoring and measuring customer's satisfaction

The evaluation process related to customer satisfaction includes: identification of sources of information and data, defining the collection method of data, establishing the collection frequency of the data, data examination, communication of results, described within the procedure PS03 – Communication.

The results of the evaluation activities related to customer satisfaction represent input data for the analyses carried out by the management and are basic information for the elaboration of corrective and preventive actions for products and services improvement.

4.5.1.2 Monitoring and measuring of processes. Monitoring and measuring of performances.

The monitoring of IMS processes is carried out by means of internal auditing, periodic reports established by reporting charts (including performance indicators, reporting periods, responsables) and by management analyses.

The performance indicators of the given processes refer to:

- capability;
- planned value;
- reaction time and duration;
- consume of resources, non quality costs, including complaints.

The indicators must hold the following tasks:

- Capacity for comparison: allow comparison and reflect the changes;
- Objective oriented: to be orientated towards improving the objectives which may be

influenced by the organization;

- Balance: to render the performance in a representative manner and to present it in a well balanced manner the issued and changes for quality, environment or SSO;
- Continuity : to allow comparison of findings; the indicators are established in certain given periods of time and measured with comparable units of measurement;
- Real time: the indicators are identified as frequently as possible (monthly, quarterly, annual) to influence the objectives in time.

The performance indicators for processes and planned values are established according to the objectives within the IMS Programme. The performance indicators are allocated to the processes by means of process procedures (see table PROCESS – front cover)

Whenever the planned results are not reached, improving actions are carried out, to ensure conformity with the established objectives.

Procedure PS07 – Monitoring and measuring refers to the method of periodical measuring and monitoring of the processes' performances which ensure:

- Qualitative and quantitative measures;
- Monitorization of the performance degree of the objectives;
- Proactive measures of the performance monitoring conformity with programmes, operational criteria and applicable legislation;
- Reactive measures of the performance monitoring accidents, incidents, illnesses and historical records related to deficiencies;
- Sufficient registrations to facilitate the subsequent analysis as well as corrective and preventive actions.

UTON SA organization applies all the environmental measures and SSO carried out by means of Measuring Devices, sustained by measures during the production process carried out with DMM (length measurements are done with the gauge tape, caliper beam, micrometer and accessories, devices assembled on the working equipments, pressures, weights and temperatures). Checking is done by the producer of the equipment or company that provides the services once with examining the whole equipment and at BBRML Bacau or at authorized organizations with which UTON SA has commercial relations.

Unused DMM are repaired or destroyed and replaced with new ones.

4.5.1.3 **Monitoring and measuring of products and services**

In the organization we monitor and measure the characteristics of the products and services with the purpose of evaluating the level of satisfaction of the specified requirements. Measurements and evaluations as well as the registrations that are to be established, are presented in detail within the technical documentations, environmental plans, (if needed) or in documented procedures, if applicable and are carried out in conformity with the planned methods.

The documented procedure, regulating the measuring process of products/ services are the procedures for inspections and testings OP code and ensure:

- a. evaluation of products and services is carried out as provided in technology;
- b. delivery of the products and services by the customer does not take place before completion of the planned activities as according to the requirements.

Registrations clearly indicate the following:

- the product or service has been admitted or not for checkings/ evaluations in conformity with the defined acceptance criteria;
- the responsible authority for product performance.

4.5.2 **Conformity Evaluation**

[SR EN ISO 14001 chapter 4.5.2;](#)

Periodically, throughout a year, according to the evaluation chart, the Management Representative evaluates the IMS conformity with the legal requirements and other subscribed requirements.

Evaluation is carried out by the Management Representative and after the Management Analysis for the performance indicators correlated with the legal

requirements and other subscribed requirements. Apply procedure PM01 - Conformity Evaluation.

4.5.3 **Nonconformity, accident, incident, corrective and preventive action**

[SR EN ISO 9001 chapter 8.3 si 8.5](#); [SR EN ISO 14001 chapter .5.3](#); [OHSAS 18001 chapter 4.5.2](#);

Within the IMS the following aspects are considered as nonconformities:

- a) overtaking the maximum allowable limits (concentrations, quantities, arrangements);
- b) raw materials, finished products;
- c) deficiencies in IMS identified within the company;
- d) complaints from employees or external natural/artificial persons;
- e) accidents, incidents.

For nonconformity products, apply procedure PS06, Nonconformity, corrective and preventive action as it follows:

1. If the nonconformity is identified by the customer after delivery, as according to the contractual conditions, it shall be treated as a complaint.
2. If the nonconformity is identified by the organization representative upon supply or at the fabrication flux, including the final inspection ensure:
 - identification/isolation of the nonconformity product, informing the supplier of the nonconformity supplied products;
 - procedure of the action to eliminate the detected nonconformities (if possible) and reinspection after completion of the action;
 - investigation/determination of causes and initiation of corrective actions to prevent other nonconformities;
 - evaluation of the necessity for preventive actions and their implementation to prevent a new nonconformity;
 - report of the situations within the management analyses, the effectiveness analysis of the carried out actions.

Registrations related to the nature of the nonconformity or other treatment actions, carried out further, including the obtained derogations etc. are kept in the organization archives.

The PS06 Nonconformity Procedure, preventive or corrective action is applicable also for the existing or potential nonconformities related to the environment and SSO, as according to the dimensions of the problems and their impacts (overtakings of maximum allowable limits, concentrations, quantities, arrangements), complaints from employees or external natural/artificial persons, accidents, incidents). The procedure defines responsibilities and authorities for:

- investigation and treatment of accidents, incidents, nonconformities;
- procedure of actions to reduce their consequences;
- initiation and completion of corrective and preventive actions (before the implementation, analyze by means of the process of risk evaluation);
- confirmation of the effectiveness of the carried out actions.

The necessary changes after nonconformities are also included in the IMS documents.

4.5.4 **Registrations' controlul**

[SR EN ISO 9001 chapter 4.2.4](#); [SR EN ISO 14001 chapter 4.5.4](#); [OHSAS 18001 chapter 4.5.3](#);

The organization establishes and keeps registrations of the IMS conformities with the requirements that are administered (identification, maintenance, protection, withdrawal, keeping and elimination) as according to the PS02 Registrations' Control.

Registrations are readable, easily to identify and trace for the involved actions, kept for a given period and in a determined filing place as according to the available Registration Sheet, LDSMI code.

4.5.5 **Internal Auditing**

[SR EN ISO 9001 chapter 8.2.2](#); [SR EN ISO 14001 chapter 4.5.5](#); [OHSAS 18001 chapter 4.5.4](#);

The organization management provides an efficient internal auditing process for examining the weak and strong points of the IMS as well as the opportunities for continuous improvement. The internal auditing process, implemented within the organization, acts as a management tool for the independent evaluation of each

process or carried out activities.

Within the organization, internal auditings are carried out, as according to an annual programme taking into account the following:

- evaluation:

- IMS is implemented and kept as according to the established dispositions and applicable standards/norms;
- efficient and effective implementation of the process and their capabilities, effectiveness of the system during the performance of the policy and objectives;
- opportunities for continuous improvement;
- efficient and effective usage of resources;
- results and expectations related to the quality of products and services;
- adequacy and preciseness for the measurement of performances.

- internal auditings are planned according to the stage and importance of the processes and places that are to be audited; risk evaluation as well as the results of the previous auditings;

- planning one complete auditing once a year (ISO9001, ISO14001, OHSAS 18001).

- internal auditings are carried out by independent staff, other than the one directly responsible for the ongoing auditing activity, the appointed auditors are trained for the technical carrying out of the given audit;

- elaboration of an auditing plan, which presents the auditing criteria, auditing purpose and auditing areas;

- defining the documents that are used within the internal auditing as well as the report of the findings;

- final reports determine the detected nonconformities, based on objective proofs;

- auditings results are registered and made known to responsible staff of the auditing area and are the objective of the analysis activities carried out by the management;

- responsible management of the auditing area carries out actions for the elimination of the detected deficiencies and related causes during auditing;

- monitoring activities follow checking and registration of the actions and results of previous auditings;

Procedure PS05 - Internal Auditing is established, implemented and kept and displays details concerning the responsibilities and requirements for the planning and performance of audits, reporting the results and appropriate registrations, determining the criteria, field, frequency and auditing methods.

4.6

MANAGEMENT ANALYSIS

[SR EN ISO 9001 chapter 5.6 si 8.4](#); [SR EN ISO 14001 chapter 4.6](#); [OHSAS 18001 chapter 4.6](#);

Management analysis is the official evaluation carried out by the high level management concerning the stage and adequacy of the IMS related to policy and objectives.

The objectives of the management analysis consist of:

- discovery of new elements concerning the functioning of IMS, for the present and future of the organization;
- mutual information of participants;
- adoption of new decisions.

During the management analysis, we envisage the comparison – *what is/should be reachable*:

"Have we already reached what we proposed to?" (in terms of objectives, programmes)

"What went smoothly and which are the evolutions we are not satisfied with?"

"Are we conforming with what we proposed in our policy?"

"Are there any changes that have an impact upon the IMS (aspects, legal

requirements, novelties)?"

"Did the communication with the interested parties take place?"

"What do we propose in terms of objectives and new programmes?"

The management analysis is established, implemented and kept as according to the procedure PS08 - Management Analysis. The responsible for the analysis is the Management Board (Managing Director) who every 12 months, ensures that the IMS is efficient, effective and appropriate for the applicable working and management methods.

A. The input elements within the management analysis include information/data related to:

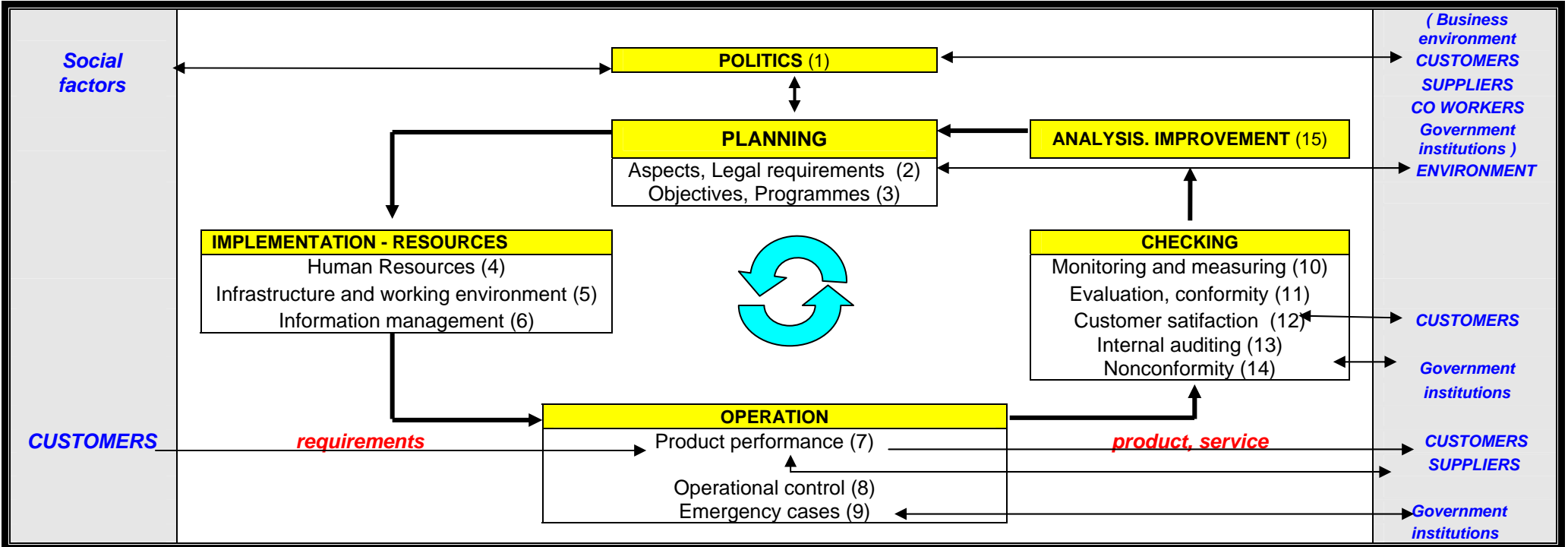
- a. external and internal auditings results;
- b. declarations of the interested external parties, including complaints, inspection and auditing reports, analysis notes;
- c. results of the evaluating the manner of fulfilling the legal requirements and other requirements (e.g. environmental authorization etc.);
- d. IMS performances and degree of objectives' performance;
- e. stage of accomplishing the corrective and preventive actions carried out within the organization, monitoring actions and results of previous management analyses;
- f. other changes of the frame conditions that may affect the IMS functioning;
- g. improvement proposals.

B. Output elements of the management analysis include decisions and actions related to:

- a. decisions and possible actions of policy change, objectives, targets and other IMS elements;
- b. allocated resources and terms.

Management analysis is completed with an Improvement Programme of the activities that consist of: measures proposed for improving the performances, implementation terms of measures, authorized staff and responsibility related to the implementation and checking of the implementation of the given measures.

The conclusions of the analysis as well as the corrective/preventive measures are noted down and kept as registrations of the IMS with the concern of the Management Representative.



Item.	Regulatory requirement – chapter			Internal procedure UTON SA	Process owner / responsible
	9001	14001	18001		
(1)	5.3	4.2	4.2	Statement of policy	Management Board
(2)	2	4.3.1,4.3.2	4.3.1,4.3.2	PM03, PSS01, PS11	MR
(3)	5.3,5.4	4.3.3	4.3.3,4.3.4	PS10	Management Board
(4)	5.5,6.2	4.4.1,4.4.2	4.4.1,4.4.2	PS04	MR, Managing Director
(5)	6.3,6.4	-	-	-	Production Director
(6)	4.2	4.4.3,4.4.4, 4.5.4	4.4.3,4.4.4, 4.5.3	PS01, PS02, PS03	MR, Board
(7)	7	-	-	PC01, PC02,PC03,PC04,PO	Board
(8)	-	4.4.6	4.4.6	PS09, PM04, PC01-04,PO	MR, Board

Item	Regulatory requirement – chapter			Internal procedure UTON SA	Process owner / responsible
	9001	14001	18001		
(9)	-	4.4.7	4.4.7	PM02, PSS02	MR, Board
(10)	8.2.3,8.2.4	4.5.1	4.5.1	PS07	MR, Board
(11)	-	4.5.2	-	PM01	MR, Board
(12)	8.2.1	-	-	PS03	Managing Director
(13)	8.2.2	4.5.5	4.5.4	PS05	MR, Board
(14)	8.3	4.5.3	4.5.2	PS06	MR, Board
(15)	5.6,8.4,8.5	4.6	4.6	PS08, PS06	Management Board

NOTATIONS

- PS01 Documents control
- PS02 Registrations control
- PS03 Communication
- PS04 Management of human resources
- PS05 Internal auditing
- PS06 Nonconformity, Corrective action, Preventive action
- PS07 Monitoring and measurement
- PS08 Management analysis

- PS09 Operational control
- PS10 Objectives. Programmes
- PS11 Legal requirements
- PM01 Evaluation conformity
- PM02 Emergency cases environment
- PM03 Environment issues
- PM04 Wastage control

- PSS01 Dangers identification
- PSS02 Emergency cases – SSO
- PC01 Customer relationship
- PC02 Procurement
- PC03 Product manufacturing
- PC04 Designing and development
- PO Operational fabrication procedures, inspections, testing