

Integrated Management System — Acknowledgement Record

Management and administrative staff

I confirm that I have been given access to the A M Water Services Integrated Management System, that the elements below have been explained to me, and that I have read and understood those that apply to my role. I will work to them, and I will say so if I find anything in them that does not match how we actually work.

ELEMENT	REFERENCE	INITIAL
IMS Manual Scope of the system, the context it operates in, and how it meets ISO 9001, ISO 14001 and ISO 45001.	MAN_01	<input type="text"/>
HSQE policies The company's policies on health, safety, environment, quality, and the HR matters held in the same series.	POL_HSQE_00-31 (32)	<input type="text"/>
Procedures How the company plans, resources, runs, checks and improves its work.	SOP 2.1-9.6 (45)	<input type="text"/>
Risk assessments — office and home working Workstation set-up, display screens, lone working, driving for work, fatigue, stress and wellbeing, fire, data handling.	RA_HO_01-18 (18)	<input type="text"/>
COSHH assessments Substances kept at the office: cleaning products, air fresheners, washing-up liquid, eye wash and first-aid burn gel, and the controls that apply to them.	COSHH_01-31 series	<input type="text"/>
Registers and appendices The registers that hold the evidence: legal and compliance, aspects and impacts, hazards, objectives, training, suppliers, audits, corrective actions.	APP_01-28 (29)	<input type="text"/>
Where the system is kept The IMS portal, and the Van Packs portal used by the field teams.	—	<input type="text"/>

ACKNOWLEDGED BY

Name (print)	Role
Signature	Date

BRIEFED BY

Name and role	Signature and date
---------------	--------------------

One sheet per person, filed on the individual's training record. A new starter completes a sheet at induction. Where a document is reissued with a substantive change, the change is briefed and noted against the element above rather than requiring a new sheet.