



Environmental Policy and Commitment.

Auto Services Perth Ltd is an independent family run garage business. We offer servicing and auto repairs for mainly commercial vehicles, 24 hour recovery of all types of vehicles, bodyshop repairs, parts sales, vehicle rental and Isuzu pickup and Maxus Van sales. We are an aftersales servicing and repair centre for Mercedes Benz Vans, FIAT Professional, VW, Vauxhall, IVECO, Isuzu and Maxus.

We know our work can have an impact on the environment and that we have a duty of care to manage that impact in a responsible and ethical manner.

We take full responsibility for the way we run our business, and are committed to reducing our environmental impact, while continuing working to improve our environmental performance by identifying all significant environmental impacts and putting processes in place to help, prevent, reduce or mitigate them.

21st September 2022

Directors.

Stephen Crozier

Elaine Crozier

Mark Crozier

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1. About this Policy.

- 1.1 Auto Services Perth Ltd endeavours to operate all of its business responsibility and whenever possible, minimizing the impact of its activities on the environment. This document will be circulated electronically to all staff, manufacturers, principal users and will be available on our website, www.asp.scot.
- 1.2 Our buildings and workshops have all been fitted with low energy, LED lighting, Solar Panels are about to be installed at Bertha Park and any new buildings will have rainwater harvesting and storage.
- 1.3 The key points of its strategy are:
 - To minimize waste
 - Actively promote recycling internally and amongst our customers and suppliers.
 - Source, where possible, supplies and suppliers who respect this policy
 - To promote the 3Rs, reduce, re-use and recycle.

2. Office

- 2.1 Documents and e-mails will not be printed unless necessary

- 2.2 Printing and photocopying will be done on double sided paper and in black and white where possible.
- 2.3 We will re-use envelopes and packaging where possible.
- 2.4 We will try to find a second life for stationary and paper (e.g to take notes and drafts.)
- 2.5 All computers and monitors will be turned off at the end of each day and monitors will be turned off when the computer is not in use during the working day (e.g on breaks, meetings etc)

3. Workshop, Bodyshop and outdoor working areas.

- 3.1 All waste will be deposited in the appropriate place and disposed of according to government guidelines. i.e. waste metal, waste oil, tyres, waste oil filters, batteries, plastic and general waste
- 3.2 Disposal certificates will be obtained and retained when specialist contractors collect the waste.
- 3.3 If heating system in use, then all roller doors must be closed to maintain the heat.
- 3.4 LED lights come on automatically when dark and switched off when not required.
- 3.5 Diagnostic equipment must be shut down when not in use.
- 3.6 All equipment should be switched off at the end of the late shift.
- 3.7 Oil and fuel spillages must be dealt with promptly, using appropriate equipment, and prevented from entering the drainage system.
- 3.8 Paint spraying and preparation work to be carried out in spray booth with appropriate PPE.
- 3.9 All paints and body shop consumables to be stored and used according to instructions and COSSH risk assessments and waste disposed of accordingly.

4. Recovery and Recovered vehicle storage (including accident damaged and fire damaged)

- 4.1 All drivers must take the most direct route to attend any breakdown to ensure minimal fuel usage.
- 4.2 Trucks will not be left running when not in use.
- 4.3 All waste must be properly disposed of and recycled where appropriate.
- 4.4 All recovered vehicles to be locked in a secure compound.
- 4.5 Any fluid leaks identified, to be Captured and/or stopped & waste disposed of safely and appropriately.
- 4.6 Vehicles to be disposed of to an appropriate vehicle dismantler and paperwork to be retained for proof of disposal.
- 4.7 Appropriate licences held by the company for dealing with burnt out vehicles and transporting Hazardous liquids in vehicles.

5. Kitchen

- 5.1 We will not use disposable cups and cutlery when possible for staff or customer use.
- 5.2 We will avoid the use of bottled water, jugs of tap water should be made available.
- 5.3 Use of water urn, on a timer, will prevent the continued boiling of kettles. If a kettle has to be boiled then it should only be filled with the required amount of water.

6. Communication

- 6.1 We will endeavour to use e-mail as the primary form of communication and not printed unless necessary.

- 6.2 Sage HR and e-mail will be used for all Company notifications.
- 6.3 Documents and Recorded information will be sent by e-mail and encrypted if necessary.

7. Travel

- 7.1 We will promote the use of cycling, walking and using public transport where possible.
- 7.2 When using a car to travel to work then car sharing will be encouraged.
- 7.3 If travelling for business then the use of a company EV will be encouraged.
- 7.4 Encourage staff to participate in the *Cycle to Work Scheme*.

8. General

- 8.1 Lights will be turned off when rooms/ areas are not in use with the responsibility lying with the last person to leave the building.
- 8.2 Heating will be timer controlled and not on when building not in use.
- 8.3 Windows should be kept closed if heating on, and thermostat turned down if too hot.

9. Monitoring and Review

This policy was last reviewed on 21st September 2022 and will be reviewed and republished no longer than 2 years from this date.

Signed:

Position:

Date: