

ENVIRONMENTAL MANAGEMENT SYSTEM SCOPE

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1 INTRODUCTION

This document provides scope for the EMS that shall be certified to fulfil the requirements of the international standard for Environmental Management System (EMS), ISO14001.

1.1 PURPOSE

The purpose of this document is to define up to date certified scope and, where applicable, specify its boundaries of the EMS.

1.2 SCOPE

The scope of the document are areas that make up the Environmental Management System for Comtrade SI.

1.3 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

DEFINITIONS	
Context of the organization	Combination of internal and external issues that may have impact on organization's approach toward further development and achieving its goals and objectives
EMS Manager	Person responsible for managing, coordinating and monitoring of all environmental related activities
Top management	Person or group of people who directs and controls the organization at the highest level
ACRONYMS AND ABBREVIATIONS	
Comtrade SI	Comtrade System Integration d.o.o. Belgrade
EMS	Environmental Management System
QM	Quality Manager

1.4 REFERENCES

- [01] ISO 14001:2015
- [02] Comtrade SI Business Profile

1.5 OVERVIEW

The document contains scope statement as well as:

- Context of the Organization and Interested Parties
- List of Interested Parties

2 SCOPE STATEMENT

All parts of Comtrade SI are part of integrated management system including quality control and assurance activities, such as internal audits, corrective and preventive action, and management review.

Support functions have dedicated team members for provision of support to defined scope.

2.1 SCOPE OF EMS ACTIVITIES

For the purposes of ISO14001 certification, the boundaries of the managed service are defined as follows:

Provision of ICT services, project management, consulting and services in system integration, implementation and development of software solutions.

2.2 BOUNDARIES OF THE EMS

Although EMS Policy (Comtrade System Integration – Environmental Policy) refers to whole organization, only main office is in scope for certification.

In the certification scope is:

- Comtrade System Integration d.o.o. Beograd, Savski nasip 7, Belgrade, Serbia

Out of boundaries is branch offices:

- Comtrade System Integration d.o.o. Beograd – OGRANAK KRAGUJEVAC, Srete Mladenovića bb, Kragujevac, Serbia
- Comtrade System Integration d.o.o. Beograd – OGRANAK SERVIS BEOGRAD, Savski nasip 7, Belgrade, Serbia

Comtrade SI is not the owner of the building and the surrounded property, thus authority and ability to exercise control and influence are limited by this fact. Physical boundaries are represented in diagrams in Annex A – Physical Boundaries of EMS Scope

3 CONTEXT OF THE ORGANIZATION

Business profile of the company is presented on the company's intranet site, through latest version of [Comtrade SI Business Profile](#) presentation.

Comtrade SI, as stated in its Environmental Policy, conducts its business in alignment with fundamental environmental consideration:

- Company's impact on the environment,
- Environmental conditions that might affect our business, internal and external parties,
- Internal capabilities in implementing new technologies and emphasizing importance of environmental aspects,
- External social, environmental and economic factors.

By establishing EMS, Comtrade SI Top Management demonstrates in a consistent way its commitment to continuous effort in supporting corporate culture that promotes social and environmental values and encourages responsible global development.

3.1 INTERNAL CONTEXT

By implementing the EMS, the Comtrade SI attends to achieve:

- enhancement of environmental performance,
- conformance to compliance obligations,
- fulfilment of environmental objectives, and
- protection of the environment.

The internal context of the organization is the internal environment in which Comtrade SI strives to achieve its strategic objectives, including the environmental objectives, and manages internal risks and opportunities.

Internal issues are part of the internal context, and they affect our ability to achieve the intended results of the Environmental Management System. Internal issues are:

- Organizational characteristics
 - Leadership
 - Organizational structure, roles, and responsibilities
 - Culture within the organization
 - Staff training levels
 - Relationship with suppliers
- Environmental conditions
 - Material consumption (recycled, durable, reusable, recyclable, biodegradable)
 - Energy management
 - Waste disposal

3.2 EXTERNAL CONTEXT

External issues usually arise from our social, technological, environmental, ethical, political, legal and economic environment.

External context include:

- Corporate standards, guidelines and adopted models

- Regulatory requirements
- Customer expectation
- Market conditions
- Competition

4 LIST OF INTERESTED PARTIES

Comtrade SI will carry out regular reviews with regards to all interested parties, internal or external. Comtrade SI will consider the needs and expectations of interested parties in term of overarching environmental strategy and performance.

4.1 INTERNAL INTERESTED PARTIES

Major Stakeholders	Needs and Expectations
Owner	Return on capital Public image
Top management	Achieving strategic goals and business results Continual growth Culture of excellence in the company
Middle management (Department directors, Program managers, Segment owners)	Achieving strategic goals and business results Top-down implementation of culture of excellence Improvements that contribute to the success of department/unit Linking with other segments/departments
Business development and Sales	Won opportunities Support and link with various department Skilled resources High quality products and services
Project managers and project leads	Project success Support and link with Business and Sales and other departments/projects Improvements that contribute to the success of their projects Spread culture of excellence among the project members Skilled resources
Employees	Safe working conditions Training opportunities and support Continuity of employment Opportunities for professional growth and advancement

4.2 EXTERNAL INTERESTED PARTIES

Major Stakeholders	Needs and Expectations
Customers, type A (projects)	Deliverables - on time, budget, on agreed scope and quality Protection of customer’s assets, including confidential information Absence of negative impact of products or services on the customers’ health
Customers, type B (services)	Availability of resources, systems and service provision according to agreements and contractual obligation Protection of customer’s assets, including confidential information Absence of negative impact of products or services on the customers’ health
Subcontractors	Agreed and confirmed requirements Adherence to contractual agreements
Vendors / Partners	Adherence to business plans and requirements (competencies, references, etc.)
Regulatory bodies	Compliance with legislative and regulatory acts Compliance with international standards
Governmental bodies	Prompt payment of taxes due
Other Stakeholders	Needs and Expectations
Banks, Insurers, Layers, Emergency services, Various agencies (travelling and others)	Adherence to payment terms Good risk management
Society, Local Communities	Social responsibility, Green policy Absence of negative impact on human health and the environment
Competitors	Maintenance of reputation of sector Ethical behavior

5 ESTABLISHED PROCESSES AND THEIR INTERACTION

In Comtrade System Integration there is specified set of processes categorized as follows:

- Key Processes – processes that have to be followed through in the key activities, i.e. processes related to sales and project management. These processes are:
 - Comtrade SI Sales Rules – Sales process applicable for System Integration,
 - CRC Instructions – Process that describes purpose and activities of the Contract Review Committee,
 - Comtrade SI CVS Procedura – Contract Verification Statement ensuring that all relevant roles have verified the contract,
 - Comtrade SIA Basic PM Rules – Definition of basic rules and principles in Project Management
 - Comtrade SIA Risk Management Process - Used in planning and managing project risks in presales and delivery,
 - Comtrade SIA Change Management Process - Ensuring that changes to a product or service are introduced in a controlled and coordinated manner.

- Basic SWE Rules – Basic rules and principles that has to be respected during the design, development, and maintenance of software.
- Operational Processes – processes supporting operational activities in the core business of the organization. These processes are:
 - Project KickOff procedure – Ensures that all the prerequisites for successful project start are fulfilled,
 - Project CheckPoint procedure – Strengthens control of the project,
 - Project Retrospective procedure – Review of project execution in order to identify good practices and improvement needed,
 - Procedura nabavke
- Support Processes – processes performed by support functions in the organization, subcategorized as follows:
 - Human Resources Processes,
 - Internal IT Processes,
 - Legal Processes,
 - Finance and Accounting Processes,
 - Marketing Processes,
 - Shared Services Processes,
 - Procurement, Purchasing & Premises Processes,
 - RMO Processes.

Procurement, Purchasing & Premises Processes have close interaction with EMS, specified in each process with more details.

Regarding EMS, the most important process is EMS Environmental Aspects and Risk Environmental assessment. Also, there are specified procedures on waste management, Operational planning and control.

6 REVISION HISTORY

To: All employees

Cc: Click here to enter text.

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CHANGE LOG:

DATE	CHANGED BY	RELEASE VERSION	DESCRIPTION	APPROVED BY
26.12.2017	Jelena Sitarica	1.1	Initial version of the document	
29.01.2018	Marija Mihajlović	1.2	Version updated, minor changes entered	
22.02.2018	Marija Mihajlović	1.3	Boundaries to the Scope entered, list of Processes and their interaction with EMS	
24.12.2018	Jelena Sitarica	1.4	Review add remarks	
11.01.2019	Jelena Sitarica	1.5	small changes: Comtrade Business profile 2017 changed wit latest comtrade business profile	
11.02.2020	Jelena Sitarica	1.6	Changes in 5 Established Processes and their interaction	

ANNEX A - PHYSICAL BOUNDARIES OF COMTRADE SI EMS SCOPE



Diagram 1 - Comtrade Group Property Land - Satellite (Comtrade SI physical boundaries are marked with red line)

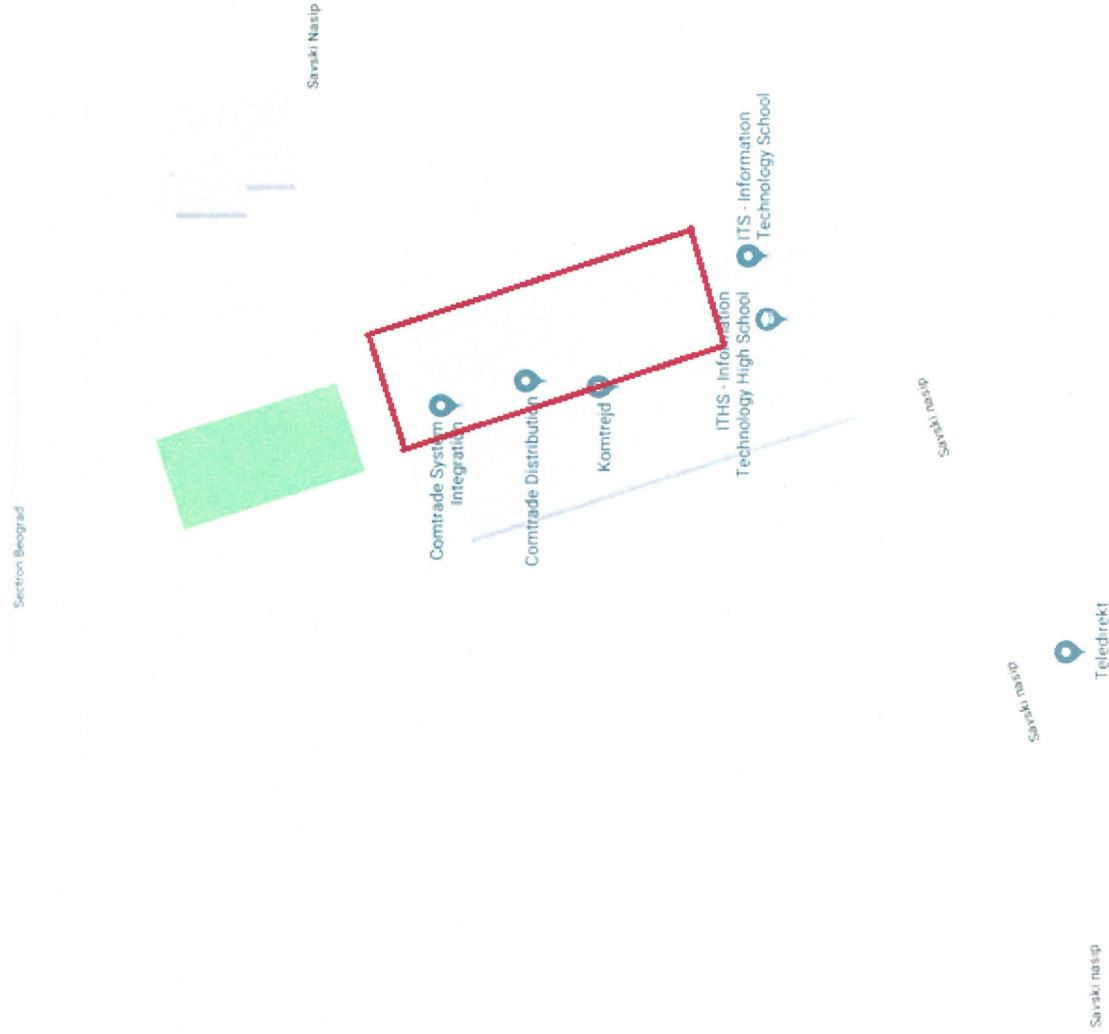


Diagram 2 - Comtrade Group Property Land - Map (Comtrade SI physical boundaries are marked with red line)

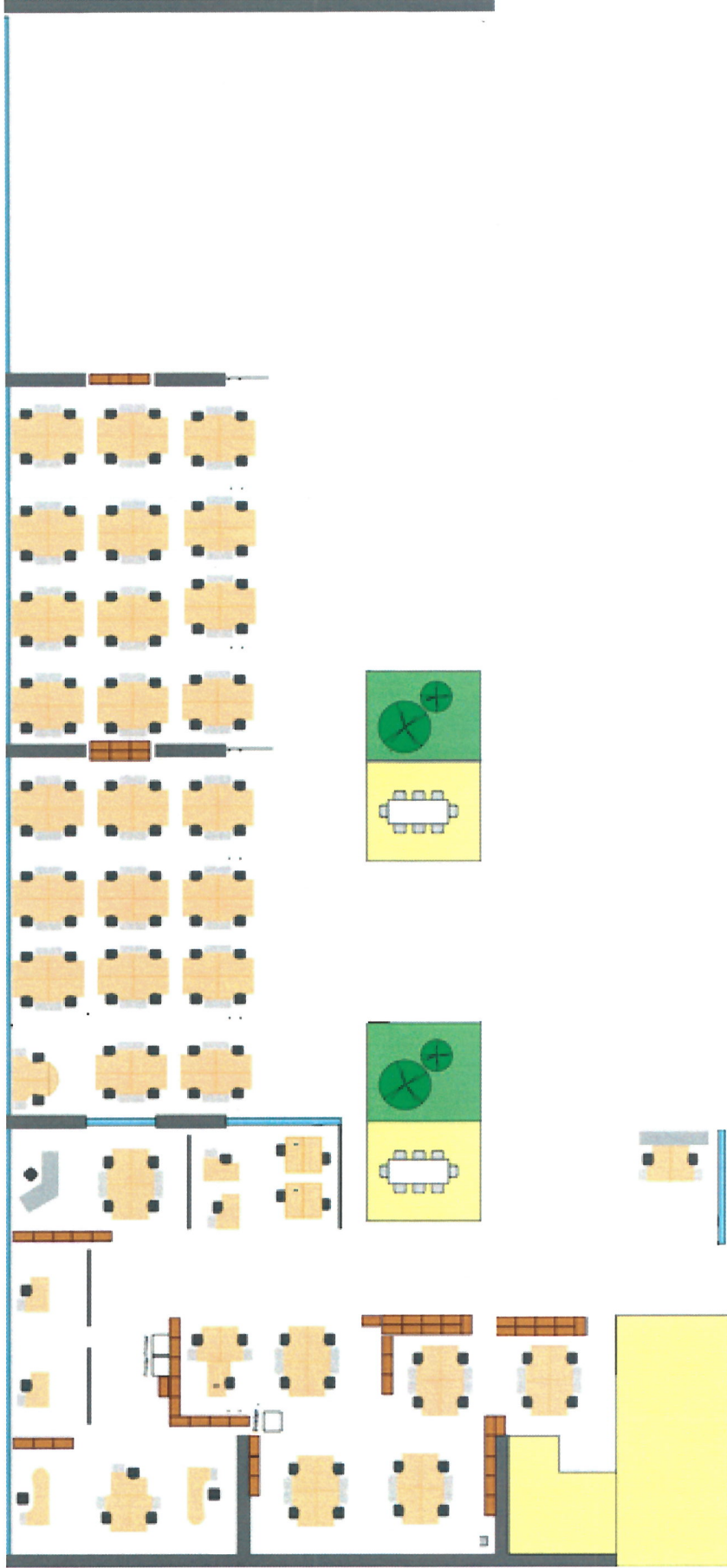


Diagram 3 - Comtrade SI sitting positions in Comtrade building

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ComTrade_OSNOVA
SPRATA_feb_2013_bez

Diagram 4 - Comtrade building - 1st floor schema