



OFFICE LOCATIONS

Freshwater Beach, Australia | Belrose, Australia | North Sydney, Australia

NEWSLETTER | DECEMBER 2007. ISSUE 1

WELCOME to the first issue of Simmat & Associates newsletter!

A monthly newsletter full of current affairs, training updates & interesting information.

CO2 EMISSIONS SPEED UP.

A recent study involving scientists from the CSIRO has found that there is a decline in the proportion of carbon emissions being absorbed by land and oceans which is resulting in speeding up the growth of CO2 in the atmosphere.

The acceleration was due to three factors;

- Global economic growth
- The world's economy becoming more carbon-intense (that is, since 2000 more carbon is being emitted to produce each dollar or global wealth)
- A deterioration of the land and ocean's ability to absorb carbon from the atmosphere at the required rate

Most of the study's authors belong to the UN intergovernmental Panel on Climate Change, including the CSIRO's Dr Mike Raupach, co-chair of the Global Carbon Project.

Dr Raupach said the research showed the earth was losing its restorative capacity to absorb emissions following massive increases in emissions over the past half century. "The longer we delay reducing emissions, the more restorative capacity will be lost"

USING GREENFLEET TO OFFSET YOUR CAR'S EMISSIONS.



Climate change and global warming are among today's most pressing environmental issues, brought about by increased concentrations of greenhouse gases in the atmosphere. Transport is Australia's fastest growing source of greenhouse gas emissions.

Greenfleet is a not-for-profit organisation. Their program provides a simple way to reduce your car's impact on the environment. For \$40 (tax deductible), Greenfleet will plant 17 native trees on your behalf. These trees will help to create a forest, and as they grow will absorb the greenhouse gases that your car produces in one year (based on 4.36 tonnes of CO2 for the average car*).

Science shows that 17 mixed species trees will not only absorb a car's greenhouse emissions, but will also help to tackle salinity, improve water quality and provide essential habitat for native species.

Since 1997, Greenfleet has planted almost three million trees on behalf of Australian motorists and businesses. These trees will form permanent forests and will create an investment in rural Australia for future generations.

Where it's difficult to reduce the emission from your vehicles, joining Greenfleet gives you the opportunity to offset these emissions and support community, and land rehabilitation.

Simmat & Associates have registered all our company vehicles with Greenfleet and offer this opportunity to staff for their own private vehicles also. Why not do the same for your business and staff this Christmas?

Visit www.greenfleet.com.au

STOP PRESS! UPCOMING TRAINING COURSES WITH SIMMAT & ASSOCIATES.

There are still a few places available in our upcoming Quality Management System Requirements: ISO9001 Seminar that is being held in North Sydney on Friday November 30th.

To find out more about how this seminar can benefit you, or to simply register go to www.simmat.com.au & click on 'Training'. Here you will find a full list of courses that are available as well as an expression of interest form.

LET US KNOW WHAT TRAINING YOU NEED AND WE CAN ORGANISE TO PLAN A COURSE AROUND YOU!

NEW CONTACT DETAILS
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HELPFUL ADVICE ON DOCUMENT CONTROL.

One of the most important components of ISO 9001 is the control and distribution of documents. It may be simple for an organisation to maintain a satisfactory level of document control when all business activity is carried out in one office. However when an organisation is operating in more than one location, control of documents can become a problem.

We commonly find with our consulting clients that documents being used in more than one location are not the same issue and do not contain the most up to date latest and greatest information.

So how can you maintain a level of document control that will ensure all staff are working from the same procedure/form/drawing?

Well there are several ways of achieving this. For an example we will look at a construction company working from an office and several construction sites around the country. Possibly the best method for the staff working in the office is to have all documents stored on a network server in a format that only allows editing by a small number of senior staff. This server can be accessed by staff on the network allowing them to use the required document but not edit by mistake. All staff need to be informed of the importance of document control and encouraged not to print documents that aren't going to be used immediately.

For staff working on construction sites the access to the network server is not as simple.

There are several options here:

- The staff can work from 'controlled hard copies' kept in folders onsite and updated by the quality representative when required.
- The site can be linked to the office network using a remote access or network dial up. This method works well for sites that are well established.
- The organisation can have their documents hosted on a 3rd party server accessed by connection to a secure web site. This method works well when staff are moving around between jobs and have internet access from their lap top.

The standard for quality management systems ISO 9001:2000 does not prescribe a method for accessing documents, however the following is a summary of requirements:

- Documents must be approved prior to use, reviewed and updated as necessary.
- Revision date and issue must be clearly documented
- Current documents must be available at the point of use with the use of superseded documents prevented
- The documents must remain legible and identifiable

For more information on document control look here: www.isopro.com.au

For assistance on managing your documents please contact us.

STAFF PROFILE | PETER MARSHMAN. 25YRS OLD.



Education

- BA Science in Environmental Biology
- Masters of Science by Research. Studied Freshwater Ecotoxicology looking at nutrients, toxicity and water quality guidelines in relation to streams following from a Sydney golf course.

Role at Simmat & Associates

Management Consultant - Looking at Environmental Management, EMS development, Wastewater reports and Environmental inspections.

SIMMAT & ASSOCIATES. OH&S 'SPECIAL BULLETIN'.

**Thursday 8th November 2007
9:00am**

Unbeknown to us, a client's subcontractor has just lacerated his hand in an incident with an unforgiving circular saw.

9:30am

Simmat & Associates receive a call from a concerned client in regards to the OH&S Emergency resulting from the circular saw. The team at Simmat & Associates sets to work and prepares an OH&S Management System, including accident/injury reporting.

10:00am

Client visits Simmat & Associates office and is advised on the management system and the best course of action. Client is taught how to recognise and deal with OH&S incidents, especially preventative actions.

10:15am

Client leaves Simmat & Associates office fully informed of OH&S Management, hazard identification, risk classification, and incident response and control.

IF YOU NEED HELP WITH OH&S ISSUES – CALL THE SPECIALISTS

SIMMAT & ASSOCIATES
Quality, Environment, OH&S

Recent Achievements

- Half Ironman in Canberra 4hrs 39mins (49th overall)
- 1st in Open Mens – Australian Marathon Mountain Bike Championships (110km Highland Fling)
- 53mins in City to surf
- 83mins in Half Marathon (13th in age category)

Passions include: Ironman Triathlon, Mountain Biking and Endurance Racing, Surfing, Swimming & Running.