

23rd August 2013

**EKOAUDIT****Offer**

## About company

**EKOAUDIT, Ltd.** was established in 1994 as the Czech consulting company in the area of environment. Its company address and offices are in Brno, place of interest is the Czech Republic, Slovakia, in small extent also Germany, south of Poland and Austria. The ecologic audits which were elaborated on purpose for the projects of privatization are connected to the beginnings of the company. Over the years, the content of the offer of the company EKOAUDIT is incessantly extending, is adjusting to the requirements of the organization and of the market. The business activities are extending more to Slovakia, to Poland and to some other countries.

### OFFER

The offer of our services in the area of environment and HSE has been formed mainly by development of legislation in this area and by follow-up needs of the organization and other business subjects.

### TARGET

Target of the activities of the company EKOAUDIT, Ltd. is maximal complexity of the given service, maximal usage of the sources, clear access to the problems. EKOAUDIT reaches the quality results proved in many organization by an orientation to the needs of clients and by communicability.



## Content of the offer

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## WHAT ARE WE FOR THE CURRENT CLIENTS

- ✓ A strategic partner – it means that we always go where the client is directed
- ✓ A support during decision making
- ✓ A partner for optimization of the processes and of the costs in the organization
- ✓ A partner during negotiating in difficult situations under the terms of professionalism
- ✓ We provide fast and effective solutions in difficult situations

## WHAT DO WE WANT TO BE FOR POTENTIAL CLIENTS

- ✓ A long-term partner for wide area of the solutions in the management of the organizations
- ✓ A professional partner who is still available
- ✓ A discreet and communicative partner

## WHY TO COOPERATE WITH US

- ✓ Gaining of professional detached view
- ✓ Use of knowledge and skills gained by practice in the organization
- ✓ Choice of the best possible solution of the problems with regard to possibility of discussion among technical workers



## MANAGEMENT SYSTEMS

### METHOD OF IMPLEMENTATION

The company EKOAUDIT, Ltd. reaches great success in process management of the companies, in simplification and effectiveness of the processes and in implementation of the changes in management systems by its activity in the organizations. Our presence in the organization means reduction of the costs during individual activities in the client's organization, simplification of administration and effective setting of the processes. We are able to take into consideration all requirements of other system accesses.

- ✓ **ISO 9001:2009** application of requirements rising from the standard for concrete company environment, help during creating the documents, cooperation with certificates bodies.
- ✓ **ČSN ISO TS 16949** – specific quality system for organizations which supply for automotive industry
- ✓ **Standard IRIS – (International Railway Industry Standard)** – standardization of international railway industry – fully replaces the certificates **ISO 9001 with target of quality improvement of supply chains in railway industry by which the certification is expected till may 2009**
- ✓ **ČSN EN 50126-1 - Railways – Stipulation and proving of Reliability, Availability, Maintainability, Safety (RAMS)**
- ✓ **ČSN EN ISO 14001:2005** performance of introductory environmental re-examination, cooperation during determination of environmental aspects, complex consultancy during implementation of EMS
- ✓ **HSE management of health and safety at work** according to Labour Code and the European Union's Law, Act No. 258/2000 Coll. and then according to **the standard ČSN OHSAS 18001:2009**



- ✓ **ČSN EN 50001:2012 - Energy Management**
- ✓ **ČSN ISO/IEC 20000-1:2006 - Management of IT services** – the standard specifies, improves and modernizes management of IT services and technologies, that is on internal and also external level
- ✓ **ČSN ISO/IEC 27001 - Information technology – Safety techniques – Information Security Management System – Requirements;** the system is suitable for any organization, i.e. both business and the public sector including institutions (**Information Security Management Systems – ISMS**)
- ✓ **ČSN ISO/IEC 17799 - Information technology – Safety techniques – Set of procedures for Information Security Management**

These systems are offered individually but we prefer **integrated solution**.

The management systems are adjusted or improved according to the newest methods and knowledge. An emphasis is put on process operation, its respecting and economic solutions.



**We cooperate with wide range of certificate accredited companies in the Czech Republic.**

## Biogas

With respect to an evaluation of origin of biogas and its usage in biogas stations, the processes of fermentation, an origin and a removal of foul-smelling substances, other usage of the secondary products (wet and dry fertilizers) including the processes of cogeneration, trigeneration etc. we have gained rather extensive experiences which are used for one thing during elaborating an Announcement, documentations, appraisal and newly also during cooperation with the producers of these technologies in the Czech Republic and also in Slovakia, for another for the areas of Russia (Bialowieza area of Russia).

## ENVIRONMENT

- ✓ **IPPC** – elaboration of the request for integrated permission, consultation for the compulsory subjects
- ✓ **Announcement and Documentations** (E.I.A.), **Documentation SEA**, **Audits** of the different types including audits Due diligence, legislative audits (Law Audit) (including methods of the American environmental agency EPA), energetic audits, etc, **noise and dispersion studies, risk analysis**, landfills, plans of waste management, old burdens, **hydrogeology**, surveys including complex civil-engineering geology; verification and evaluation of **old ecologic burdens** including so called "brownfields". The solutions of hydrotechnical and connected landed adjustments (polders) etc. Further Noise studies, Dispersion studies, Evaluation studies of influences of devices and activities on population's health
- ✓ Evaluation of health risks in connection to project tasks; here among others evaluation of light emissions – light pollution also in connection to energy saving;
- ✓ External services for the organizations – service of specialists (outsourced services), training of internal auditors, chemical training, HSE and Fire Protection
- ✓ Elaboration of operation and emergency **Orders** for different devices
- ✓ **Project of services for the area of renewable energy sources** - includes all activities for wind energy, water energy, usage of solar energy, geothermal energy, heat pumps etc., these are from introductory analyses, evaluation of influences of constructions on environment, measurements, projection activities (project for planning and construction management), financing of the project, engineering, audit activities, choice of suppliers, building construction, final inspections, service steps etc. Electronic visualization, electronic maps of visibility, stroboscopic effect („Flicker“) including calculations.

## ENERGETICS

Elaboration of **energetic audits** according to the valid acts and regulations of Territorial Energy Policy (sheathing of the buildings, energetic devices); processing of **biomass, wind energy** (115 projects have been already reviewed, here especially cooperation with ČEZ Renewable sources and with foreign companies, the Czech Republic and also Slovakia), **solar energy** (complex solution), appraisals, expert's activity; proposals of energetic solutions, combined production of electric energy and heat (KVET), Feasibility studies

We offer also an elaboration of **the energy performance certificates**, a documentation for **energy labeling** of the devices

## OTHER ACTIVITIES

- **Funds of the European Union and the Czech Republic**

Identification and appraisal of the intentions (free of charge); elaboration of the request and the corresponding supplement materials. We cooperate with several financial companies and banks during elaboration of the request and the corresponding supplement materials which are necessary for utilization of corresponding financial funds.

Simultaneously, there are available the data for utilization of projects and grant titles announced by the European Union, way of Ministry of Environment, Ministry of Industry and Commerce and Ministry of Regional Development

- **Registers of Obligations**

Electronically elaborated, evaluated, continuously updated and targeted individually to the organizations directed legislation in extent of **General and Concrete Registers** – for now validity for the area of environment, HSE; other files are also prepared; the Registers support practical use of ISO Standards

The practice with current registers in the organizations seems to be very confirmed. There are used almost by two hundreds organizations.

Now Registers of obligations for the area of energetics is prepared. These will be able to be used either for direct needs of the organization or as a support of the new standard ČSN EN 50001:2012 – energy management.

- **Risk analysis by the method HAZOP**

We carry out the risk analysis by the method HAZOP. The performances of the analysis are identified dangerous states, proposal of moves to restriction of consequences of these dangerous states. It is suitable mainly for petrochemical industry.

# OPTIMALIZATION OF COSTS



## PROCESS MANAGEMENT OF THE COSTS IN THE ORGANIZATION

This work is based on a solution while monitoring of the overhead costs in the organization. Investigating of the direct flow of the costs for activities – customer, product, business activity and the like. The quality material for strategic decision making – e.g. which service to buy, which business activities to delegate, which activity to manage etc. The solution takes into consideration all processes which are the basis of production flow of each company. Generally known methods ABC are used.

## MONITORING OF THE COSTS ACCORDING TO THE METHOD PAF

### WHAT ARE THE COSTS FOR QUALITY?

- ✓ The costs spend by a producer, a consumer or a company, connected with quality of a product or a service.
- ✓ The sum of costs for quality assurance and the costs for compensation of the losses from poor-quality production.

## CONTRIBUTIONS OF MONITORING OF THE COSTS ACCORDING TO THE METHOD ABC OR ACCORDING TO THE METHOD PAF

- ✓ **Clear overview of the cost items – the activities in the organization generating the costs**
- ✓ **Links among individual cost items are described**
- ✓ **During application of process monitoring of the costs – more exact distribution of the overhead costs to the concrete product**
- ✓ **Clear instrument for managerial decision making about allocation of the costs of future period on the basis of the feedback from previous years**

## Indicators of the costs for poor quality

Share of the costs for **prevention** and the costs for **poor quality**.

$$P_{NpQ} = \frac{N_P}{N_Q} \times 100 (\%)$$

Share of the costs for **defects** and the costs for **quality**.

$$P_{NvQ} = \frac{N_{IV} + N_{EV}}{NQ} \times 100 (\%)$$

Share of the costs for **quality** and the **total costs**.

$$P_{NQ} = \frac{N_Q}{N} \times 100 (\%)$$

Other possible indicators are defined according to the requirements of a client.

## Trends

### AUTHORITY MODELS

It is an appraisal of the activities and skills needed for discharge of the given post or activity:

- ✓ Analysis of needed competences – skills and knowledge needed (requested) for the given competence
- ✓ Elaboration of the authority model for key workers in the company
- ✓ Evaluation of a current level of training setting

## TRAINING

**Coaching** – teams and individuals – performing in the organization or externally.

Coaching is a communication skill and its basis is an ability to communicate, hold a conversation and listen. A coach was and still is a person who wants to gain the biggest output from his/her charge.

### PRINCIPLES OF COACHING

**Common determination of a target** – a coach sets the targets and their dates, it is up to the employees how to achieve them,

**Encouraging** – a coach encourages his/her team especially in period of temporary loss of motivation,

**Emphasizing of team's achievements** and their building upon achievements of individuals – a good coach knows that the team's result requires common effort of all members of the team; development of the skills of team cooperation is a key assumption for incorporation of an employee to the organization,

**Fast evaluation of the skills and weak points of the members of the team** – A coach has to use strong points of a charge and to provide him/her a support for development of his/her weak points.

**Inspiring of members of the team** – including enthusiasm for the highest productivity. Only the team whose members are enthusiastic for a target is willing to make maximum for achievement of the target.

**Creation of surroundings enables the employees to achieve success** - a coach has to be available also in case that the employees are unsuccessful and he/she must support them to higher productivity in this case. He/she has to work also as a consultant and „willow“ to which it is possible to entrust their problems.

**Providing of feedback** – two-way communication (active listening and understanding the problems of coached one) and constructive feedback represents the key tool of coaching. The employees have to know where they are in the organization – what they do right and what they do wrong. Equally important is also the fact that the employees should tell that they need help. This dialogue is held by both sides on permanent base, not only one side or twice a year during a regular evaluation.

**Teaching** – besides support and encouraging, a coach teaches his/her employees how to achieve the targets of the organization, where he/she works on the experiences of the employees, follows their knowledge and step by step leads them through new work processes and procedures.



### Training under the terms of management

**systems**– for different levels of the organization's management including middle management; an extent specifies an introductory analysis of the company and its needs

**Managing skills** – seminars according to the requirements of a client or after performance an analysis of the training's needs

**„Soft skills“** (social competence, soft skills) – a way how well you are able to get along with people around you, with their ways of behavior but also with yourself

The soft skills improve productivity and also quality of life of an individual. They are often required by an employee for the posts of all levels. The employers point to the importance of willingness to learn constantly, to bear responsibility, an ability to work in team, to be adaptable and flexible.

We offer you the training blocks which will lead to gaining the knowledge and the skills of the area „Soft skills“

**Do you find something interesting in our offer?**



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