

Prepared by: F. Liu (Admin. Dept)Updated on : 1/1/2006 Reviewed by : Yu Fung (EMR)

Name of Record	Form No.	Keeping by	Retention Time
<i>Register of Environmental Aspects</i>	<i>EAR-01</i>	<i>EMR</i>	<i>Two Previous versions</i>
<i>Register of Legal and Other Requirements</i>	<i>LR-01</i>	<i>AD keeps the Master Copy</i>	<i>Two Previous versions</i>
<i>Objectives, Targets and Programmes</i>	<i>O&T-2006</i>	<i>EMR</i>	<i>3 years of obsolete versions</i>
<i>Monitoring and review records regarding the progress of objectives, targets and programmes</i>	<i>N/A</i>	<i>Relevant person-in-charge of the programmes</i>	<i>3 years</i>
<i>Meeting minutes of EMS meeting</i>	<i>N/A</i>	<i>EMR</i>	<i>3 years</i>
<i>Annual Training Plan (EMS training)</i>	<i>EF-EP03-01</i>	<i>HRM</i>	<i>1 year</i>
<i>Staff Training Records</i>	<i>N/A</i>	<i>HRM</i>	<i>Until the staff leave</i>
<i>Training Attendance Records</i>	<i>EF-EP03-02</i>	<i>HRM</i>	<i>1 year</i>
<i>Environmental communication log</i>	<i>N/A</i>	<i>EMR</i>	<i>3 years</i>
<i>Communication records / correspondences regarding EMS, environmental performance / requirements</i>	<i>N/A</i>	<i>Responsible persons</i>	<i>3 years</i>
<i>Distribution / Circulation Record of Documents</i>	<i>EF-EP04-02</i>	<i>AD</i>	<i>1 year</i>
<i>Obsolete master documents (EMS manual / procedures / instructions / forms)</i>	<i>EF-EP08-01</i>	<i>AD</i>	<i>3 years</i>
<i>Master List of Documents / Forms</i>	<i>EF-EP04-01</i>	<i>AD</i>	<i>Update version</i>
<i>Monthly Office Inspection Checklist</i>	<i>EF-EI01-01</i>	<i>AD</i>	<i>3 years</i>
<i>Purchasing records / communication with supplier / contractor on the requirement / projects</i>	<i>N/A</i>	<i>Purchasing Dept</i>	<i>3 years</i>
<i>Paper Consumption Records</i>	<i>N/A</i>	<i>AO</i>	<i>3 years</i>
<i>Electricity Consumption Records</i>	<i>N/A</i>	<i>AO</i>	<i>3 years</i>
<i>Waste Recycling Records</i>	<i>N/A</i>	<i>AO</i>	<i>3 years</i>
<i>Waste Disposal Records</i>	<i>N/A</i>	<i>AO</i>	<i>3 years</i>
<i>Wastewater Monitoring Records</i>	<i>N/A</i>	<i>Factory Manager</i>	<i>3 years</i>
<i>Vehicle Maintenance Records</i>	<i>N/A</i>	<i>AD</i>	<i>3 years</i>
<i>Fuel Consumption Records</i>	<i>N/A</i>	<i>AD</i>	<i>3 years</i>
<i>Car Inspection Logbook</i>	<i>EF-EI03-01</i>	<i>Individual vehicle / Driver</i>	<i>3 years</i>

Name of Record	Form No.	Keeping by	Retention Time
<i>MSDS for all chemicals and DGs</i>	<i>N/A</i>	<i>Purchasing / Production Dept</i>	<i>3 years</i>
<i>Trip tickets</i>	<i>N/A</i>	<i>Production Mgr</i>	<i>3 years</i>
<i>Supplier / Contractor Evaluation Form</i>	<i>EF-EI02-03</i>	<i>FAD</i>	<i>3 years</i>
<i>Supplier / Contractor Performance Assessment Form</i>	<i>EF-EI02-04</i>	<i>FAD</i>	<i>3 years</i>
<i>Emergency Drill Report</i>	<i>EF-EP05-01</i>	<i>EMR</i>	<i>3 years</i>
<i>Accident Report</i>	<i>EF-EP05-02</i>	<i>EMR</i>	<i>3 years</i>
<i>Completed CARs</i>	<i>EF-EP07-01</i>	<i>EMR</i>	<i>3 years</i>
<i>CAR Status Logs</i>	<i>EF-EP07-02</i>	<i>EMR</i>	<i>3 years</i>
<i>Annual EMS Audit Plan</i>	<i>EF-EP09-01</i>	<i>EMR</i>	<i>3 years</i>
<i>Completed Audit Checklist</i>	<i>EF-EP09-02</i>	<i>EMR</i>	<i>3 years</i>
<i>Audit Report</i>	<i>EF-EP09-03</i>	<i>EMR</i>	<i>3 years</i>
<i>Management Review Meeting Agenda and Minutes</i>	<i>N/A</i>	<i>EMR</i>	<i>3 years</i>
<i>Master List of environmental records</i>	<i>EF-EP08-01</i>	<i>AD</i>	<i>update version</i>
<i>Maintenance schedules / records for plant, equipment and vehicles</i>	<i>N/A</i>	<i>Production Mgr</i>	<i>3 years</i>
<i>Workplace Environmental Inspection Record (Air)</i>	<i>EF-EI05-01</i>	<i>Plant Manager / Engineering Dept</i>	<i>3 years</i>
<i>Plant Environment Monitoring Records (Noise)</i>	<i>EF-EI07-01</i>	<i>Factory Manager / Engineering Dept</i>	<i>3 years</i>
<i>Visual Inspection Records</i>	<i>N/A</i>	<i>Production Mgr</i>	<i>3 years</i>