

1.0 Purpose

This instruction provides guidelines for ensuring environmental considerations are incorporated into the purchasing of goods and services for production and office activities.

2.0 Scope

This instruction applies to service providers that provide services at SEEA and suppliers who may have significant environmental aspects and used by SEEA. The types of service providers and suppliers as follows:

Chemical wastes collectors: collection of spent empty chemicals containers; spent acidic, alkaline, used lube oil, hydraulic oil, spent heat transfer oil and solvent from DI water generator process.

Waste collection and recycling contractors: collection of metal, paper, plastic bottles, aluminium cans, toner cartridges, packaging materials, food wastes, used tableware wastes and grease waste from factory canteen.

Plant / equipment maintenance contractors: maintenance of water pump, ventilation system, water cooling tower, air scrubber, DI water generator and emergency electricity generator.

Office / facility cleaning and maintenance contractors (Hong Kong Office): cleaning and office equipment maintenance.

Facility management contractors: property management companies that manage the buildings of our premises located in Hong Kong and Shenzhen.

Pest control subcontractors: spraying of insecticides around the company's premise

Laboratory testing services: testing wastewater effluent from factory canteen, the DI water generator and air scrubber.

Landscape services: use of water and fertilizer for greening areas.

Chemical suppliers: suppliers of chemicals such as organic solvents, etc.

Equipment suppliers: suppliers of electrical equipment, machinery, etc.

Material suppliers: suppliers of packaging materials, food, etc.

3.0 Procedure

The Purchasing Department shall maintain and update the Green Procurement List (Suppliers / Contractors) (EF-EI02-01) for environmental control. The list shall include the types of the goods / services provided and/or the name of suppliers / contractors.

3.1 Best Practices in Purchasing of Goods and Services – 4R Principles

3.1.1 When goods / services are to be purchased, the Purchasing Department shall consider the 4R (Reduce, Reuse, Recycle & Replace) principles.

3.1.2 By applying the 4R's methodology (Reduce, Reuse, Recycle and Replace) at each phase of the materials life-cycle (planning, acquisition, operations, utilisation and maintenance, and disposal), purchasing activities can be more environmentally responsible. When purchasing, environmental considerations should be integrated with other criteria such as performance, maintenance requirements, life expectancy, quality and value for money (cost), as far as possible.

3.2 Communication and Selection of Suppliers and Service Providers

- 3.2.1 The Purchasing Department shall mark on the relevant purchase order / contract for the environmental requirements considered if applicable. The Purchasing Department shall carry out an environmental evaluation of potential suppliers / contractors by means of the Supplier / Contractor Evaluation Form (EF-EI02-02). The invited suppliers / contractors shall complete and return the evaluation form together with the quotation / tender documents. The Purchasing Manager shall review the completed evaluation forms and determine whether the environmental performance of a supplier / contractor is "Acceptable" or not. When the environmental performance of a supplier / contractor is found "Unacceptable", the Purchasing Manager shall consider the decline of order / contract unless with justifiable reason.
- 3.2.2 The Purchasing Department shall communicate with the contractors that work on SEEA premises (e.g. renovation, maintenance contractor, cleaning and pest control, etc) regarding the environmental policy of SEEA and the environmental requirements (e.g. waste collection and disposal). SEEA may ask contractors for relevant records to demonstrate the compliance to legislation requirements if necessary.
- 3.2.3 For pest control, the Purchasing Department shall ensure the contractor providing details (e.g. types, formulations and possible hazards) of the pesticides products used for pest control and ensure that products are registered under the relevant government agency.

4.0 Monitoring and Checking

- 4.1 The Purchasing Department shall regularly review the environmental performance of suppliers / contractors and shall bring any unsatisfactory environmental performance to the supplier / contractor's notice by appropriate communication channels and document the communication records.
- 4.2 The Purchasing Department shall complete the Supplier / Contractor Performance Assessment Form (EF-EI02-03) periodically or upon completion of the contract (for single / one-off services).
- 4.3 If the environmental performance of a supplier / contractor is found to be persistently unacceptable, the responsible staff have the authority to disqualify that supplier / contractor from future procurement.

5.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Environmental Procurement List (EF-EI02-01)	Purchasing Department	3 years
Supplier / Contractor Evaluation Form (EF-EI02-02)	Purchasing Department	3 years
Supplier / Contractor Performance Assessment Form (EF-EI02-03)	Purchasing Department	3 years
Purchasing records / communication with supplier / contractor on the requirement / projects (Refer to purchase	Purchasing Department	3 years

order records and individual project file if applicable)		
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6.0 Appendix

Appendix 1 : Environmental Procurement List (Supplier / Contractor) (EF-EI02-01)

Appendix 2 : Supplier / Contractor Evaluation Form (EF-EI02-02)

Appendix 3 : Supplier / Contractor Performance Assessment Form (EF-EI02-03)

No.	Name of the Company	Nature	Relevant Significant Environmental Aspects	Responsible Department
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SEEA operates an Environmental Management System (EMS) and requires environmental management details of potential suppliers for our records and to assist in the assessment of the capabilities of supplier / contractor to comply with our environmental management system requirements.

Please note that failure to complete this form may affect your opportunity to supply products / services to our company.

Part A : To be complete by Supplier / Contractor

Company Name:

Contact Person:

Tel: Fax: Email:

Address:

Brief description on products / services provided:

1. Do you have an EMS in place?
 ? No ? Yes

2. Is your EMS certified to a recognized standard? Please give date of certification.
 ? No ? Yes Date of certification:

3. Do your organisation have an in-house environmental policy?
 ? No ? Yes (Please attach a copy)

4. Have your organisation breached any environmental legislation for the past one year?
 ? No ? Yes (Please provide details)

5. Does your organisation establish plans / programs for pollution prevention, waste recycling / reuse, and/or resource conservation?
 ? No ? Yes (Please provide details) ? NA

6. Is your organisation provides packaging take-back service? (for supply of bulky goods)
 ? No ? Yes (Please provide details) ? NA

7. Are your product(s) made from sustainable / recycled source, recyclable, energy-efficient, resource-efficient, and/or certified to a recognized safety or environmental standard?
 ? No ? Yes (Please provide details) ? NA

8. Do your organisation provide environmental training to your staff?
 ? No ? Yes (Please provide details)

9. Do your organization identify your environmental impact of your services and how do you improve it?
 ? No ? Yes (Please provide details)

Company Chop and Signature: Date:

Part B: To be completed by SEEA

SEEA's comments and recommendations:

Name and position		Signature		Date	

Job No / Order No. : _____

Contract Period : _____

Name of Supplier / Contractor : _____

Contact Person : _____

Services / Products Description : _____

Performance Area	Poor	Needs Improvement	Acceptable	Not Applicable	Remarks
1. Services / goods delivery on time					
2. Services / goods Quality					
3. Co-ordination with our staff					
4. Material usage and wastage (reuse, recycle materials, can take back packaging materials for reuse)					
5. Proper waste handling and disposal					
6. Environmental Performance (product performance / on site work performance)					
7. Rectify problem effectiveness					
8. Overall Assessment					

Reviewed by : _____ **Date** _____