



## 1.0 Purpose

This procedure outlines the practices to be adopted for controlling environmental impacts of vehicle activities of SEEA and to comply with legal and other requirements.

## 2.0 Scope

This instruction is applicable to manage the use of company's vehicles such as fuel consumption, air exhaust, noise, vehicle wash water, venting of refrigerants from air conditioning unit, old parts, contaminated wastes and lubricant oil disposal.

## 3.0 Responsibility

The Administration Manager or his / her delegate shall brief the following instructions to relevant staff (e.g. drivers and operations assistants) to ensure they are aware of and follow the required practices, and ensure the related records are kept for monitoring.

## 4.0 Procedure

### 4.1 Use and Maintenance of Company Vehicle(s)

- Switch off engine whenever the vehicle is idle.
- Provide regular maintenance service to the vehicle(s) to ensure engine performance (to avoid black smoke and ensure efficient use of fuel)
- Use vehicle maintenance service providers and fuel stations according to approved list of SEEA.
- Do not use illegal fuel. Use unleaded fuel and low sulphur content fuel according to legal requirements.
- Select the shortest route to / from the company and the targeted venue.
- For routine car washing, wash the vehicle(s) only at approved car-washing facilities (e.g. at fuel stations or garage) or other facilities with drainage system connected to foul sewer, not stormwater drains.

## 5.0 Monitoring and Checking

### 5.1 Monitoring

Drivers shall perform general car inspection regularly and record the results on the logbook. The logbook shall be submitted to the Administration Department for review.

Administration Department shall maintain a list of approved fuel stations and garages. The selection of maintenance contractor(s) shall consider compliance with legal requirements for the proper disposal of spent lubricant oil and the conservation of refrigerants.

## 6.0 Records

Record Description	Record Location / Retention Responsibility	Minimum Retention Time
Fuel consumption records (Refer to account records)	Admin Dept	3 years
Vehicle maintenance records	Admin Dept	3 years

(Refer to account records)		
Car inspection log book (EF-EI03-01)	Individual vehicle / Driver	3 years

**7.0 Appendix**

Appendix 1 : Car Inspection Log Book (EF-EI03-01)

Name of Driver: \_\_\_\_\_

Car Registration No.: \_\_\_\_\_

Month: \_\_\_\_\_

Item	Date																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
A																																
B																																
C																																
D																																
E																																
F																																
G																																
H																																

- A – Check Brake
- B – Check Steering Wheel
- C – Check Indicator Switch
- D – Check Horn
- E – Check Tyre
- F – Check Clutch & Gear Lever
- G – Check Petrol Gauge
- H – Check Headlight & Rear Light