

1.0 Purpose

According to related legal requirements, this instruction outlines the practices to control, prevent and reduce the air emission pollution in order to protect the environment of the company.

2.0 Scope

This instruction is applicable to air pollution control activities adopted by the factory canteen and the plant located in Shenzhen.

Air pollution from the factory canteen includes: oily fumes, dark smoke and release of refrigerant from refrigerator.

Air pollution from the plant includes: release of CFC Substances (e.g. refrigerants for air conditioning units), dust emissions from moulding process, die-casting process, secondary processing, surface vibration, grinding and polishing, etc.

3.0 Procedure

3.1 Responsibility

3.1.1 Engineering Department is responsible for the operation and maintenance of air pollution control facilities and the monitoring works of air pollution control.

3.1.2 Responsible Departments is responsible for the management of their corresponding emission facilities, sections and areas.

3.2 Control area :

- Air emission from production, e.g. powder coating, paint spraying
- Smoke/air emission from canteen

3.3 Air Emission Inspection :

- Engineering Department is responsible to communicate and assign the qualified environmental monitoring organization to perform the inspection.
- City environmental monitoring station shall monitor the smoke/air emitted from canteen with respect to related requirements once per year. Monitoring standard used is Ringlemann chart. The monitoring frequency of air emission from production area shall be once per year. The monitoring frequency of air emission from redundancy electricity generator shall be once per year. The monitoring standard shall be referred to the corresponding National requirements and actual environmental situation. If any abnormal situation is observed, monitoring task shall be taken at any time.
- According to legal requirements, Engineering Department shall prepare the report from the inspection results and submit to EMR.
- Air pollution monitoring records shall be kept at Document Control Department for three years.

3.4 Air Pollution Control :

- For the air emission generated during production, appropriate control measures (e.g. air scrubber, water curtains) shall be provided to powder coating and paint spraying before discharge outside in order to comply with environmental requirements.

- Smoke/air from canteen shall be treated with dust filtering system before discharge to atmosphere.
- Various departments shall strictly follow the operations and maintenance procedures of facilities, equipments, and processes that generate air pollution. If any abnormality is found during inspection, the root cause of problem shall be identified out and follow up actions shall be taken.
- The plant shall avoid any operations that lead to air pollution. For the operation of regulated facilities and use of harmful substances, preventative inspection and pre-evaluation shall be performed, and employ any preventative actions if necessary.

4.0 Monitoring and Checking

- When inspection result of air pollution is significant, Engineering Department and related departments shall immediately identify the causes of problem. Engineering Department shall report to EMR and perform the corresponding remedy actions.
- Responsible Departments shall follow EP-07 Enquiry / Complaint / Nonconformity Handling to analyse the causes and implement corrective actions.
- Emergency practices: In case of emergency situation (e.g. electricity out of service, air pollution treatment facilities out of order, air emission concentration/quantity over the existing handling capacity, etc), responsible departments shall follow EP-05 Environmental Emergency Preparedness and Response.

5.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Machinery Maintenance and Repair Record (Refer to individual maintenance and repair records of contractors)	Engineering Department	3 years
Workplace Environmental Inspection Record (Air) EF-EI05-01	Plant Manager/ Engineering Department	3 years
Air Pollution Monitoring Record (Refer to inspection records of contractors (inspection center))	Engineering Department	3 years

6.0 Appendix

Appendix 1 : Workplace Environmental Inspection Record (Air) EF-EI05-01

