

1.0 Purpose

To perform prevention and control measures in accordance with relevant laws and regulations in order to protect the environment surrounding the company.

2.0 Scope

This instruction is applicable to the noise prevention work done in the Shenzhen plant.

Noise is generated from wire binding and cutting during mould making, plastic / metal injection moulding, grinding, precision metallic stamping, die-casting, sawing, vibration test and hull insertion.

3.0 Procedure

3.1 Management Scope: internal equipments and facilities that are susceptible to more severe noise pollution during production in the Mainland factory.

3.2 Noise Prevention

3.2.1 Equipments, facilities and procedures susceptible to noise pollution must install noise pollution control scheme. Relevant personnel shall take essential prevention measures to prevent noise pollution.

3.2.2 Each responsible department shall strictly implement operational guidelines and maintenance practices for the equipments, plants and activities that act as sources of noise pollution. Abnormalities found during the evaluation and inspection process should duly determine the cause and perform necessary corrective actions to deal with the problem.

3.2.3 Shenzhen plant shall minimize activities that exceed the allowed noise level. It shall also predict and evaluate the plants and equipments that needed to be regulated by laws and regulations so that preventive measures can be employed when necessary.

3.2.4 Electricity generators shall be checked and maintained after 300 hours, 500 hours, and 2000 hours of operation by changing lubricant oils, filters, water pump, etc.

3.3 Handling Noise Exceeded the Limit

3.3.1 When noise exceeded the allowed level during the monitoring process, the engineering and related departments shall quickly identify the cause and report to the Environmental Management Representative in order to take appropriate mitigation measures.

3.3.2 Each responsible department shall follow EP-07 Enquiry / Complaint / Nonconformity Handling when analyzing the cause and setting corrective action measures to prevent future occurrence of incidences.

4.0 Monitoring and Checking

4.1 The Engineering Department is responsible for communicating with the professional environmental monitoring organizations to standardize noise limits for the corresponding field of business.

4.2 Business noise levels are assessed by local environmental monitoring stations once a year. Monitoring frequency can increase when equipments that produce more noise pollution are added.

4.3 Engineering Department shall follow the laws and regulations to gauge and report the

results to the Environmental Management Representative.

- 4.4 The documentation department shall store and maintain noise pollution monitoring records for 3 years.

5.0 Records

Record Description	Record Location / Retention Responsibility	Minimum Retention Time
Equipment Repair and Maintenance Report (Refer to subcontractor's equipment repair and maintenance reports)	Engineering Department	3 years
Plant environmental monitoring record (refer to EF-EI07-01)	Factory Manager / Engineering Department	3 years
Noise Monitoring Records (refer to subcontractors - Monitoring Center's) monitoring record)	Engineering Department	3 years

6.0 Appendix

Appendix 1 : Plant Environment Monitoring Records (Noise) (EF-EI07-01)

