

1.0 Purpose

This instruction provides guidelines on the best practices to be adopted for controlling resource consumption of business operation activities.

2.0 Scope

This instruction is applicable to the management of resource consumption (e.g. water, electricity, fuels, chemicals, chemical solution and other materials, etc.) due to daily operations in SEEA.

3.0 Procedure

3.1 Water

- Recycle wastewater wherever applicable and practical.
- All taps are turned off when water is not required.
- All leaks in pipes are repaired once they are identified.
- Fit taps and hoses with flow restricting, water efficient, spray nozzles where possible.
- Ensure water use is not excessive.

3.2 Diesel (for production plants and generators)

- Select fuel-efficient plant.
- Shut off diesel-powered plant and equipment while not in use.
- Prevent spillage and leakage through appropriate plant maintenance, storage and handling.

3.3 Electricity

- Shut off plant and equipment when not in use.
- Select energy efficient lighting, plant and equipment.
- Reduce non-essential load.

3.4 Chemicals and Other materials

- Ensure chemicals / materials are handled and stored in good conditions to prevent deterioration and wastage.
- Ensure chemicals / materials are not over-applied.
- Influence suppliers / contractors to take away and reuse surplus material.

4.0 Monitoring and Checking

The Administration Department shall maintain bills and purchase records to monitor the resource consumption status.

The Production Manger shall ensure proper storage, usage and handling of diesel, chemicals and other materials in on the shop floor, storage facilities through regular inspection.

In case of nonconformity, the responsible managers shall initiate investigation and

corrective actions in accordance with EP-07 Enquiry/Complaint/Nonconformity Handling.

5.0 Records

| Record Description | Record Location/ Retention Responsibility | Minimum Retention Time |
|---|--|---------------------------|
| Bills and purchase records (Refer purchase orders and receipts of bills, e.g. electricity bills) | Administration Department | 3 years |
| Shop floor inspection records (Refer to EF-EP07-01, if found any NC items) | Production Manger | 3 years |
| Diesel store inspection records (Refer to EF-EP07-01, if found any NC items.) | Production Manger | 3 years |
| Chemical store inspection records (Refer to EF-EP07-01, if found any NC items.) | Production Manger | 3 years |

6.0 Appendix

Nil.