

1.0 Purpose

This instruction provides guidelines on the best practices to be adopted for controlling environmental impacts potentially arising from activities in the canteen and kitchen.

2.0 Scope

This instruction is applicable to waste management, water usage, power usage and other materials controlled by the canteen and kitchen.

3.0 Procedure**3.1 Water usage in the canteen and kitchen should ensure:**

- Taps are always turned off when not in use
- Frequent maintenance to water pipes and taps and arrange repair immediately if leaks were found.
- If possible, install throttles to the taps.
- Implement water recycling in accordance to public health standards.

3.2 Power Usage in the Canteen and Kitchen:

- Turn off all lights and fans in the canteen and kitchen when not in use.

3.3 Canteen Food

- Storage or disposal of leftover foods in each meal should follow “Leftover Foods Management Guidelines”.
- Place discarded food into collection bins for reuse in farms as feeds. Farms should use a “bin for bin” collection system to prevent leftover food to get into catch pits and pollute the environment.

4.0 Monitoring and Checking

4.1 Canteen Manager should compile each month's water and power consumption condition and summarize the data in Canteen Monthly Water and Power Consumption Records for data analysis in the Environmental Management System Committee. Where nonconformity is identified corrective action measures should be defined and implemented in accordance with EP-07 Enquiry / Complaint / Nonconformity Handling.

4.2 Canteen Manager should perform routine inspections to water and power usage in canteen and kitchen and leftover food handling procedures. Where nonconformity is identified corrective action measures should be defined and implemented in accordance with EP-07 Enquiry / Complaint / Nonconformity Handling.

5.0 Records

Record Description	Record Location / Retention Responsibility	Minimum Retention Time
Canteen Monthly Water and Power Consumption Records (Refer to electricity and water bills)	Canteen Manager	3 years

6.0 Appendix

Nil