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(Finance and Administration Department)

Document / Form No.	Document / Form Name	Revision No.	Date
EM-01	<i>Environmental Management System Manual</i>	1	1/1/2006
CP-01	<i>Environmental Policy</i>	1	1/1/2006
O&T-2006	<i>Objectives, Targets and Programmes</i>	1	1/1/2006
EP-01	<i>Identification of Environmental Aspects and Significance Evaluation</i>	1	1/1/2006
EP-02	<i>Review of Legal and Other Requirements</i>	1	1/1/2006
EP-03	<i>Training</i>	1	1/1/2006
EP-04	<i>Control of Documents</i>	1	1/1/2006
EP-05	<i>Environmental Emergency Preparedness and Response</i>	1	1/1/2006
EP-06	<i>Environmental Monitoring and Evaluation of Compliance</i>	1	1/1/2006
EP-07	<i>Enquiry / Complaint / Nonconformity Handling</i>	1	1/1/2006
EP-08	<i>Control of Records</i>	1	1/1/2006
EP-09	<i>Internal Audit</i>	1	1/1/2006
EAR-01	<i>Register of Environmental Aspects</i>	1	1/1/2006
LR-01	<i>Register of Legal and Other Requirements</i>	1	1/1/2006
EI-01	<i>Environmental Office Practices</i>	1	1/1/2006
EI-02	<i>Green Procurement</i>	1	1/1/2006
EI-03	<i>Waste Management</i>	1	1/1/2006
EI-04	<i>Air Pollution Control</i>	1	1/1/2006
EI-05	<i>Water Pollution Control</i>	1	1/1/2006
EI-06	<i>Noise Pollution Control</i>	1	1/1/2006
EI-07	<i>Resource Conservation</i>	1	1/1/2006
EI-08	<i>Handling and Storage of Chemicals</i>	1	1/1/2006
EI-09	<i>Environmental Practices for Using Company's Car</i>	1	1/1/2006
EI-10	<i>Wastewater Treatment Plant Operation</i>	1	1/1/2006
EF-EP03-01	<i>Training Plan</i>	1	1/1/2006
EF-EP03-02	<i>Training Attendance Records</i>	1	1/1/2006
EF-EP04-01	<i>Master List of Documents / Forms / External</i>	1	1/1/2006

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	<i>Documents</i>		
EF-EP04-02	<i>Document Distribution Record</i>	1	1/1/2006
EF-EP05-01	<i>Emergency Drill Report</i>	1	1/1/2006
EF-EP05-02	<i>Accident Report</i>	1	1/1/2006
EF-EP06-01	<i>Monitoring Plan</i>	1	1/1/2006
EF-EP06-02	<i>Environmental Inspection Checklist for Production Area</i>	1	1/1/2006
EF-EP07-01	<i>Corrective Action Report, CAR</i>	1	1/1/2006
EF-EP07-02	<i>CAR Status Log</i>	1	1/1/2006
EF-EP07-03	<i>Communication Log</i>	1	1/1/2006
EF-EP08-01	<i>Master List of Environmental Records</i>	1	1/1/2006
EF-EP09-01	<i>Audit Plan</i>	1	1/1/2006
EF-EP09-02	<i>Audit Checklist</i>	1	1/1/2006
EF-EP09-03	<i>Internal Audit Report</i>	1	1/1/2006
EF-EI01-01	<i>Monthly Office Inspection Checklist</i>	1	1/1/2006
EF-EI02-01	<i>Environmental Procurement List (Supplier / Contractor)</i>	1	1/1/2006
EF-EI02-02	<i>Supplier / Contractor Evaluation Form</i>	1	1/1/2006
EG-EI02-01	<i>Environmental Guidance Notes for Supplier / Contractor</i>	1	1/1/2006
EF-EI02-02	<i>Supplier / Contractor Performance Assessment Form</i>	1	1/1/2006
EF-EI09-01	<i>Car Inspection Log Book</i>	1	1/1/2006
EF-EI10-01	<i>Wastewater Treatment Plant Log</i>	1	1/1/2006
HR-01	<i>Staff Training Records</i>	1	1/1/2006
HR-02	<i>Training Materials</i>	1	1/1/2006
Refer to EMR	<i>Meeting Minutes of the EMS committee Meeting</i>	1	1/1/2006
N/A	<i>MSDS for all chemicals and DGs</i>	1	1/1/2006
N/A	<i>List of chemicals and DGs, including quantities and locations</i>	1	1/1/2006
N/A	<i>Visual Inspection Records</i>	1	1/1/2006