

No.	Item	Responsible person	Frequency	Mechanism
1.	Register of Environmental Aspects	EMR	Annually and as required	Refer to EP-01 and complete EF-EI01-1
2.	List of Legal & Other Requirements	EMR	Every 3 months	Refer to EP-02 and LR-01, and review any legal updates and revise accordingly.
3.	O&T, and Programmes Performance	EMS Committee	Every 3 months	Refer to EM-01 and discuss the progress of O&T
4.	Legal Compliance	EMR, Departmental Manager	Monthly	Review and confirm the conformity to legislation as subscribed in LR-01, and discuss during Management Review meeting.
5.	Emergency Preparedness & Response	EMR	As per schedule	Refer to EP-05 and complete Emergency Drill Report / Accident Report
6.	Wastewater monitoring	Facility Manager	As per schedule	Refer to EI-10 wastewater treatment plant maintenance.
7.	Office inspection	EMR	Every month	Refer to EI-01
8.	Energy saving programme	EMR	As per schedule	Refer to EI-07
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				