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(Admin Dept)

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Reviewed by :

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Name of Record	Form No.	Keeping by	Retention Time
Register of Environmental Aspects	EAR-01	EMR	Two Previous versions
Register of Legal and Other Requirements	LR-01	FAD keeps the Master Copy	Two Previous versions
Objectives, Targets and Programmes	O&T-2006	EMR	3 years of obsolete versions
Monitoring and review records regarding the progress of objectives, targets and programmes	Refer to EMR	Relevant person-in-charge of the programmes	3 years
Meeting minutes of EMS committee meeting	Refer to EMR	EMR	3 years
Management Review Meeting Agenda and Minutes	N/A	EMR	3 years
Annual Training Plan (EMS training)	EF-EP03-01	HRO	1 year
Training Attendance Records	EF-EP03-02	HRO	1 year
Staff Training Records	HR-01	HRO	Until the staff leave
Obsolete master documents (EMS manual / procedures / instructions / forms)	EF-EP04-01	FAD	3 years
Master List of Documents / Forms	EF-EP04-01	FAD	Update version
Distribution / Circulation Record of Documents	EF-EP04-02	FAD	1 year
Monthly Office Inspection Checklist	EF-EI01-01	FAD	3 years
Environmental Procurement List (Supplier / Contractor)	EF-EI02-01	FAD	3 years
Supplier / Contractor Evaluation Form	EF-EI02-02	FAD	3 years
Environmental Guidance Notes for Supplier / Contractor	EG-EI02-01	FAD	3 years
Supplier / Contractor Performance Assessment Form	EF-EI02-03	FAD	3 years
Car Inspection Log Book	EF-EI09-01	FAD	3 years
Wastewater Treatment Plant Log	EF-EI10-01	Facility Manager	3 years
Emergency Drill Report	EF-EP05-01	EMR	3 years
Accident Report	EF-EP05-02	EMR	3 years
Environmental Inspection Checklist for Production Area	EF-EP06-02	EMR	3 years
Completed CARs	EF-EP07-01	EMR	3 years

Name of Record	Form No.	Keeping by	Retention Time
<i>CAR Status Logs</i>	<i>EF-EP07-02</i>	<i>EMR</i>	<i>3 years</i>
<i>Communication Log</i>	<i>EF-EP07-03</i>	<i>EMR</i>	<i>3 years</i>
<i>Communication records / correspondences regarding EMS, environmental performance / requirements</i>	<i>N/A</i>	<i>Responsible persons</i>	<i>3 years</i>
<i>Master List of Environmental Records</i>	<i>EF-EP08-01</i>	<i>FAD</i>	<i>update version</i>
<i>Annual Audit Plan</i>	<i>EF-EP09-01</i>	<i>EMR</i>	<i>3 years</i>
<i>Completed Audit Checklist</i>	<i>EF-EP09-02</i>	<i>EMR</i>	<i>3 years</i>
<i>Audit Report</i>	<i>EF-EP09-03</i>	<i>EMR</i>	<i>3 years</i>
<i>Purchasing records / communication with supplier / contractor on the requirement / projects</i>	<i>N/A</i>	<i>AD</i>	<i>3 years</i>
<i>Information on waste collection company and frequency of collection locations</i>	<i>N/A</i>	<i>Production Manager / EMR</i>	<i>3 years</i>
<i>MSDS for all chemicals and DGs</i>	<i>N/A</i>	<i>Production Manager</i>	<i>3 years</i>
<i>Trip tickets</i>	<i>N/A</i>	<i>Production Manager</i>	<i>3 years</i>
<i>Maintenance schedules / records for plant, equipment and vehicles</i>	<i>AP-01</i>	<i>Production Manager</i>	<i>3 years</i>
<i>Fuel Consumption Records</i>	<i>N/A</i>	<i>FAD</i>	<i>3 years</i>
<i>Paper Consumption Records</i>	<i>N/A</i>	<i>FAD</i>	<i>3 years</i>
<i>Electricity Consumption Records</i>	<i>N/A</i>	<i>FAD</i>	<i>3 years</i>
<i>Waste Recycling Records</i>	<i>N/A</i>	<i>FAD</i>	<i>3 years</i>
<i>Waste Disposal Records</i>	<i>N/A</i>	<i>FAD</i>	<i>3 years</i>
<i>Visual Inspection Records</i>	<i>N/A</i>	<i>Facility Manager</i>	<i>3 years</i>
<i>Wastewater Monitoring Records</i>	<i>N/A</i>	<i>Facility Manager</i>	<i>3 years</i>
<i>Laboratory Wastewater Testing Report</i>	<i>N/A</i>	<i>Facility Manager</i>	<i>3 years</i>