

1.0 Purpose

This instruction provides guidelines for ensuring environmental considerations are incorporated into the purchasing of goods and services for production and office activities.

2.0 Scope

This instruction applies to suppliers and service providers that provide services to Hong Kong Green Electroplating Company (HKGEC) and suppliers, who may have significant environmental aspects, used by HKGEC. The types of suppliers and service providers include the following categories:

- Chemical waste collection contractors (e.g. Collection of chemical wastes, such as HCl and Copper anode sulphuric acid and empty chemical containers that are produced during production,
- General Waste collectors (e.g. Collection of solid wastes such as general refuse in the office)
- Waste recycling contractors (e.g. Collection of paper, toner cartridges, plastic bottles and aluminum cans)
- Facility cleaning contractors (e.g. Cleaning of office and production plant)
- Plant / equipment maintenance contractors (e.g. Maintenance of electro-plating baths and rinsing tanks)
- Facility management contractors (e.g. Property management company that manages facilities such as water pipes, electric cables, overall waste collection and car park)
- Laboratory testing contractors (e.g. HOKLAS Laboratory for testing wastewater effluent from spent baths during the plating process)
- Chemical suppliers (e.g. Suppliers of plating chemicals such as copper, nickel, silver, gold and palladium-nickel salts, etc.)

3.0 Procedure

The Purchasing Officer shall maintain and update a List of Suppliers / Contractors (EF-EI02-01, as shown in Appendix 1) for Environmental Control. The list shall include the types of the goods / services provided and/or the name of suppliers / contractors.

3.1 Best Practices in Purchasing of Goods and Services – 4R Principles

3.1.1 When goods / services are to be purchased, the Purchasing Officer shall consider the 4R (Reduce, Reuse, Recycle & Replace) principles.

3.1.2 By applying the 4R's methodology (Reduce, Reuse, Recycle and Replace) at each phase of the materials life-cycle (planning, acquisition, operations, utilisation and maintenance, and disposal), purchasing activities can be more environmentally responsible. When purchasing, environmental considerations should be integrated with other criteria such as performance, maintenance requirements, life expectancy, quality and value for money (cost), as far as possible.

3.2 Communication and Selection of Suppliers and Service Providers

3.2.1 The Purchasing Officer shall mark on the relevant purchase order / contract for the

environmental requirements considered if applicable. The Purchasing Officer shall carry out an environmental evaluation of potential suppliers / contractors by means of *Supplier / Contractor Evaluation Form* (EF-EI02-02, as shown in Appendix 2). The invited suppliers / contractors shall complete and return the evaluation form together with the quotation / tender documents. The Finance and Administration Manager shall review the completed evaluation forms and determine whether the environmental performance of a supplier / contractor is "Acceptable" or not. When the environmental performance of a supplier / contractor is found "Unacceptable", the Finance and Administration Manager shall consider the decline of order / contract unless with justifiable reason.

- 3.2.2 The Purchasing Officer shall ensure that the *Environmental Guidance Notes for Supplier / Contractor* (EG-EI02-01, as shown in Appendix 3) and the Environmental Policy have been issued to those listed service providers / suppliers during quotation or contract renewal wherever applicable. The Environmental Guidance Notes (EG-EI02-01) shall be signed by the suppliers / contractors and returned to the Purchasing Officer for record purposes.
- 3.2.3 The Purchasing Officer shall communicate with the contractors that work on HKGEC premises (e.g. renovation, maintenance contractor, cleaning and pest control, etc) regarding the environmental policy of HKGEC and the environmental requirements (e.g. waste collection and disposal). HKGEC may ask contractors for relevant records to demonstrate the compliance to legislation requirements if necessary.
- 3.2.4 For pest control, the Purchasing Officer shall ensure the contractor providing details (e.g. types, formulations and possible hazards) of the pesticides products used for pest control and ensure that products are registered under the Agriculture, Fisheries and Conservation Department.

4.0 Monitoring and Checking

- 4.1 The Purchasing Officer shall regularly review the environmental performance of suppliers / contractors and shall bring any unsatisfactory environmental performance to the supplier / contractor's notice by appropriate communication channels and document the communication records.
- 4.2 The Purchasing Officer shall complete the *Supplier / Contractor Performance Assessment Form* (EF-EI02-03, as shown in Appendix 4) periodically or upon completion of the contract (for single / one-off services).
- 4.3 If the environmental performance of a supplier / contractor is found to be persistently unacceptable, the responsible staff have the authority to disqualify that supplier / contractor from future procurement.

5.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Environmental Procurement List (Supplier / Contractor) (EF-EI02-01)	Purchasing Officer	3 years
Purchasing records / communication with supplier / contractor on the requirement /	Purchasing Officer	3 years

projects (Refer to purchasing order record and individual project file if applicable)		
Supplier / Contractor Evaluation Form (EF-EI02-02)	Purchasing Officer	3 years
Environmental Guidance Notes for Supplier / Contractor (EG-EI02-01)	Purchasing Officer	3 years
Supplier / Contractor Performance Assessment Form (EF-EI02-03)	Purchasing Officer	3 years

6.0 Appendix

Appendix 1 : Environmental Procurement List (Supplier / Contractor) (EF-EI02-01)

Appendix 2 : Supplier / Contractor Evaluation Form (EF-EI02-02)

Appendix 3 : Environmental Guidance Notes for Supplier / Contractor (EG-EI02-01)

Appendix 4 : Supplier / Contractor Performance Assessment Form (EF-EI02-03)

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As part of our effort to contribute to sustainability in Hong Kong and further our Environmental Performance, Hong Kong Green Electroplating Company Ltd. (HKGEC) has implemented an Environmental Management System (EMS) comply with the ISO 14001 standard requirements.

In keeping with the intent of the standard, we adhere to the attached Environmental Policy and request that all our Suppliers and Contractors observe the following environmental requirements: -

- Comply with all legal and other requirements
- Control the use of materials and resources (e.g. electricity, fuel, chemicals, paper, etc.) to be both energy and resource efficient.
- Minimise the production of all kinds of waste, while carrying out any work outside or within our premises.
- Ensure that wastewater is discharged to in accordance with legal requirements
- Reuse and recycle materials/waste wherever possible
- While working on any of our premises, contractors are required to ensure that all waste materials are properly handled, stored and disposed of in an efficient and sensitive manner to avoid any spillages and leakages
- Regularly maintain all vehicles used for the purpose of conducting business with the company to ensure that noise and air emissions are controlled.
- For supplying products to HKGEC, it is encouraged to use recyclable packaging and take back or reuse the transportation packaging wherever possible.

Please complete the following Acknowledgement Slip and return to HKGEC by fax :

Acknowledgement

TO : Hong Kong Green Electroplating Company

From : _____

We are fully aware the Environmental Policy of Hong Kong Green Electroplating Company Ltd and willing to work with Hong Kong Green Electroplating Company Ltd in complying your policy requirements.

Authorized Signature with Company Chop

Name : _____

Position : _____

Date : _____

Job No / Order No. : _____

Contract Period : _____

Name of Supplier / Contractor : _____

Contact Person : _____

Services / Products Description : _____

Performance Area	Poor	Needs Improvement	Acceptable	Not Applicable	Remarks
1. Services / goods delivery on time					
2. Services / goods Quality					
3. Co-ordination with our staff					
4. Material usage and wastage (reuse, recycle materials, can take back packaging materials for reuse)					
5. Proper waste handling and disposal					
6. Environmental Performance (product performance / on site work performance)					
7. Rectify problem effectiveness					
8. Overall Assessment					

Reviewed by : _____ **Date** _____