

1.0 Purpose

This instruction outlines the practices to be adopted for the control of air emissions to minimise air pollution impacts and to comply with legal and other requirements.

2.0 Scope

This instruction is applicable to the site activities, which have the potential to cause air pollution, and includes best practice procedures for the following:

- Emission of VOC and chemical fume from plating baths (e.g. during degreasing process);
- Maintenance / control over applicable activities and operations which generate airborne pollutants;
- Control of Chlorofluorocarbon (CFC) (e.g. refrigerants in air-conditioning units and CFC fire extinguishers).

3.0 Procedure**3.1 Best Practices for Air Pollution****3.1.1 Emission of VOC and chemical fume from plating baths**

- Ensure clean and clear ventilation points at the working areas.
- Ensure plating baths and degreasing baths are covered by lids when idle of operations, in order to reduce leakage of chemical fume to surroundings.
- Perform regular checking that ensure the setting of temperature for degreasing and plating baths are corrected, thus the baths should not generate too much chemical fume.
- If the plating baths are under maintenance / idle of operation, then all plating baths should be operated as 'Switch Off / Stand-by' mode, that ensure no chemical fume to be generated.

3.1.2 Maintenance / control over applicable activities and operations which generate airborne pollutants

- Ensure sufficient ventilation in indoor area especially rooms for chemicals usage and storage.
- Ensure that the air treatment equipments (e.g. air scrubbers, filtering system) function properly through regular inspection and maintenance.

3.1.3 Management of CFC

- Switch to air-conditioning units that use non-scheduled refrigerants during replacement.
- Switch to non-CFC fire extinguisher if applicable.
- Communicate with maintenance contractors for carrying out maintenance and repair of air-conditioning systems to ensure they work in accordance with requirements stipulated in the Ozone Layer Protection (Controlled Refrigerants) Regulations

4.0 Monitoring and Checking

The Plant Manager or his / her delegate shall :

- ensure that plating baths are operated and maintained in satisfactory conditions;
- ensure the practices specified in this procedure are followed by staff and contractors.
- ensure the effective maintenance of plant and equipment through visual inspection and records review
- perform quarterly monitoring on the quality of indoor air.
- where nonconformity are identified corrective action measures are defined and implemented in accordance with EP-07 Enquiry / Complaint / Nonconformity Handling

5.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Maintenance schedules / records for plant, equipment and vehicles (Refer to relevant subcontractors for plant, equipment and vehicles maintenance record)	Plant Manager	3 years
Visual Inspection Records (Refer EF-EP07-01 if found any nonconformity)	Plant Manager	3 years

6.0 Appendix

Nil.