

1.0 Purpose

This instruction outlines the practices to be adopted for the control of operational noise to minimise the risk of unacceptable emissions and to comply with legal and other requirements.

2.0 Scope

This instruction is applicable to the activities which have the potential to cause noise pollution and includes best practices for maintenance works.

- In HKGEC, noise arises mainly from general maintenance of equipments such as plating baths or facility equipments (e.g. air conditioning, ventilation system, wastewater treatment plant, etc.)

3.0 Procedure**3.1 Best Practices for Noise Control**

3.1.1 For the application of machinery / equipment, the Company will consider the following noise control measures :

- Use quieter equipment if practicable and applicable, and locate such equipment at an appropriate site to minimise the potential nuisance from operational noise to neighbour.
- Conduct routine maintenance and maintain records of all inspections and maintenance works

3.1.2 Require suppliers / maintenance contractors of noisy equipment / work (such as pumps, welding work, installation) to be cooperative and ensure that noise control measures are adopted during installation and maintenance.

3.1.3 Ensure proper signage for employees in areas of excessive noise and the provision of protective equipment to staff according to the safety guidance notes released by relevant government department.

4.0 Monitoring and Checking

The Plant Manager or his / her delegate shall:

- Ensure the effective maintenance of equipment through visual inspection and records review
- 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 equipment (Refer to relevant subcontractors for	Plant Manager	3 years

plant, equipment and vehicles maintenance record)		
Visual Inspection Records (Refer EF-EP07-01 if found any nonconformity)	Production Manager	3 years

6.0 Appendix

Nil.