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, Function / Department 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.	Vehicle inspection	Admin Dept	Periodically	Refer to EI-09 and drivers perform daily car inspection and record in log book, Admin Dept shall review logbook periodically.
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