

# HONG KONG GREEN PRINTED CIRCUIT BOARD COMPANY

# Environmental Instruction

## Green Procurement

### (EI-02)

**Revision No. : 1**

**Date : 01 – 01 – 2006**

**Prepared by :**

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**Approved by :**

Wong Ming

(General Manager)

## Revision History

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**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 at Hong Kong Green Printed Circuit Board Company Ltd. (HKGPCB) and suppliers who may have significant environmental aspects and used by HKGPCB. The types of suppliers and service providers include the following categories:

- Chemical suppliers (e.g. Suppliers of etching and tin stripping chemicals such as caustic soda, ammonium chloride, nitric acid, tin stripping bath additive, hydrochloric acid, sulphuric acid, anti-tarnish agent, etc.)
- Chemical waste collection contractors (e.g. Collection of Reagents, standard solution, acetylene, acrylic resin, isopropyl alcohol and perfluorinated fluid that are produced in the chemical and physical lab; empty chemical containers from production lines, etc.)
- Material suppliers (e.g. Diesel and laminate / prepreg sheets)
- Facility management contractors (e.g. Property management company that manages facilities such as car park, overall waste collection for the building, etc.)
- General waste collectors (e.g. Collection of solid wastes such as general refuse in the office)
- Laboratory testing contractors (e.g. HOKLAS Laboratory for testing wastewater effluent discharged from compressors, etching, black oxide treatment, desmear, surface finishing and ENTEK during the production process)
- Office / facility cleaning contractors (e.g. Cleaning and maintaining of office and production plant)
- Plant / equipment maintenance contractors (e.g. Maintenance of etching and stripping equipments, electro-plating baths, ENTEK machines)
- Waste recycling contractors (e.g. Collection of paper, toner cartridges, plastic bottles and aluminum cans)

**3.0 Procedure**

The Purchasing Department 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 Department 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 Department shall mark on the relevant purchase order / contract for the environmental requirements considered if applicable. The Purchasing Department 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 Purchasing 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 Purchasing Manager shall consider the decline of order / contract unless with justifiable reason.
- 3.2.2 The Purchasing Department 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-EI04-01) shall be signed by the suppliers / contractors and returned to the Purchasing Department for record purposes.
- 3.2.3 The Purchasing Department shall communicate with the contractors that work on HKGPCB premises (e.g. renovation, maintenance contractor, cleaning and pest control, etc) regarding the environmental policy of HKGPCB and the environmental requirements (e.g. waste collection and disposal). HKGPCB may ask contractors for relevant records to demonstrate the compliance to legislation requirements if necessary.
- 3.2.4 For pest control, the Purchasing Department 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 Department 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 Department 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	Purchasing Department	3 years

List (Supplier / Contractor) (EF-EI02-01)		
Purchasing records / communication with supplier / contractor on the requirement / projects  (Refer to purchasing order record and individual project file if applicable)	Purchasing Department	3 years
Supplier / Contractor Evaluation Form (EF-EI02-02)	Purchasing Department	3 years
Environmental Guidance Notes for Supplier / Contractor (EG- EI02-01)	Purchasing Department	3 years
Supplier / Contractor Performance Assessment Form (EF-EI02-03)	Purchasing Department	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)

No.	Company name	Type	Related SEA	Related Department
1.				
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28.				

HKGPCB operates an Environmental Management System (EMS) and requires environmental management details of potential suppliers for our records and to assist in the assessment of the capabilities of supplier / contractor to comply with our environmental management system requirements.

*Please note that failure to complete this form may affect your opportunity to supply products / services to our company.*

### Part A : To be complete by Supplier / Contractor

Company Name:

Contact Person:

Tel:

Fax:

Email:

Address:

Brief description on products / services provided:

1. Do you have an EMS in place?

☐ No ☐ Yes

2. Is your EMS certified to a recognized standard? Please give date of certification.

☐ No ☐ Yes Date of certification:

3. Do your organisation have an in-house environmental policy?

☐ No ☐ Yes (Please attach a copy)

4. Have your organisation breached any environmental legislation for the past one year?

☐ No ☐ Yes (Please provide details)

5. Does your organisation establish plans / programs for pollution prevention, waste recycling / reuse, and/or resource conservation?

☐ No ☐ Yes (Please provide details) ☐ NA

6. Is your organisation provides packaging take-back service? (for supply of bulky goods)

☐ No ☐ Yes (Please provide details) ☐ NA

7. Are your product(s) made from sustainable / recycled source, recyclable, energy-efficient, resource-efficient, and/or certified to a recognized safety or environmental standard?

☐ No ☐ Yes (Please provide details) ☐ NA

8. Do your organisation provide environmental training to your staff?

☐ No ☐ Yes (Please provide details)

9. Do your organization identify your environmental impact of your services and how do you improve it?

☐ No ☐ Yes (Please provide details)

Company Chop and Signature:

Date:

### Part B: To be completed by HKGPCB

HKGPCB's comments and recommendations:

Name and position		Signature		Date	
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As part of our effort to contribute to sustainability in Hong Kong and further our Environmental Performance, Hong Kong Green Printed Circuit Board Company Ltd. (HKGPCB) 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 HKGPCB, 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 HKGPCB by fax :  
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### **Acknowledgement**

TO : Hong Kong Green Printed Circuit Board Company Ltd.

From : \_\_\_\_\_ (Company Name)

We are fully aware the Environmental Policy of Hong Kong Green Printed Circuit Board Company Ltd and willing to work with Hong Kong Green Printed Circuit Board 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