HKGEAC

Environmental Inspection Checklist for Production Area

Form Number : EF-EP06-02 Revision Number : 1

Date : 01-01-2006

Inspected by	W. A. Fong	Date	11 January 2006
Signature	4700	Reviewed by	Stanley Chan
•	<u> </u>	=	

Please tick the appropriate box

0 – serious nonconformity, requires issue of CAR (fill the corrective action request form)

1 - not satisfied, but immediate remedial action was taken and found acceptable

2 - satisfied

Important: Please refer to the requirements as defined in EI-03--08Environmental Instructions

	Items to be checked	0	1	2	N/A	Comment / Follow up		
Waste management								
1.	Solid wastes (e.g. fluorescent lamps, batteries) are segregated and collected properly?			✓				
2.	All waste containers (e.g. solid wastes, packaging wastes) are stored at designated areas with proper labelling and cover?			✓				
3.	Secondary containment for chemical wastes and adequate ventilation for storage areas are provided?			✓				
4.	Chemical wastes (e.g. chlorine containing solvents) are stored at designated containers and areas? And in good conditions?			✓				
5.	Chemical wastes are properly labelled (in Chinese and in English) and closed?			✓				
6.	Trip tickets and waste disposal records are maintained?			✓				
Air pollution control								
7.	Refrigerant maintenance contractors carry out repair and maintenance according to requirements stipulated in the Ozone Layer Protection (Controlled Refrigerants) Regulations?			√				
8.	Ventilation systems / air treatment equipments (e.g. air scrubbers, filtering system) are properly maintained and in good conditions?			1				
9.	No abnormal fume / smell is observed?			✓				
Water pollution control								
10.	Drip trays are provided underneath equipment for operation, fuelling and maintenance?			1				
11.	Wastewater treatment equipment is operated properly and in good conditions?			✓				
12.	Wastewater discharge licence is obtained from Environmental Protection Department?			✓				
Noise pollution control								
13.	No abnormal noise is observed from equipments and operations?	_		✓				

HKGEAC

Environmental Inspection Checklist for Production Area

Form Number : EF-EP06-02 Revision Number : 1

Date : 01-01-2006

Items to be checked		0	1	2	N/A	Comment / Follow up
14.	Protective equipment (e.g. earplugs) is provided to employees as well as signage of loud noises are set up in areas of excessive noise?			√		
Resource conservation						
15.	Switch off electrical appliances and equipments when they are not in use?			✓		
16.	No running tap (when they are not in use) or water leakage is observed?			✓		
17.	Good housekeeping is observed?			✓		
Handling and storage of chemicals						
18.	A list of chemicals and their information sheets are provided and maintained?			✓		
19.	Training (e.g. nature of the chemical, emergency preparedness) is provided to personnel (e.g. employees, storekeepers) handling and storing the chemicals?			√		
20.	Chemical spillage kits are maintained properly?			✓		
21.	Chemicals are properly labelled (in Chinese and in English) and stored in good conditions?			✓		
Othe	ers:					