

# Environmental Instruction

## Air Pollution Control

### (EI-04)

**Date : 01 - 01 - 2006**

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(Chief Executive Officer)

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**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 Offensive / Obnoxious Emissions & Dark Smoke from Plant and Equipment, including:
  - Emission from soldering and oven;
  - Emission from printing; and
  - VOC emission during assembly process
- Maintenance/control over applicable activities and operations that generate airborne pollutants, including air compressors, soldering and oven.
- Control of Chlorofluorocarbon (CFC) (e.g. refrigerants in air-conditioning units and CFC fire extinguishers).

**3.0 Procedure****3.1 Application for permits / licences**

The EMR or his / her delegate shall ensure that approval is sought from Environmental Protection Department for installation or alteration of any furnace, oven, chimney or flue according to APCO - *Air Pollution Control (Furnaces, Oven and Chimneys) (Installation and Alteration) Regulation*.

**3.2 Best Practices for Air Pollution****3.2.1 Emission of Offensive / Obnoxious Emissions & Dark Smoke from Plant and Equipment**

- Conduct routine and major maintenance in accordance to manufacturer's instructions, and maintain records of all inspections and maintenance works.
- Use fuel of quality specified by manufacturer / supplier.
- Perform weekly visual inspections of plants and equipment using Ringlemann chart <sup>1</sup> by the Production Manager or his / her delegate.

**3.2.2 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.
- Clean dust filter regularly for efficient dust control.

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<sup>1</sup> The smoke produced from the plant/equipment is compared to a Ringlemann chart and if the shade of the smoke is as dark or darker than the shade Number 1 on the Ringlemann Chart for period of 3 minutes, legal requirements for black smoke emissions are violated and the Factory Manager records a nonconformity to the EMS.

**3.2.3 Management of CFC**

- Ensure maintenance contractors carrying out maintenance and repair in accordance with requirements stipulated in the Ozone Layer Protection (Controlled Refrigerants) Regulations
- Switch to A/C units/systems that use non-scheduled refrigerants during replacement.
- Switch to non-CFC fire extinguisher if applicable.

**4.0 Monitoring and Checking**

The EMR shall ensure that :

- facilities / plant with the potential impact for air are operated and maintained in satisfactory conditions;
- practices specified in this procedure are followed by staff and contractors; and
- the requirements of the APCO are complied with.

The Production Manager or his / her delegate shall:

- ensure the effective maintenance of plant, equipment and vehicles through visual inspection and document / records review
- perform quarterly monitoring on the quality of indoor air and exhausted 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/<br>Retention Responsibility | Minimum Retention<br>Time |
|---|--|---------------------------|
| Maintenance schedules / records for plant, equipment and vehicles (Refer to relevant subcontractors for plant, equipment and vehicles maintenance record) | Production Manager                           | 3 years                   |
| Visual Inspection Records (Refer to EF-EP07-01 if found any nonconformity item)   | Production Manager                           | 3 years                   |
| Air quality monitoring record (EF-EI04-01)  | Production Manager                           | 3 years                   |

**6.0 Appendix**

Appendix 1 : Air Quality Monitoring Record (EF-EI04-01)

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