

# Environmental Procedure

## Identification of Environmental Aspects and Significance Evaluation

### (EP-01)

**Date : 01-01-2006**

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(Chief Executive Officer)

[illegible]

## 1.0 Purpose

This procedure describes the method for identifying and evaluating environmental aspects related to the **electronic calculator manufacturing** carried out by **HKGEAC** respectively and determining the significance of these aspects. The procedure also applies to those indirect aspects arising from works carried out by **HKGEAC's** suppliers and contractors.

## 2.0 Scope

This procedure applies to all operations and activities, under normal conditions and reasonably foreseeable situations, in the **Factory and Facilities** of **HKGEAC**.

## 3.0 Reference Documents

Section 4.3.1, EMS Manual

EAR-01	Register of Environmental Aspects
LR-01	Register of Legal and Other Requirements
EP-02	Review of Legal and Other Requirements
EP-04	Control of Documents
EP-08	Control of Records

## 4.0 Definitions

EMS Committee	– Environmental Management System Committee
EMR	– Environmental Management Representative
SEA	– Significant Environmental Aspects

## 5.0 Responsibility

### 5.1 EMS Committee

The EMS Committee shall identify the environmental aspects of all activities, product and service of **HKGEAC** and its suppliers and contractors, and evaluate the significance of the environmental aspects.

The members of EMS Committee / EMR shall prepare and maintain the Register of Environmental Aspects such that it contains the most up-to-date information.

### 5.2 Chief Executive Officer

The **Chief Executive Officer** shall review and approve the Register of Environmental Aspects.

## 6.0 Procedure

### 6.1 Basis for Aspect Identification

**HKGEAC's** environmental aspects include those direct aspects arising from their activities, products and services; those indirect aspects that can be influenced, such as arising from the activities of their suppliers and contractors working on **HKGEAC's** activities, and from customer use of product (wherever reasonably practicable). Aspects within the defined scope of the EMS with regards to resource inputs to each process / activity, the intermediate effects, and the outputs for past, present and future activities, under normal operating conditions and any reasonably foreseeable situations shall be considered e.g. planned or new developments, or new or modified activities, products and services.

## 6.2 Identification of Environmental Aspects

The environmental aspects of **HKGEAC** shall be identified with respect to its major work activities. The aspects identified from business activities and office activities are consolidated to form the Register of Environmental Aspects.

Information reviewed for aspect identification shall include but is not limited to the following:

- Work process flow and procedures
- Legal requirements / non-statutory guidance notes
- General specifications and Particular specifications;
- Design reports
- Observations in site inspections;
- Records of complaints and/or non-compliance;
- Past monitoring records; and
- Records for past management reviews and/or environmental audits.

## 6.3 Identification of Environmental Impacts of Aspects

The environmental impacts of each aspect shall be identified with regards to:

- Resources utilisation (including use of raw materials, energy, etc);
- Waste management;
- Air emissions;
- Water pollution;
- Noise and vibration nuisance;
- Land contamination;
- Indirect impacts caused by **HKGEAC's** suppliers or contractors or customers; and
- Others : Flora and Fauna, Visual impact; Community impact, Transportation impact, Nuisance, Site Security, etc.

## 6.4 Significance Evaluation of Environmental Aspects

In Environmental Consideration criteria, significance was determined by assigning a score to five different categories for each aspect as following.

### 6.4.1 Criteria Category

## A. Frequency

Possibility	Rating
Once a year	1
Once a month – once a year	2
Once a week – once a month	3
Once a day – once a week	4
Continuous – once a day	5

## B. Emission compared to legal standard

Actual Emission / Legal Standard	Rating
≤ 30%	1
>30% - 50%	2
>50% - 80%	3
>80% - 90%	4
>90% - 100%	5

## C. Extent of environmental impact

Criticality	Rating
None or Not significant	1
Minor impact to regional area	2
Major impact to regional area	3
National	4
Global	5

## D. Sustainability / ability to recover of environmental impacts

Criticality	Rating
Within 1 day	1
1 day – 1 week	2
1 week – half year	3
Half year or above	4
Irrecoverable	5

**E. Public concern**

<b>Criticality</b>	<b>Rating</b>
Not concern	1
General concern in regional area	2
Concern in regional area	3
Major concern in regional area	4
Major concern in society	5

**6.4.2 Evaluation**

Rating =	Frequency	X Highest Score of B. C. D. E
Y =	A	X M

If $Y \geq 15$	SEA – Environmental aspects are considered to be significant
$8 \leq Y < 15$	Medium environmental aspects – each function / department shall pay attention to these aspects and review their significance periodically.
$0 < Y < 8$	Minor environmental aspects – can be acceptable.

**6.4.3 Priority**

<b>Priority</b>	<b>Total Score</b>
Low priority	$Y = 15$
Medium priority	$15 < Y < 20$
High priority	$20 \leq Y < 25$
Urgent	$M = 5$ or $Y = 25$

Significant Environmental Aspects shall be taken into account in establishing, implementing and maintaining the EMS, they shall be managed by operational control procedures or by establishing improvement objectives and targets.

**6.5 Development and Updating of the Register of Environmental Aspects**

The EMS Committee shall identify **HKGEAC**'s environmental aspects and evaluate their significance following steps 6.1 to 6.4. The result shall be showed in the Register of Environmental Aspects (document EAR-01). The information provided for each aspect shall include:

- The process / activity where the aspect is identified;
- A brief description of the aspect;

- The environmental impacts expected to result from the aspect;
- Score of the impacts based on the evaluation criteria;
- The control mechanism for each significant environmental aspect (e.g. operational control procedures, objectives and targets)

The members of EMS Committee shall prepare and review the Register of Environmental Aspects for approval by the **Chief Executive Officer**. The Register shall be updated :

- on a regular basis after the Management Review as necessary; and
- whenever planned or new development, or new or modified activities, products or services are introduced by **HKGEAC** or its contractors and suppliers.

## 7.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Register of Environmental Aspects (EAR-01)	EMR keeps the Master Copy	Two previous version

## 8.0 Appendix

Nil.