HONG KONG GREEN ELECTRONIC ASSEMBLY COMPANY

Environmental Procedure

Review of Legal and Other Requirements

(EP-02)

Revision No. : 1

Date : 01-01-2006

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(EMR)

Approved by : K.Y. Ko

(Chief Executive Officer)

Revision History

Revision Date	Description	Sections Affected	Revised By	Approved By
01-01-2006	First issue	- -	- -	K.Y. Ko

1.0 Purpose

This procedure describes the methods for identifying and updating the legal and other requirements applicable to the environmental aspects of HKGEAC's electronic calculator manufacturing, and for maintaining access to these requirements.

2.0 Scope

This procedure applies to all relevant legal and other requirements applicable to the environmental aspects of electronic calculator manufacturing of HKGEAC and its suppliers and contractors. Legal requirements include those specified in legislations / regulations and technical memoranda that are legally binding. Other requirements include contract requirements, business codes, guidance notes, code of practices, other technical memoranda and other practice notes produced by overseas government agencies, client requirements as well as professional institutions.

3.0 Reference Documents

Section 4.3.2,	EMS Manual
EAR-01	Register of Environmental Aspects
LR-01	Register of Legal and Other Requirements
EP-04	Control of Documents
EP-08	Control of Records

4.0 Definitions

EMR	–	Environmental Management Representative
EMS Committee	–	Environmental Management System Committee

5.0 Responsibility

5.1 EMS Committee

The EMS Committee shall establish and review the Register(s) of Legal and Other Requirements.

5.2 Environmental Management Representative

The EMR shall work together with the member of EMS Committee to maintain and update the Register of Legal and Other Requirements, and ensure that the updated register are available to relevant staff and the relevant requirements listed in the Register are accessible.

5.3 Chief Executive Officer

The Chief Executive Officer shall approve the Register of Legal and Other Requirements.

5.4 Function / Departmental Manager

The Function / Departmental Manager shall inform the member of EMS Committee of any changes to the requirements relevant to their functions or departments, so as to ensure that up-to-date copies of the legal and other requirements relevant to their function / department are accessible.

6.0 Procedure

6.1 The EMS Committee shall identify the relevant legal and other requirements applicable to the environmental aspects of electronic calculator manufacturing of HKGEAC, and determine how these requirements apply to its environmental aspects.

6.2 The EMR / member of EMS Committee shall maintain a Register of Legal and Other Requirements, and ensure all information listed in the Register are available and accessible.

6.3 Information in the Register(s) for each requirement shall include but not be limited to:

- Name of the legal / other requirement;
- The application of the requirement; and
- The relevant licenses / compliance records required.

6.4 The EMR together with the EMS Committee shall review and update the register(s) every 3 months or when relevant information becomes available. The EMR or his / her delegate(s) shall regularly source update information from the websites of Environmental Protection Department (www.epd.gov.hk), Bilingual Laws Information System of the HKSAR Government (www.legislation.gov.hk), the Government Gazette and trade publications etc.

6.5 The EMR shall ensure that the most up-to-date copies of the requirements are available to the relevant employees. The EMR shall control the hard copies of documents (e.g. code of practices, technical memoranda, etc.) according to the control procedures in EP-04. Directions shall also be provided to the soft copies of the requirements on the relevant websites where they are available on Internet.

6.6 The EMR shall ensure that the applicable legal and other requirements are considered in establishing, implementing and maintaining the EMS.

7.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Register of Legal and Other Requirements (LR-01)	EMR keeps the Master Copy	Two previous versions

8.0 Appendix

Nil.