

Environmental Instruction

Resource Conservation

(EI-07)

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[illegible]

1.0 Purpose

This instruction provides guidelines on the best practices to be adopted for controlling resource consumption of business operation activities.

2.0 Scope

This instruction is applicable to the resource consumption due to daily operations in the facility. Some of the resources consumed in the daily operations are:

- Electricity
- Water
- Paper
- Organic solvents and chemicals.

3.0 Procedure**3.1 Water**

- Recycle wastewater wherever applicable and practical.
- All taps are turned off when water is not required.
- All leaks in pipes are repaired once they are identified.
- Fit taps and hoses with flow restricting, water efficient, spray nozzles where possible.
- Ensure water use is not excessive.

3.2 Diesel

- Select fuel-efficient plant.
- Shut off diesel-powered plant and equipment while not in use.
- Prevent spillage and leakage through appropriate plant maintenance, storage and handling.

3.3 Electricity

- Shut off plant and equipment when not in use.
- Select energy efficient lighting, plant and equipment.
- Reduce non-essential load.

3.4 Chemicals and Other materials

- Ensure chemicals / materials are handled and stored in good conditions to prevent deterioration and wastage.
- Ensure chemicals / materials are not over-applied.
- Influence suppliers / contractors to take away and reuse surplus material.

4.0 Monitoring and Checking

The Finance and Administration Department shall maintain bills and purchase records to monitor the resource consumption status.

5.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Bills and purchase records (Refer to individual receipt and purchase records)	Finance & Administration Department	3 years

6.0 Appendix

Nil.