

Environmental Instruction

Environmental Practices for Using Company's Car (EI-09)

Date : 01 - 01 - 2006

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(Managing Director)

[illegible]

1.0 Purpose

This procedure outlines the practices to be adopted for controlling environmental impacts of vehicle activities of HKEEA and to comply with legal and other requirements.

2.0 Scope

The Finance and Administration Manager or his / her delegate shall brief the following instructions to relevant staff (e.g. drivers and operations assistants) to ensure they are aware of and follow the required practices, and ensure the related records are kept for monitoring.

3.0 Procedure**3.1 Use and Maintenance of Company Vehicle(s)**

- Switch off engine whenever the vehicle is idle.
- Provide regular maintenance service to the vehicle(s) to ensure engine performance (to avoid black smoke and ensure efficient use of fuel)
- Use vehicle maintenance service providers and petrol filling stations according to approved list of HKEEA.
- Do not use illegal fuel. Use unleaded fuel and low sulphur content fuel according to legal requirements.
- Select the shortest route to / from the company and the targeted venue.
- For routine car washing, wash the vehicle(s) only at approved car-washing facilities (e.g. at petrol filling stations or garage) or other facilities with drainage system connected to foul sewer, not stormwater drains.

4.0 Monitoring and Checking**4.1 Monitoring**

Drivers shall perform general car inspection regularly and record the results on the logbook. The logbook shall be submitted to the Finance and Administration Department for review.

Finance and Administration Department shall maintain a list of approved petrol filling stations and garages. The selection of maintenance contractor(s) shall consider compliance with legal requirements for the proper disposal of spent lubricant oil and the conservation of refrigerants.

5.0 Records

Record Description	Record Location / Retention Responsibility	Minimum Retention Time
Fuel consumption records (Refer to account records)	Finance & Admin Dept	3 years
Vehicle maintenance records (Refer to account records)	Finance & Admin Dept	3 years

Car inspection log book (EF-EI09-01)	Individual vehicle / Driver	3 years
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6.0 Appendix

Appendix 1 : Car Inspection Log Book (EF-EI09-01)

Name of Driver: _____

Car Registration No.: _____

Month: _____

Date Item	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
A																															
B																															
C																															
D																															
E																															
F																															
G																															
H																															

A – Check Brake

B – Check Steering Wheel

C – Check Indicator Switch

D – Check Horn

E – Check Tyre

F – Check Clutch & Gear Lever

G – Check Petrol Gauge

H – Check Headlight & Rear Light