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Name of Record	Form No.	Keeping by	Retention Time
<i>Register of Environmental Aspects</i>	<i>EAR-01</i>	<i>EMR</i>	<i>Two Previous versions</i>
<i>Register of Legal and Other Requirements</i>	<i>LR-01</i>	<i>EMR</i>	<i>Two Previous versions</i>
<i>Objectives, Targets and Programmes</i>	<i>O&amp;T-2006</i>	<i>EMR</i>	<i>3 years of obsolete versions</i>
<i>Monitoring and review records regarding the progress of objectives, targets and programmes</i>	<i>N/A</i>	<i>Relevant person-in-charge of the programmes</i>	<i>3 years</i>
<i>Meeting minutes of EMS meeting</i>	<i>N/A</i>	<i>EMR</i>	<i>3 years</i>
<i>Training Plan</i>	<i>EF-EP03-01</i>	<i>HRO</i>	<i>1 year</i>
<i>Staff Training Records</i>	<i>N/A</i>	<i>HRO</i>	<i>Until the staff leave</i>
<i>Training Attendance Records</i>	<i>EF-EP03-02</i>	<i>HRO</i>	<i>1 year</i>
<i>Training Materials</i>	<i>N/A</i>	<i>HRO</i>	<i>Update version</i>
<i>Master List of Documents / Forms / External Documents</i>	<i>EF-EP04-01</i>	<i>FAD</i>	<i>Update version</i>
<i>Document Distribution Record</i>	<i>EF-EP04-02</i>	<i>FAD</i>	<i>1 year</i>
<i>Emergency Response Plan</i>	<i>N/A</i>	<i>EMR</i>	<i>3 years</i>
<i>Emergency Drill Report</i>	<i>EF-EP05-01</i>	<i>EMR</i>	<i>3 years</i>
<i>Accident Report</i>	<i>EF-EP05-02</i>	<i>EMR</i>	<i>3 years</i>
<i>Monitoring Plan</i>	<i>EF-EP06-01</i>	<i>EMR</i>	<i>3 years</i>
<i>Environmental Inspection Checklist for Production Areas</i>	<i>EF-EP06-02</i>	<i>Plant / EMR</i>	<i>3 years</i>
<i>Corrective Actions Report (CAR)</i>	<i>EF-EP07-01</i>	<i>EMR / Departmental Manager</i>	<i>3 years</i>
<i>CAR status log</i>	<i>EF-EP07-02</i>	<i>EMR</i>	<i>3 years</i>
<i>Communication Log</i>	<i>EF-EP07-03</i>	<i>EMR / Departmental Manager</i>	<i>3 years</i>
<i>Enquiry / complaint log and correspondences</i>	<i>N/A</i>	<i>EMR / Departmental Manager</i>	<i>3 years</i>
<i>Master List of Environmental Records</i>	<i>EF-EP08-01</i>	<i>AD</i>	<i>3 years</i>
<i>Audit Plan</i>	<i>EF-EP09-01</i>	<i>EMR</i>	<i>3 years</i>
<i>Audit Checklist</i>	<i>EF-EP09-02</i>	<i>EMR</i>	<i>3 years</i>
<i>Internal Audit Report</i>	<i>EF-EP09-03</i>	<i>EMR</i>	<i>3 years</i>
<i>Monthly office inspection checklist</i>	<i>EF-EI01-01</i>	<i>Admin Officer</i>	<i>3 years</i>
<i>Paper purchasing and consumption records</i>	<i>N/A</i>	<i>Admin Officer</i>	<i>3 years</i>

<b>Name of Record</b>	<b>Form No.</b>	<b>Keeping by</b>	<b>Retention Time</b>
<i>Electricity / water consumption records</i>	<i>N/A</i>	<i>Admin Officer</i>	<i>3 years</i>
<i>Waste disposal and recycling records</i>	<i>N/A</i>	<i>Admin Officer</i>	<i>3 years</i>
<i>Environmental Procurement List (Supplier / Contractor)</i>	<i>EF-EI02-01</i>	<i>Finance Department</i>	<i>3 years</i>
<i>Supplier / Contractor Evaluation Form</i>	<i>EF-EI02-02</i>	<i>Finance Department</i>	<i>3 years</i>
<i>Supplier / Contractor Performance Assessment Record</i>	<i>EF-EI02-03</i>	<i>Finance Department</i>	<i>3 years</i>
<i>Record of interested parties employ corresponding environmental measure</i>	<i>N/A</i>	<i>Finance Department</i>	<i>3 years</i>
<i>Environmental Planning Agenda</i>	<i>N/A</i>	<i>EMR</i>	<i>3 years</i>
<i>List of Waste Disposal</i>	<i>N/A</i>	<i>Plant Manager</i>	<i>3 years</i>
<i>List of Chemical Waste</i>	<i>N/A</i>	<i>Plant Manager</i>	<i>3 years</i>
<i>Plant inspection record</i>	<i>N/A</i>	<i>Plant Manager / Engineering Department</i>	<i>3 years</i>
<i>Waste Disposal Monthly Report</i>	<i>EF-EI04-01</i>	<i>Plant Manager</i>	<i>3 years</i>
<i>Maintenance and repairing records of machines</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Plant Environment Inspection</i>	<i>EF-EI05-01</i>	<i>Plant Manager / Engineering Department</i>	<i>3 years</i>
<i>Air Pollution Inspection (Air)</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Inspection record of wastewater, sewers and its connection</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Wastewater monitoring record of the industrial wastewater treatment plant</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Maintenance schedules / records for equipment</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Inspection Records of Plant Environment (Noise)</i>	<i>N/A</i>	<i>Plant Manager / Engineering Department</i>	<i>3 years</i>
<i>Noise Monitoring Record</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Overview of monthly water / electricity consumption</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Inspection Record of Plant Environment</i>	<i>N/A</i>	<i>Plant Manager / Engineering Department</i>	<i>3 years</i>

<b>Name of Record</b>	<b>Form No.</b>	<b>Keeping by</b>	<b>Retention Time</b>
<i>MSDS for all chemicals and DGs</i>	<i>N/A</i>	<i>Administration Department / Production Department</i>	<i>3 years</i>
<i>Meeting Minutes of Environmental Assessment</i>	<i>N/A</i>	<i>Production Department</i>	<i>3 years</i>
<i>Environmental Management Overview</i>	<i>N/A</i>	<i>Production Department</i>	<i>3 years</i>
<i>Chemical Stock Monthly Report</i>	<i>N/A</i>	<i>Production Department</i>	<i>3 years</i>
<i>Lists of chemicals and DGs, including quantities and locations</i>	<i>N/A</i>	<i>Production Department</i>	<i>3 years</i>
<i>Fuel consumption records</i>	<i>N/A</i>	<i>Administration Department</i>	<i>3 years</i>
<i>Vehicle maintenance records</i>	<i>N/A</i>	<i>Administration Department</i>	<i>3 years</i>
<i>Car inspection log book</i>	<i>EF-EI10-01</i>	<i>Individual vehicle / Driver</i>	<i>3 years</i>