



**1.0 Purpose**

Attempt to achieve company's sustainable development, to improve the environmental performance of interested parties, and to identify the environmental requirements, in order to protect the benefit of consumers and customers and to promote environmental responsibilities in the community.

**2.0 Scope**

This instruction applies to service providers that provide services to SEEC and suppliers who may have significant environmental aspects used by SEEC. The types of service providers and suppliers as follow:

Waste collection and recycling contractors: collection of paper, plastic bottles, aluminium cans, toner cartridges, packaging materials, food wastes and grease waste from factory canteen.

Chemical waste collectors: collection of spent empty chemicals containers, and spent plating chemicals (e.g. nickel sulphate, zinc chloride, zinc cyanide, chromium salt, etc.).

Office / facility cleaning and maintenance contractors (Hong Kong office): pest control and office equipment maintenance.

Plant / equipment maintenance contractors: maintenance of plating baths and rinsing tanks.

Landscape services: use of water and fertilizer for greening areas.

Property management contractors: property management companies that manage the buildings of our premises located in Hong Kong and Shenzhen.

Laboratory testing services: testing wastewater which effluent from factory canteen and spent baths during the plating process.

Chemical suppliers: suppliers of plating chemicals such as nickel, zinc, sulphuric acid cyanide salt and chromium salts, etc.

**3.0 Responsibility**

3.1 Administration Department: responsible for the environmental management of procurement activities carried out by suppliers, contractors, transportation providers, waste collectors, cleaners, greenery services providers and constructors etc.

3.2 Human Resources Department: responsible for the environmental management of community / neighbours, as well as the relevant government authority.

3.3 Marketing Department: responsible for the environmental management of customers.

3.4 Managing Director or his/her delegate: responsible for identifying the environmental requirements of the industry concerned.

**4.0 Procedure****4.1 Identification and selection of suppliers and service providers****4.1.1 Identification of Interested Parties**

Departments should identify the interested parties in relation to SEEC's environmental performance. For example, District Environmental Bureau, Hygiene

Quarantine Station, Urban Design Office, Fire Station, Industry Association, Customers, Community, Contractors etc.

Those interested parties related to SEEC's environmental activities should be listed in the Green Procurement List (Supplier / Contractor) EF-EI02-01 (Appendix 1).

#### **4.1.2 Selection and Evaluation of Suppliers and Service Providers**

When SEEC select new suppliers / contractors / service providers, the relevant department should consider its environmental performance and be required to complete the Supplier / Contractor Evaluation Form (EF-EI02-02), and should be submitted to the EMS Committee for assessment.

#### **4.1.3 Review of the qualification of the Suppliers / Contractors**

The relevant department is responsible select, update and determine their suppliers / contractors, in cooperation with EMS Committee. The corresponding results should be submitted to EMR for approval and record in the Supplier / Contractor Evaluation Form (EF-EI02-02).

#### **4.1.4 Regular Evaluation of the Suppliers / Contractors**

Evaluation on supplier / contractor should be made on a yearly basis, to confirm its qualification and classification. After obtaining the regular evaluation result, the responsible department should submit it to EMR for approval and record in the Supplier / Contractor Performance Assessment Form (EF-EI02-03).

#### **4.1.5 Special Request to the Suppliers / Contractors**

The chemical suppliers should possess relevant licenses for chemical production and distribution, while the waste collectors should obtain the licenses issued by the local environmental agency, specifying the service scope.

#### **4.2 Classification of the Suppliers / Contractors**

Responsible departments should distribute and collect the Supplier / Contractor Evaluation Form (EF-EI02-02) and submit to the EMS Committee which will classify the supplier / contractor into category of influential and non-influential interested parties based upon the ratio of sales accomplished by the supplier / contractor, their environmental management status as well as their influence to company's products, services, activities. Names of supplier / contractor should be listed in the Green Procurement List (Supplier / Contractor) (EF-EI02-01). Service providers who involved in the company's environmental activities and operations should be identified as the influential interested parties, such as waste handling, cleaning services and landscape services, etc.

#### **4.3 Identification of Environmental Aspects of influential Interested Parties**

In collaboration with the EMS Committee, the responsible departments should identify the significant environmental aspects of the influential interested parties (refer to EP-01 Identification of Environmental Aspects and Significance Evaluation) and have their names listed in the Green Procurement List (Supplier / Contractor) (EF-EI02-01).

#### **4.4 Formulation and Distribution of environmental documents to influential Suppliers / Contractors**

Administration Department should distribute the environmental documents to influential supplier / contractor, in relating to company's policy, objectives and targets, management manual as well as company's significant environmental aspects. Requesting supplier / contractor to employ and implement corresponding environmental measures.

#### 4.5 Communication with Interested Parties

The corresponding department should complete the EMS Communication Log (EF-EP07-03) according to the guidelines stated in EP-07 Enquiry / Complaint / Nonconformity Handling when the interested parties make request for support on minimising their environmental impacts, improving activities' facilities, complying with legal requirements. EMS Committee should be informed and EMR coordinates the corresponding feedbacks.

The responsible department should make record and properly handle requests raised by government agency, community, industry and customers, as well as applications of disposal and new facilities construction according to the guidelines stated in EP-07 Enquiry / Complaint / Nonconformity Handling.

#### 5.0 Monitoring and Checking

EMS Committee should carry out regular monitoring on the influential interested parties according to the guidelines stated in EP-06 Environmental Monitoring and Evaluation of Compliance. If any non-conformance is identified, the Committee should issue a non-compliance report and request it to take corrective action, and follow up the corrective measures based upon EP-07 Enquiry / Complaint / Nonconformity Handling.

#### 6.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Environmental Procurement List (Supplier / Contractor) (EF-EI02-01)	Finance Department	3 years
Supplier / Contractor Evaluation Form (EF-EI02-02)	Finance Department	3 years
Supplier / Contractor Performance Assessment Form (EF-EI02-03)	Finance Department	3 years
Record of interested parties employ corresponding environmental measure (refer to individual procurement record)	Finance Department	3 years

#### 7.0 Appendix

Appendix 1 : Environmental Procurement List (Supplier / Contractor) (EF-EI02-01)

Appendix 2 : Supplier / Contractor Evaluation Form (EF-EI02-02)

Appendix 3 : Supplier / Contractor Performance Assessment Form (EF-EI02-03)

No.	Name of the Company	Nature	Relevant Significant Environmental Aspects	Responsible Department
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24.				

**SEEC** operates an Environmental Management System (EMS) and requires environmental management details of potential suppliers for our records and to assist in the assessment of the capabilities of supplier / contractor to comply with our environmental management system requirements.

*Please note that failure to complete this form may affect your opportunity to supply products / services to our company.*

**Part A : To be complete by Supplier / Contractor**

Company Name:

Contact Person:

Tel:	Fax:	Email:
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Address:

Brief description on products / services provided:

1. Do you have an EMS in place?  
 No                       Yes

2. Is your EMS certified to a recognized standard? Please give date of certification.  
 No                       Yes                      Date of certification:

3. Do your organisation have an in-house environmental policy?  
 No                       Yes (Please attach a copy)

4. Have your organisation breached any environmental legislation for the past one year?  
 No                      Yes (Please provide details)

5. Does your organisation establish plans / programs for pollution prevention, waste recycling / reuse, and/or resource conservation?  
 No                       Yes (Please provide details)                       NA

6. Is your organisation provides packaging take-back service? (for supply of bulky goods)  
 No                       Yes (Please provide details)                       NA

7. Are your product(s) made from sustainable / recycled source, recyclable, energy-efficient, resource-efficient, and/or certified to a recognized safety or environmental standard?  
 No                       Yes (Please provide details)                       NA

8. Do your organisation provide environmental training to your staff?  
 No                       Yes (Please provide details)

9. Do your organization identify your environmental impact of your services and how do you improve it?  
 No                       Yes (Please provide details)

Company Chop and Signature:	Date:
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**Part B: To be completed by SEEC**

**SEEC's** comments and recommendations:

Name and position		Signature		Date	

sample

**Job No / Order No. :** \_\_\_\_\_

**Contract Period :** \_\_\_\_\_

**Name of Supplier / Contractor :** \_\_\_\_\_

**Contact Person :** \_\_\_\_\_

**Services / Products Description :** \_\_\_\_\_

Performance Area	Poor	Needs Improvement	Acceptable	Not Applicable	Remarks
1. Services / goods delivery on time					
2. Services / goods Quality					
3. Co-ordination with our staff					
4. Material usage and wastage (reuse, recycle materials, can take back packaging materials for reuse)					
5. Proper waste handling and disposal					
6. Environmental Performance (product performance / on site work performance)					
7. Rectify problem effectiveness					
8. Overall Assessment					

Reviewed by : \_\_\_\_\_

Date \_\_\_\_\_