

1.0 Purpose

This instruction outlines the environmental management activities to be adopted when production activities of the company are changed in order to ensure compliance to the requirements of the environmental management system.

2.0 Scope

This instruction is applicable to the control of environmental activities before the development of new facilities, application of new material, adoption of new processes, commencement of new installation and new renovation.

3.0 Procedure

3.1 Environmental management activities shall be evaluated again when the following events are happened:

- Development of new facilities: new model of facilities are used on production.
- Application of new materials: use of new raw materials, new additives and new chemicals, etc.
- Adoption of new operational activities: use of new processes to replace old one.
- New renovation projects: addition or renovation of plants.

3.2 When the above item 3.1 is happened in the SEEC, related departments shall evaluate the corresponding environmental management activities as follow :

3.2.1 For identification of new environmental aspects, EP-01 Identification of Environmental Aspects and Significance Evaluation shall be followed.

3.2.2 Ensure and compile with new legal and other environmental requirements, if any.

3.2.3 If significant environmental aspect is created, the objectives and targets shall be evaluated again and corresponding environmental management practices shall be issued / operated.

3.2.4 The environmental instructions, operation instructions and record forms, etc for evaluating new operation control shall include :

- Responsibility of the operation control;
- Enhance the details of training;
- Control instruction for normal operations; and
- Prevention and handling of emergency situations, etc.

3.3 Environmental Planning

3.3.1 If activities involve the updating of significant environmental aspect, environmental planning shall be carried out. An Environmental Planning Agenda shall be submitted to the EMS Committee and approved by EMR.

3.3.2 Environmental planning shall include the following items:

- All items inside section 3.1
- Environmental management system documents that need to conform

- Records to be completed

- Completion Date

3.3.3 According to the environmental planning, each department shall complete those records.

3.3.4 After the changes indicated at section 3.1 are identified, EMS Committee shall permanently amend the corresponding documents and incorporated into the environmental management system of the company.

4.0 Monitoring and Checking

4.1.1 EMR is responsible for monitoring and facilitating the whole operation processes.

5.0 Records

Record Description	Record Location / Retention Responsibility	Minimum Retention Time
Environmental Planning Agenda (Refer to related records from EMR)	EMR	3 years

6.0 Appendix

Nil.