

1.0 Purpose

According to the relevant environmental laws for the control of air emissions from the company's activities, to adopt preventive and mitigation measure to air pollution, and to protect the surrounding environment of the company.

2.0 Scope

This instruction is applicable to air pollution control adopted by the factory canteen and plant located in Shenzhen.

Air pollution from the factory canteen includes: oily fumes, dark smoke and release of CFC refrigerant from refrigerators.

Air pollution from the plant includes: release of CFC substances from fire extinguishers or air conditioning units, air emission from operating emergency electricity generator, chemical fume emissions from baths during degreasing and nickel / acid zinc plating, fume emission from passivation / coating process and VOC emissions from volatile chemicals, chemical reactions and heating during chemical laboratory testing.

3.0 Procedure

3.1 Responsibility

3.1.1 Engineering Department is responsible for maintaining the equipments used for air pollution control, and undertaking maintenance work as well as monitoring.

3.1.2 All responsible departments should be responsible for maintaining their own equipments associated with air emissions, duties and daily operations of the workplace.

3.2 Responsible Area:

- Air emission while production.
- Smoke emission from the canteen.
- Air emission from chemical laboratory testing.

3.3 Air Emission Testing

- Engineering Department appointed qualified environmental monitoring organization to carry out the air emission testing.
- Shenzhen Environmental Protection Monitoring Center carries out inspection on the smoke produced from canteen and from the emergency generator on a yearly basis, the results should be used to compare with the Ringlemann Chart. The actual monitoring plan should be based on the State's environmental laws and the condition of the plant.
- Engineering Department shall compare the monitoring result with the relevant legal requirements, and report to EMR.
- Air pollution monitoring records shall be kept for at least 3 years by the Engineering Department.

3.4 Air Pollution Control

- Air emission from the production process, should be treated properly by air scrubber according to environmental requirements before emission.

- Smoke produced by the canteen shall be flown through the grease filter before emission.
- All responsible departments should set up operation rules and maintenance schedule towards those equipments or facilities which may act as the potential sources of air pollution. If any unusual findings are identified during the regular check-up or inspection, root cause shall be found out and rectification measures must be implemented.
- The plant in Shenzhen should avoid any activities that lead to air emission exceeding the emission standard and should also carry out prior investigation and evaluation towards those facilities and hazardous material that comply with the legal requirements. Pollution preventive measure shall be implemented if needed.

4.0 Monitoring and Checking

- If the air pollution monitoring results indicate that air emission has exceeded the emission standard, the Engineering Department together with related department shall immediately investigate the cause and report to EMR and take appropriate action to response.
- All responsible departments should analyze the root cause, implement any strategy to prevent such event from happening again according to EP-07 Enquiry / Complaint / Nonconformity Handling.
- Emergency practices: In case of failure of power supply or the breakdown of air emission device or emissions with exceedingly high concentration and volume, all responsible departments should handle such incidents in accordance to EP-05 Environmental Emergency Preparedness and Response.

5.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Maintenance and repairing records of machines (Refer to relevant subcontractors for maintenance record of machine)	Engineering Department	3 years
Plant Environment Inspection (Air) (EF-EI05-01)	Plant Manager / Engineering Department	3 years
Air Pollution Monitoring Record (Refer to the testing record made by contractor (laboratory centre))	Engineering Department	3 years

6.0 Appendix

Appendix 1 : Plant Environment Inspection (Air) (EF-EI05-01)

