



**1.0 Purpose**

To ensure the proper use of natural resources, and adopt necessary practices to minimize the consumption of water, electricity and other materials.

**2.0 Scope**

This instruction is applicable to the management of resource consumption (water, electricity, fuels, chemicals and other materials) due to daily operations in SEEC.

Water Consumption includes: domestic water consumption: water consumption for drinking, hygiene, canteen, irrigation, etc.; production Line water consumption: water consumption from rinsing process and floor clean-up of the plant.

Electricity Consumption: electricity for production (facilities and equipments); electricity for office activities; air conditioning and ventilation system.

Use of chemicals: degreasing agents and NaOH during the degreasing process; nickel sulphate, zinc chloride and zinc cyanide during the nickel / acid zinc plating process; cyanide salt from cyanide dipping and chromium salts from the passivation / coating process.

**3.0 Procedure****3.1 Management and Implementation of Measures for Minimizing Consumption of Water, Electricity and Use of Chemicals**

3.2.1 Set up relevant objectives, targets and management programmes based on the current situation of the company.

3.2.2 All departments shall establish management programmes on water and electricity consumption, with clearly defined responsibility for implementation.

3.2.3 The water pipe shall be checked regularly to ensure that there are no leakages.

3.2.4 Educate employees to save water by using posters or labels.

3.2.5 Carry out an energy audit to analyze the electricity consumption.

3.2.6 Using environmental friendly alternatives instead of using chemicals.

**3.2 Updating the Programme**

3.3.1 When establishing the company's objectives and targets by the end of each year, the previous programme activities shall be taken into account when implementing a new set of objectives and targets focusing on conservation of resources.

**4.0 Monitoring and Checking**

The Facility Department shall analyze the water and electricity consumption on monthly basis, and compile two reports namely, Overview of Monthly Water Consumption and Overview of Monthly Electricity Consumption and submit these reports to EMS Committee for result analysis. If any practice is found deviating from the current objective or unusual consumption is observed, it shall consult with relevant department and handle it in accordance to EP-07 Enquiry / Complaint / Nonconformity Handling.

**5.0 Records**

<b>Record Description</b>	<b>Record Location/ Retention Responsibility</b>	<b>Minimum Retention Time</b>
Overview of monthly water consumption (Refer to the monthly water bill)	Engineering Department	3 years
Overview of monthly electricity consumption (Refer to the monthly electricity record)	Engineering Department	3 years
Inspection Record of Plant Environment (Resource) (EF-EI08-01)	Plant Manager / Engineering Department	3 years

**6.0 Appendix**

Appendix 1: Inspection Record of Plant Environment (Resource) (EF-EI08-01)

