

1.0 Purpose

This instruction outlines the practices to be adopted for controlling environmental impacts generated from the use of vehicles of SEEC to achieve the commitment of pollution prevention that specified in the company's policy and to comply with legal and other requirements.

2.0 Scope

This instruction is applicable to the management of all company's vehicles such as fuel consumption, air exhaust, noise, vehicle wash water, venting of refrigerants from air conditioning unit, waste generation from maintenance (e.g. old parts, contaminated wastes, lubricant oil disposal, etc.), oil leakage and selection of maintenance and repair services provider.

3.0 Procedure**3.1 Use of Company Vehicle(s)**

- 3.1.1 Administration Department shall arrange vehicle maintenance inspection regularly to ensure the vehicles are run at satisfactory condition, and keep the relevant records.
- 3.1.2 Turn off the engines while waiting or not in use to avoid emission of exhaust gas.
- 3.1.3 As required by legal requirement, use unleaded gasoline or low sulphur content diesel.
- 3.1.4 Encourage the company's drivers to select the shortest route, and establish the routing charts for the drivers.

3.2 Car Washing

- 3.2.1 When performing car wash, it should be carried out inside the garage or at the full sewer in front of the garage to avoid the wastewater flows into the stormwater drains.
- 3.2.2 Do not let the water unstopped running when washing the vehicles to avoid unnecessary consumption of drinking water.
- 3.2.3 Make use of sprinkler to reduce water consumption.
- 3.2.4 Water tap must be tightly switched off after using, if any leakage or cracking of water pipelines is found, report immediately to departmental manager for follow up.
- 3.2.5 The wastewater produced by car wash must be drained to foul sewer.
- 3.2.6 The waste oil of the company's vehicles must be disposed of the designated venue.

4.0 Monitoring and Checking

Drivers shall perform car inspection regularly and record the results in the Car inspection logbook (EF-EI10-01) which shall be submitted to the Administration Department for review.

Administration Department shall maintain a list of approved petrol filling stations and garages which must practice in compliance with legal requirements.

5.0 Records

| Record Description | Record Location / Retention Responsibility | Minimum Retention Time |
|---|---|-----------------------------------|
| Fuel consumption records (Refer to individual record of fuel receipt) | Administration Department | 3 years |
| Vehicle maintenance records (Refer to individual record of vehicle maintenance) | Administration Department | 3 years |
| Car inspection log book (EF-EI10-01) | Individual vehicle / Driver | 3 years |

6.0 Appendix

Appendix 1 : Car Inspection Log Book (EF-EI10-01)

Name of Driver: _____

Car Registration No.: _____

Month: _____

| Date Item | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

- A – Check brake
- B – Check steering wheel
- C – Check indicator switch
- D – Check horn
- E – Check tyre
- F – Check clutch & gear lever
- G – Check petrol gauge
- H – Check headlight & rear light