

1.0 Purpose

This procedure describes the overall requirements for monitoring and measurement as part of SEEC's EMS requirements to ensure that there is adequate control on significant environmental aspects, compliance with legal and other requirements, and to achieve objectives and targets.

2.0 Scope

This procedure applies to all Significant Environmental Aspects, Environmental Instructions and Programmes established by SEEC.

3.0 Reference Documents

Section 4.5.1, EMS Manual

EP-04 Control of Documents

EP-07 Enquiry / Complaint / Nonconformity Handling

EP-08 Control of Records

4.0 Definitions

- EMR – Environmental Management Representative
- EMS Committee – Environmental Management System Committee

5.0 Responsibility

5.1 Environmental Management Representative

The Environmental Management Representative (EMR) shall work with the EMS Committee to define the monitoring requirements and evaluation of compliance, and has the overall responsibility for ensuring that the requirements of this procedure are implemented.

5.2 Departmental Manager

The Departmental Manager shall ensure that the operational control procedures / instructions relevant to their teams are followed by their staff, that all monitoring requirements are implemented properly, and that all nonconformities are reported to the EMR.

6.0 Procedure

6.1 The EMR, in consultation with the EMS Committee and the relevant Departmental Manager(s), shall establish monitoring criteria in the following areas:

- The achievement of environmental objectives and targets and the progress of programmes
- The effectiveness of operational control procedures for controlling the significant environmental aspects of project activities including the control and monitoring of contractors' environmental performance. (Refer to respective EI)
- The conformity of environmental legislation and other requirements related to SEEC's environmental aspects.

6.2 Monitoring criteria shall include the monitoring / measuring frequency, methods, responsibilities and records or reports that shall be kept. The monitoring criteria shall be documented or integrated into the respective operational control procedures (refer to EI). The responsible Departmental Manager shall ensure that the monitoring requirements are carried out and report any environmental nonconformities to the

EMR.

- 6.3 The EMS Committee shall hold regular meetings (approximately **every 3 months**) and maintain records to :
- discuss and review the achievement of the objectives and targets and the progress of relevant programmes;
 - review the monitoring data (e.g. inspection checklists) to check whether the monitoring and operational control procedures are implemented properly;
 - review information to evaluate whether **SEEC**'s activities comply with applicable environmental legislation (section 4.5.2.1) and other requirements (section 4.5.2.2) to which we subscribes;
 - review any environmental nonconformities, and the corresponding corrective action and preventive action.
- 6.4 In case of nonconformities, the relevant Departmental Manager shall investigate the causes of nonconformities and establish appropriate corrective and preventive actions. The corrective and preventive actions shall be verified by the Departmental Manager and endorsed by the EMR (refer to EP-07).
- 6.5 The monitoring criteria shall be reviewed and revised according to changes in legislative requirements and the practical situations of **SEEC** as a result of continual improvement of environmental performance.
- 6.6 Whenever necessary, calibration of measuring equipment shall be defined clearly in terms of calibration methodology, calibration frequency, acceptance criteria and responsible personnel.
- 6.7 **SEEC** shall record the results (and maintain the records) of the periodic evaluation of compliance and shall be considered at the management review.

7.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Monitoring Plan (EF-EP06-01)	EMR	3 years
Meeting minutes of the EMS Committee meeting (Refer to regular meeting minutes which kept by EMR)	EMR	3 years
Relevant records demonstrating the progress and achievement of objectives, targets and programmes. (Refer to relevant person-in-charge)	Relevant person-in-charge of the respective programmes	3 years
Environmental Inspection Checklist for Production Areas (EF-EP06-02)	Plant Manager / EMR	3 years

8.0 Appendix

Appendix 1 : Monitoring Plan (EF-EP06-01)

Appendix 2 : Environmental Inspection Checklist for Production Areas (EF-EP06-02)

No.	Item	Responsible person	Frequency	Mechanism
1.	Register of Environmental Aspects	EMR	Annually and as required	Refer to EP-01 and complete EF-EI01-01
2.	List of Legal & Other Requirements	EMR	Every 3 months	Refer to EP-02 and LR-01, and review any legal updates and revise accordingly.
3.	O&T, Programmes Performance	EMS Committee	Every 3 months	Refer to EM-01 and discuss the progress of O&T
4.	Legal Compliance	EMR, Function / Departmental Manager	Monthly	Review and confirm the conformity to legislation as subscribed in LR-01, and discuss during Management Review meeting.
5.	Emergency Preparedness & Response	EMR	As per schedule	Refer to EP-05 and complete Emergency Drill Report / Accident Report
6.	Office inspection	EMR	Every month	Refer to EI-01
7.	Air monitoring (e.g. backup generator / canteen cooking fume / emission from plating process)	EMR	Annually and as required	Refer to EI-05
8.	Noise monitoring	EMR	Annually and as required	Refer to EI-07
9.	Resources Consumption (e.g. Water / Electricity)	EMP	As per schedule	Refer to O&T 2006 and EI-08
10.				
11.More			
12.				
13.				
14.				
15.				
16.				
17.				

Inspected by _____ Date _____
Signature _____ Reviewed by _____

Please tick the appropriate box

0 – serious nonconformity, requires issue of CAR (fill the corrective action request form)

1 – not satisfied, but immediate remedial action was taken and found acceptable

2 - satisfied

Important : Please refer to the requirements as defined in EI-04 to 10 Environmental Instructions

Items to be checked	0	1	2	N/A	Comment / Follow up
<i>Waste management</i>					
1. Solid wastes are segregated and collected properly?					
2. Solid wastes are stored at designated areas with proper labelling and cover?					
3. Waste disposal records are maintained?					
<i>Air pollution control</i>					
4. Plating baths are properly covered when not in use?					
5. Ventilation systems / air pollution control systems are properly maintained and in good conditions?					
6. No abnormal fume / smell is observed?					
<i>Water pollution control</i>					
7. Wastewater treatment plant is operated properly and in good conditions?					
8. Wastewater monitoring is carried out properly and records maintained?					
<i>Noise pollution control</i>					
9. No abnormal noise is observed from equipments and operations?					
10. Noise monitoring is carried out properly and records maintained?					
<i>Resource conservation</i>					
11. No running tap (when they are not in use) or water leakage is observed?					
12. Switch off electrical appliance when they are not in use?					
13. The temperature of plating baths is set properly?					
14. Good housekeeping is observed?					
<i>Control and Management of Chemicals</i>					
15. Drip trays are provided for chemical storage?					
16. Chemicals are properly labelled and stored in good conditions?					

Items to be checked	0	1	2	N/A	Comment / Follow up
17. Chemical spillage kits are maintained properly?					
18. Chemical wastes are stored at designated containers and areas? And in good conditions?					
19. Chemical wastes are properly labelled?					
Others:					

Sample