

Prepared by: *A. J. Kwong*

(Admin Dept)

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Reviewed by : *Jiang Ho*

(EMR)

Name of Record	Form No.	Keeping by	Retention Time
<i>Register of Environmental Aspects</i>	<i>EAR-01</i>	<i>EMR</i>	<i>Two Previous versions</i>
<i>Register of Legal and Other Requirements</i>	<i>LR-01</i>	<i>EMR</i>	<i>Two Previous versions</i>
<i>Objectives, Targets and Programmes</i>	<i>O&T-2006</i>	<i>EMR</i>	<i>3 years of obsolete versions</i>
<i>Monitoring and review records regarding the progress of objectives, targets and programmes</i>	<i>N/A</i>	<i>Relevant person-in-charge of the programmes</i>	<i>3 years</i>
<i>Meeting minutes of EMS meeting</i>	<i>N/A</i>	<i>EMR</i>	<i>3 years</i>
<i>Training Plan</i>	<i>EF-EP03-01</i>	<i>Personnel Manager</i>	<i>1 year</i>
<i>Staff Training Records</i>	<i>N/A</i>	<i>Personnel Manager</i>	<i>Until the staff leave</i>
<i>Training Attendance Records</i>	<i>EF-EP03-02</i>	<i>Personnel Manager</i>	<i>1 year</i>
<i>Training Materials</i>	<i>N/A</i>	<i>Personnel Manager</i>	<i>Update version</i>
<i>Master List of Documents / Forms / External Documents</i>	<i>EF-EP04-01</i>	<i>AD</i>	<i>Update version</i>
<i>Document Distribution Record</i>	<i>EF-EP04-02</i>	<i>AD</i>	<i>3 years</i>
<i>Emergency Drill Report</i>	<i>EF-EP05-01</i>	<i>EMR</i>	<i>3 years</i>
<i>Accident Report</i>	<i>EF-EP05-02</i>	<i>EMR</i>	<i>3 years</i>
<i>EMS Monitoring Plan</i>	<i>EF-EP06-01</i>	<i>EMR</i>	<i>3 years</i>
<i>Environmental Inspection Checklist for Production Areas</i>	<i>EF-EP06-02</i>	<i>EMR</i>	<i>3 years</i>
<i>Completed CAR forms</i>	<i>EF-EP07-01</i>	<i>EMR/ Departmental Manager</i>	<i>3 years</i>
<i>CAR status log</i>	<i>EF-EP07-02</i>	<i>EMR</i>	<i>3 years</i>
<i>Communication Log</i>	<i>EF-EP07-03</i>	<i>EMR/ Departmental Manager</i>	<i>3 years</i>
<i>Enquiry / complaint log and correspondences</i>	<i>N/A</i>	<i>EMR/ Departmental Manager</i>	<i>3 years</i>
<i>Master List of Environmental Records</i>	<i>EF-EP08-01</i>	<i>AD</i>	<i>3 years</i>
<i>Audit Plan</i>	<i>EF-EP09-01</i>	<i>EMR</i>	<i>3 years</i>
<i>Completed Audit Checklist</i>	<i>EF-EP09-02</i>	<i>EMR</i>	<i>3 years</i>
<i>Internal Audit Reports</i>	<i>EF-EP09-03</i>	<i>EMR</i>	<i>3 years</i>
<i>Monthly office inspection records</i>	<i>EF-EI01-01</i>	<i>Admin Officer</i>	<i>3 years</i>
<i>Paper purchasing and consumption records</i>	<i>N/A</i>	<i>Admin Officer</i>	<i>3 years</i>

Name of Record	Form No.	Keeping by	Retention Time
<i>Electricity / water consumption records</i>	<i>N/A</i>	<i>Admin Officer</i>	<i>3 years</i>
<i>Waste disposal and recycling records</i>	<i>N/A</i>	<i>Admin Officer</i>	<i>3 years</i>
<i>Environmental Procurement List (Supplier / Contractor)</i>	<i>EF-EI02-01</i>	<i>Purchasing Department</i>	<i>3 years</i>
<i>Supplier / Contractor Evaluation Form</i>	<i>EF-EI02-02</i>	<i>Purchasing Department</i>	<i>3 years</i>
<i>Supplier / Contractor Performance Assessment Record</i>	<i>EF-EI02-03</i>	<i>Purchasing Department</i>	<i>3 years</i>
<i>Purchasing records / communication with supplier / contractor on the requirement / projects</i>	<i>N/A</i>	<i>Purchasing Department</i>	<i>3 years</i>
<i>Supplier / Contractor Performance Assessment Record</i>	<i>EF-EI02-03</i>	<i>Purchasing Department</i>	<i>3 years</i>
<i>Environmental Planning Agenda</i>	<i>N/A</i>	<i>EMR</i>	<i>3 years</i>
<i>Waste Disposal Checklist</i>	<i>N/A</i>	<i>Production Manager</i>	<i>3 years</i>
<i>Chemical Waste Checklist</i>	<i>N/A</i>	<i>Production Manager</i>	<i>3 years</i>
<i>Workplace Environmental Inspection Report</i>	<i>N/A</i>	<i>Production Manager</i>	<i>3 years</i>
<i>Waste Disposal Monthly Report</i>	<i>EF-EI04-01</i>	<i>Plant Manager</i>	<i>3 years</i>
<i>Machinery Maintenance and Repair Record</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Workplace Environmental Inspection Record (Air)</i>	<i>EF-EI05-01</i>	<i>Plant Manager / Engineering Department</i>	<i>3 years</i>
<i>Air Pollution Monitoring Record (Air)</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Wastewater discharge, drain connections inspection records</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Wastewater quality monitoring record</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Workplace Environmental Inspection Record (Noise)</i>	<i>EF-EI07-01</i>	<i>Plant Manager / Engineering Department</i>	<i>3 years</i>
<i>Noise Monitoring Record</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Workplace Environmental Inspection Record (Land)</i>	<i>EF-EI08-01</i>	<i>Plant Manager / Engineering Department</i>	<i>3 years</i>
<i>Land environmental quality standard</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>

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<i>Monthly water consumption report</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Monthly production plant electricity consumption report</i>	<i>N/A</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>Workplace Environmental Inspection Record (Resources)</i>	<i>EF-EI09-01</i>	<i>Engineering Department</i>	<i>3 years</i>
<i>MSDS</i>	<i>N/A</i>	<i>Purchasing Department / Production Department</i>	<i>3 years</i>
<i>Environmental Evaluation Meeting Minute</i>	<i>N/A</i>	<i>Production Department</i>	<i>3 years</i>
<i>Environmental Management Checklist</i>	<i>N/A</i>	<i>Production Department</i>	<i>3 years</i>
<i>Chemical Status Monthly Report</i>	<i>N/A</i>	<i>Production Department</i>	<i>3 years</i>