

COMPANY NAME

Environmental Instruction

Green Procurement

(EI-02)

Revision No. : 1

Date : DD – MM – YYYY

Prepared by : _____

Approved by :

Revision History

[illegible]

1.0 Purpose

(To develop an instruction for green purchasing of goods and services.)

2.0 Scope

(To define the scope of this instruction applied.)

3.0 Procedure

(To describe the procedures on purchasing with environmental considerations, including communicating with relevant contractors and suppliers.)

4.0 Monitoring and Checking

(To describe the monitoring and checking practices for the effectiveness of this instruction including contractors and suppliers.)

5.0 Records

(To define the type of records required, and such record location, retention responsibility, and minimum retention time.)

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time

6.0 Appendix

(To list any appendices including guidelines, checklists and forms.)