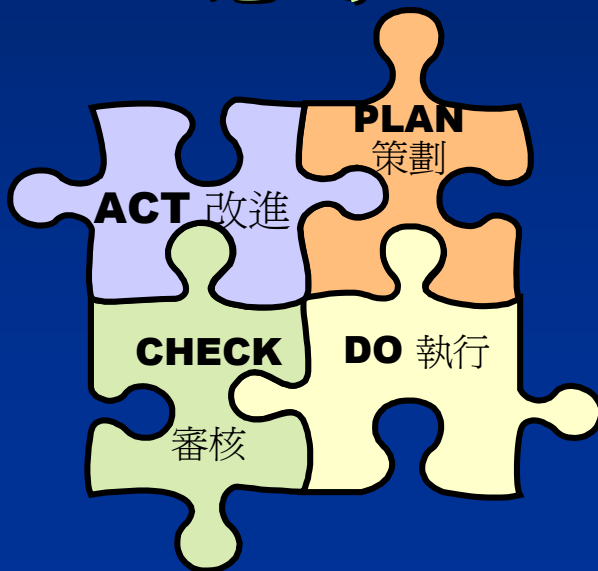


Support Programme for Electrical and Electronic SMEs  
Environmental Management Information  
and ISO 14001 EMS Launch Seminar

中小企電機及電子業的支援計劃環境管理資訊及  
ISO 14001 環境管理體系開展研討會

# The Easy Way to Develop Your Own ISO 14001 EMS

簡易方式建立  
您的**ISO 14001** 環境管理體系



19 January 2005

二〇〇五年一月十九日

Business Environment Council Ltd.  
商界環保協會有限公司

# Seminar Overview

## 研討會概覽

- Morning session 上午
  - *Overview of the supply chain pressure in the electronic industry*  
電機及電子業的供應鏈壓力概覽
- Afternoon session 下午
  - *Introducing the ISO 14001 EMS support package*  
介紹 ISO 14001 環境管理體系支援套件

# Presentation Outline

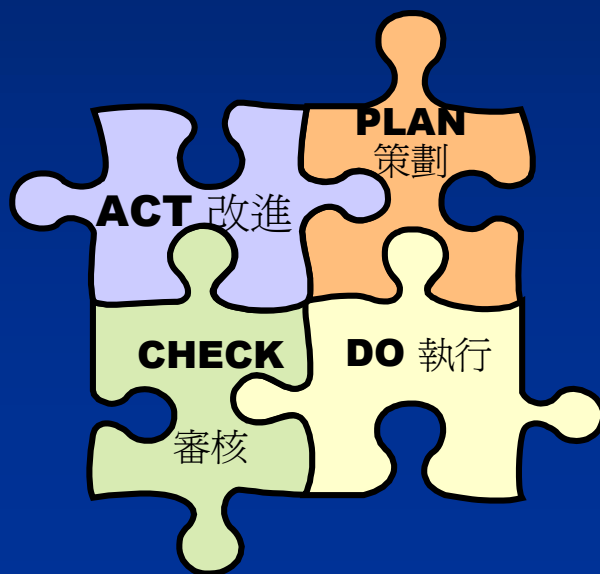
## 簡報大綱



- What is ISO 14001 EMS  
甚麼是ISO 14001環境管理體系？
- Introduction to Support Package  
介紹支援套件
- The Starting Point : Understanding the User Manual  
起步點：了解使用手冊
- Understanding Differences between Generic and Company Specific Requirements  
了解文件範本及個別公司要求之差別
- Simple Steps for Using Generic Templates to Design your Own System Documentation  
簡易步驟採用文件範本來設計您的文件系統
- Customization of the Web-based Supporting Materials to Suit your Own Uses  
透過互聯網的支援套件切合您的需要

# What is ISO 14001 EMS?

甚麼是ISO 14001  
環境管理體系？



# What is **Environmental Management System**?

甚麼是環境管理體系？

The part of the overall management system that includes

整個管理體系的部份包括

**organizational structure**  
機構的結構

**planning activities**  
活動策劃

**Responsibilities**  
責任

**Practices**  
措施

**Procedures**  
程序

**Processes**  
過程

**Resources**  
資源

for addressing an organisation's environmental impacts.

用以識別機構的環境影響

# How an EMS Works?

## 環境管理體系是如何運行？

**Housekeeping**  
內務處理

**Waste**  
廢物

**Noise**  
噪音

**Energy**  
能源

**Design**  
設計

**Use**  
使用

**Safety**  
安全

**Air**  
空氣

**Chemicals**  
化學品

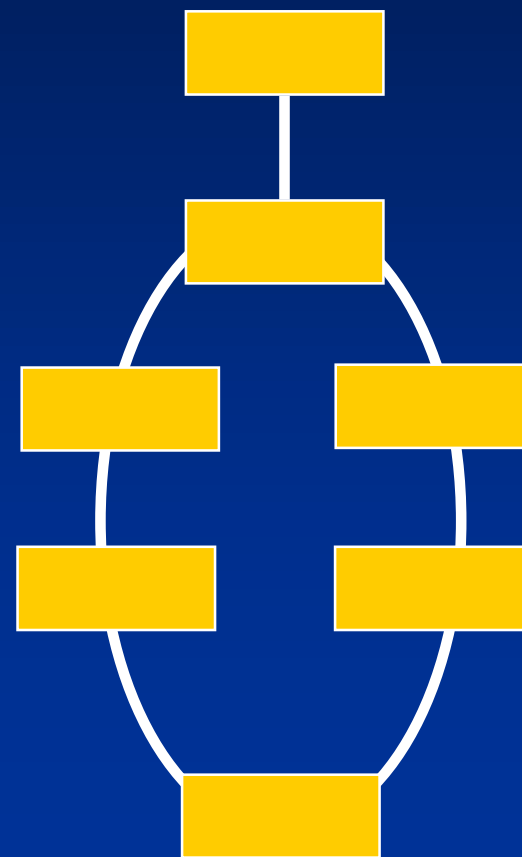
**Water**  
水

**Materials**  
物料

**CONTROLS**  
控制

**Policies** 方針  
**Plans** 策劃  
**Procedures** 程序  
**Training** 培訓  
**Manuals** 手冊  
**Monitoring** 監測  
**Records** 記錄  
**Audits** 審核  
**Reviews** 評審

**SYSTEMS**  
系統



# What is the Focus of an EMS?

甚麼是環境管理體系的重點？

Legal  
compliance  
符合法例

Prevent  
pollution  
預防污染

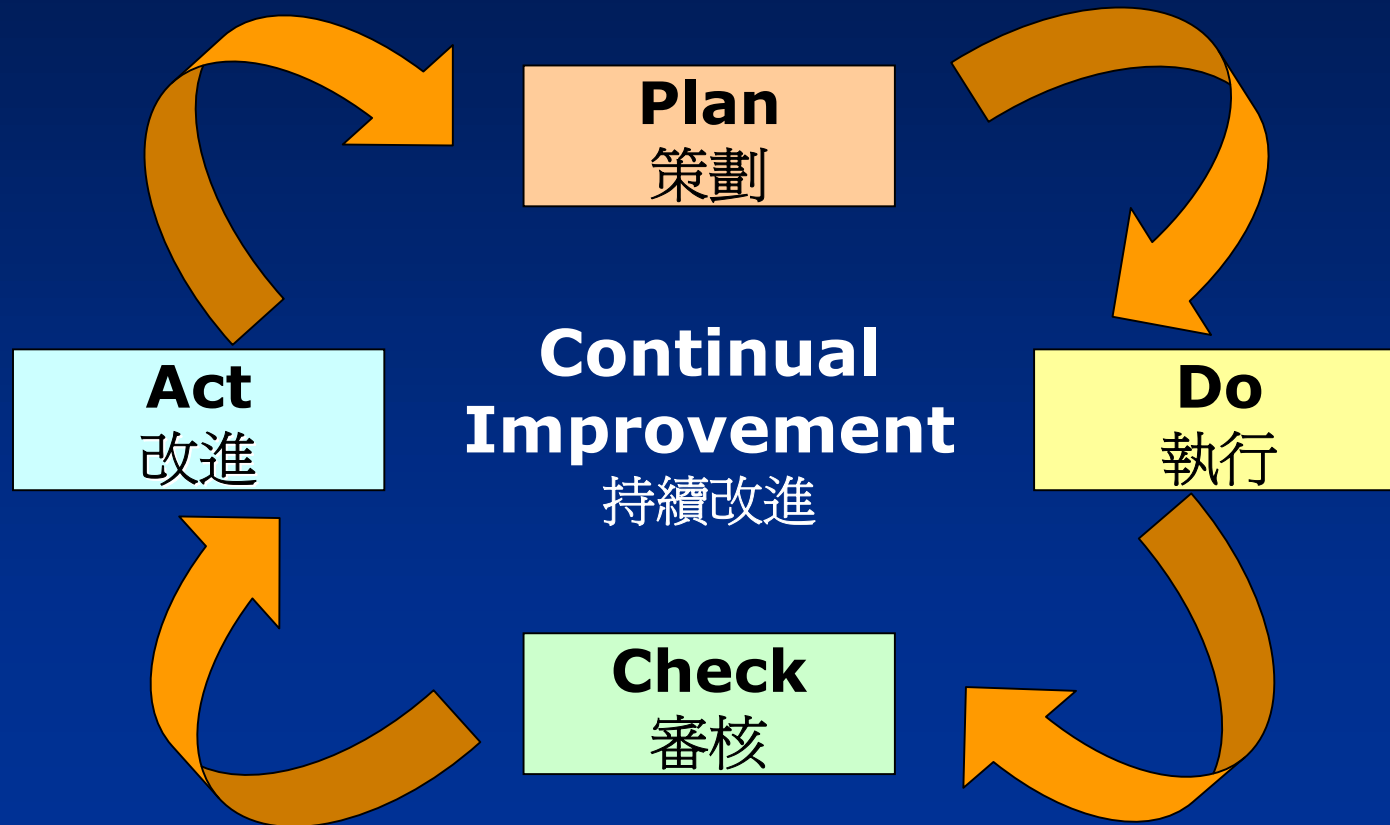
*significant*  
environmental aspects

重要  
環境因素

Continual  
improvement  
持續改進

# PDCA Model

「策劃、執行、審核、改進」運行模式





# What is ISO 14001 ?

## 甚麼是ISO 14001 ?

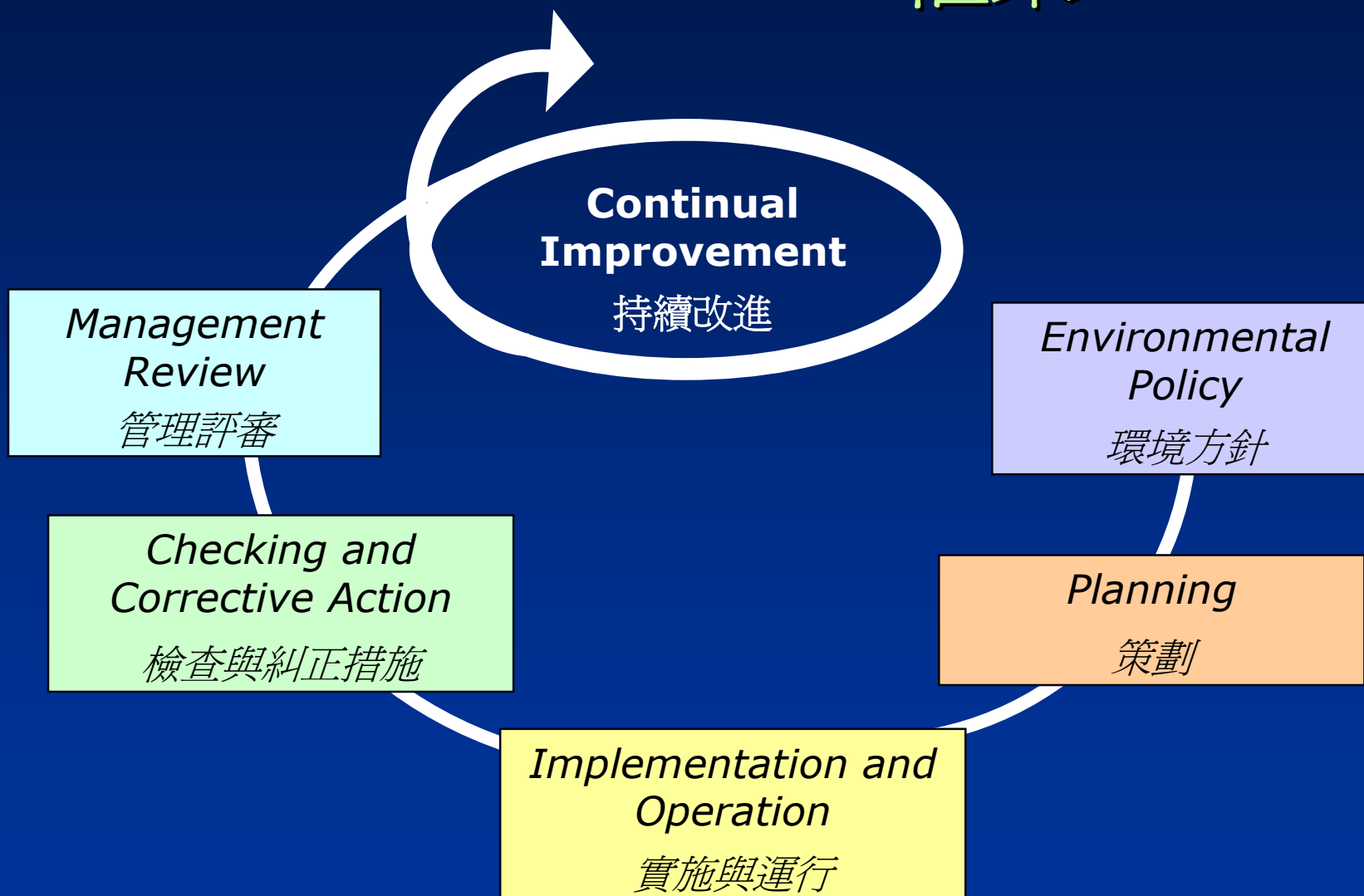
- ISO - International Organisation of Standardisation  
ISO - 國際標準組織
- ISO 14001 - Environmental Management Systems – Specification with guidance for use  
ISO 14001 – 環境管理體系 – 規範及使用指南

**This International Standard specifies requirements for an EMS**

**國際標準規定了環境管理體系的要求**

# ISO 14001 principles

## ISO 14001 框架



# ISO 14001

*Continual  
Improvement*

## **Management Review**

### **Checking & Corrective Action**

*Monitoring &  
measurement*

*Evaluation of  
compliance*

*Nonconformity,  
corrective and  
preventive action*

*Records*

*Internal Audits*

## **Implementation & Operation**

*Resources, roles,  
responsibility and  
authority*

*Competence,  
training and  
awareness*

*Communication*

*Documentation*

*Control of  
documents*

*Operational Control*

*Emergency  
Procedures*

## **Environmental Policy**

### **Planning**

*Environmental  
aspects*

*Legal & other  
environmental  
requirements*

*Objectives, targets,  
and programme(s)*

# ISO 14001

持續改進

## 管理評審

### 檢查與糾正措施

監測和測量  
符合性評估  
不符合、糾正與預防  
措施  
記錄  
內部審核

## 環境方針

### 策劃

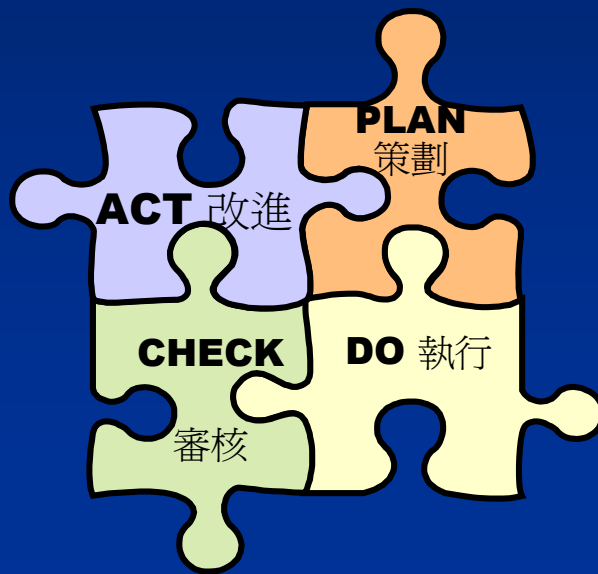
環境因素  
法律與其他環境要  
求  
目標、指標和管理  
方案

### 執行及運行

資源、作用、職責和權限  
能力、培訓與意識  
信息交流  
環境管理體系文件  
文件控制  
運行控制  
應急準備和響應

# Introduction to Support Package

## 支援套件的介紹



SMEs Support Package for  
ISO 14001 EMS  
Implementation

中小企支援套件，用以執行  
ISO 14001環境管理體系

# Objectives

## 目標

### ■ To assist local SMEs :

協助本地中小企：

- to stay competitive;

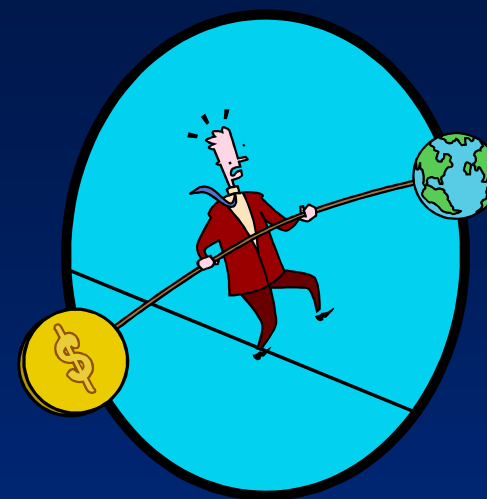
保持競爭力；

- prepared for future supply chain pressure in ISO 14001 EMS; and

準備面對將來的ISO 14001環境管理體系供應鏈壓力；及

- enhance the environmental performance

促進環境表現



# Content 內容

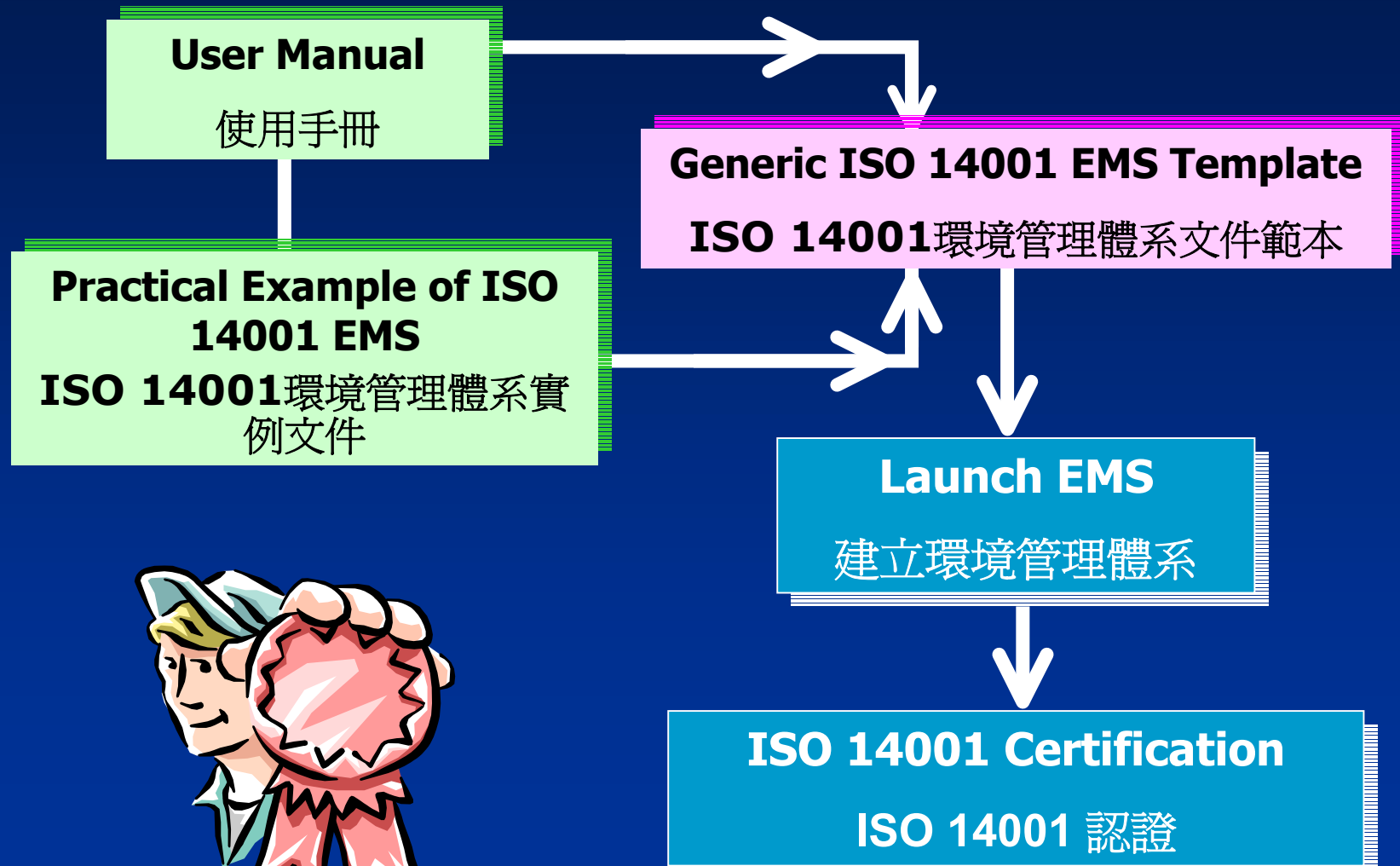
- Generic ISO 14001 EMS Templates  
ISO 14001環境管理體系文件範本
- User Manual  
使用手冊
- Practical Examples of ISO 14001 EMS  
ISO 14001環境管理體系實例文件



- Both English and Chinese version  
英文及中文版本

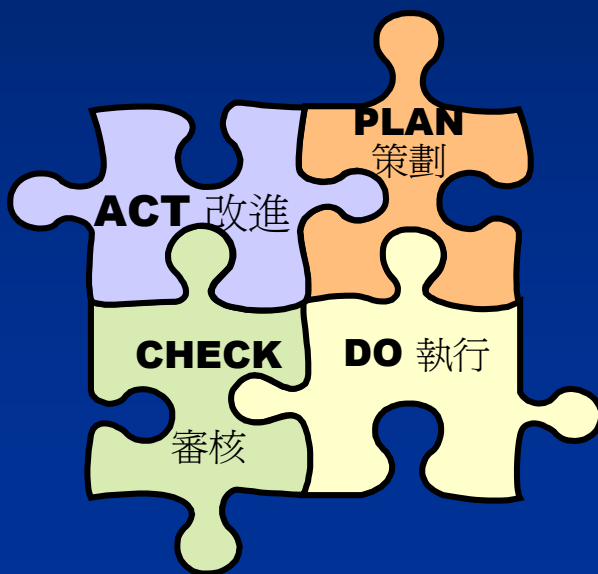
# Flow chart

## 流程圖



# Understanding the User Manual

了解使用手冊



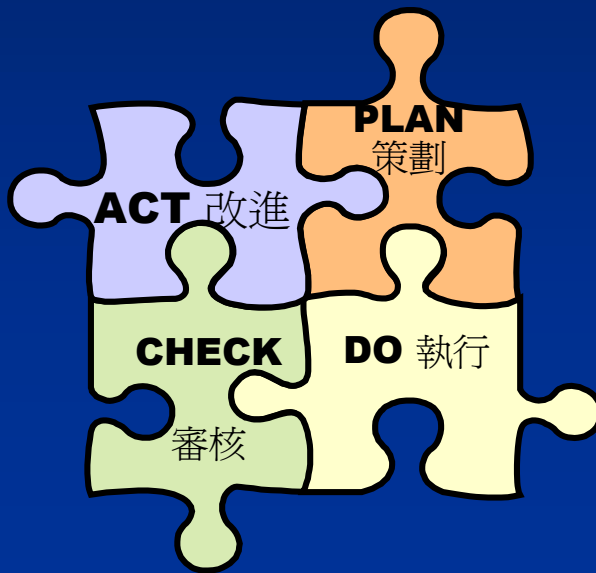
# Structure of User Manual

## 使用手冊的編排

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Section I :<br>第一部份 :   | ISO 14001 EMS Support Package<br>for SMEs<br><b>ISO 14001</b> 環境管理體系中小型企業支援<br>套件 |
| Section II :<br>第二部份 :  | EMS Planning<br>環境管理體系策劃                                                          |
| Section III :<br>第三部份 : | EMS Development and<br>Implementation<br>環境管理體系建立及執行                              |
| Section IV :<br>第四部份 :  | ISO 14001 EMS Certification<br>Process<br><b>ISO 14001</b> 環境管理體系認證過程             |

# Section I : ISO 14001 EMS Support Package for SMEs

## 第一部份：ISO 14001 環境管理體系 中小型企业支援套件





## Section I

### 第一部份

- What is this Package?  
本支援套件是甚麼？
- Who should read what in this package?  
誰應使用本支援套件？
- How is this manual structured?  
本支援套件的編排？
- How to use this support package?  
如何使用本支援套件？
- General tips for using the Generic ISO 14001 EMS Templates  
使用環境管理體系文件範本的一般提示
- What is an Environmental Management System?  
甚麼是環境管理體系？

# General tips

## 醒目提示

Chapter 3: EMS Development and Implementation

**PLAN DO CHECK ACT**

**B. Plan**

"Planning" helps you to establish the objectives and processes that are essential for delivering results in accordance with your environmental policy.

### 1. Environmental Aspect Identification

| PLAN | DO | CHECK | ACT |
|------|----|-------|-----|
| 策劃   | 執行 | 審核    | 改進  |

a) **Environmental Aspect Identification in EMS Manual (EM-01 Section 4.3.1)**  
 Download [\(Template - BHO1 EMS Manual\)](#) Download [\(Sample\)](#)  
 This part of your EMS manual:

- Describes how you identify and evaluate the environmental aspects derived from your activities, products and services.

**Helpful Tips:**

- You can modify the approach to identifying and evaluating your environmental aspects. However, make sure that your approach is **systematic and comprehensive**.

b) **Procedure for Environmental Aspect Identification (EP-01)**  
 Download [\(Template - EP-01 Identification of Environmental Aspects and Significant Evaluation\)](#) Download [\(Sample\)](#)  
 This environmental procedure helps you to identify and assess the environmental aspects (EAs) that your company **can control**, and over which it **can have an influence**.

Step 1: Identify your environmental aspects

1) Use procedure EP-01 to define the responsibility and method of identifying your EAs, and evaluating which EAs are significant environmental aspects (SEAs).

2) Map your company's activities and processes

- Production processes, workflow
- Office operations

**Helpful Tips:**

- The following are typical EAs to be considered:
  - Air emissions
  - Water discharges
  - Solid and hazardous wastes
  - Noise and vibration
  - Energy use
  - Contamination of land

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Chapter 3: EMS Development and Implementation

**PLAN DO CHECK ACT**

- Building facilities maintenance
- For example, inputs and outputs are:

| Inputs                                        | Copying | Outputs                                                            |
|-----------------------------------------------|---------|--------------------------------------------------------------------|
| 1. Paper<br>2. Energy<br>3. Toner<br>More ... |         | 1. Printed Documents<br>2. Waste Paper<br>3. Used Toner Cartridges |

5) Identify related environmental impacts

- Link between aspects and impacts is similar to "cause and effect".

Following previous example, the environmental impacts are:

| Inputs                                                                                                    | Copying | Outputs                                                                                                         |
|-----------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------------------------------------------------------------------|
| 1. Paper<br>2. Use of resources (paper, energy, toner)<br>3. Use of energy<br>4. Use of toner<br>More ... |         | 1. Depletion of natural resource<br>2. Occupy landfill space (waste paper)<br>3. Indoor Air Quality<br>More ... |

**Helpful Tips:**

- Raw material and resource use (water, energy, etc.)
- Local issues (e.g. noise, odour, dust, traffic, etc.)
- Hazardous material storage and handling
- Hazardous material storage and handling
- Habitat disturbance
- Potential fire
- Remember to look at services as well as products, on-site and off-site operations, activities that you may control and have influence.
- EAs can be **positive** (e.g. waste recycling) or **negative** (e.g. toxic waste generated).
- EAs may result from your **past activities and emergency situations**.
- EAs should be identified comprehensively and reviewed regularly to ensure that they are still appropriate (e.g. when you introduce new product lines, or build new facilities).
- Refer to the [Practical Examples of ISO 14001 EMS or EA Register](#) for more details.

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# General tips

## 醒目提示

### Environmental Aspect Identification in EMS Manual (EM-01 Section 4.3.1)

Download [\(Template – EM-01 EMS Manual\)](#)

Download [\(Sample\)](#)

This part of your EMS manual:

#### Helpful Tips:

- a) Section 4.3.1 of EMS Manual (EM-01)
- b) Environmental Procedure for Identification of Environmental Aspects and Significance Evaluation (EP-01)
- c) Register of Environmental Aspects (EA-01)

#### a) Environmental Aspect Identification in EMS Manual (EM-01 Section 4.3.1)

Download [\(Template – EM-01 EMS Manual\)](#) Download [\(Sample\)](#)

This part of your EMS manual:

- Describes how you identify and evaluate the environmental aspects derived from your activities, products and services.

#### Helpful Tips:

- You can modify the approach to identifying and evaluating your environmental aspects. However, make sure that your approach is *systematic and comprehensive*.

#### b) Procedure for Environmental Aspect Identification (EP-01)

Download [\(Template – EP-01 Identification of Environmental Aspects and Significance Evaluation\)](#)

Download [\(Sample\)](#)

This environmental procedure helps you to identify and assess the environmental aspects (EAs) that your company *can control*, and over which it *can have an influence*.

#### Step 1: Identify your environmental aspects

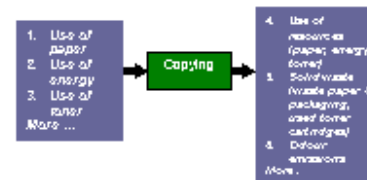
- 1) Use procedure EP-01 to define the responsibility and method of identifying your EAs, and evaluating which EAs are significant environmental aspects (SEAs).
- 2) Map your company's activities and processes
  - Production processes, workflow
  - Office operations

#### Helpful Tips:

- The following are typical EAs to be considered:
  - ✓ Air emissions
  - ✓ Water discharges
  - ✓ Solid and hazardous wastes
  - ✓ Noise and vibration
  - ✓ Energy use
  - ✓ Contamination of land

activities, and decide if you can control and influence them.

Following previous example, the EAs are:



#### 5) Identify related environmental impacts

- Link between aspects and impacts is similar to "cause and effect".

Following previous example, the environmental impacts are:

- EAs can be *positive* (e.g. waste recycling) or *negative* (e.g. toxic waste generated)
- EAs may result from your *past activities and emergency situations*.
- EAs should be identified comprehensively and reviewed regularly to ensure that they are still appropriate (e.g. when you introduce new products, lines, or build new facilities).

Refer to the [Practical Examples of ISO 14001 EMS EA Registers](#) for more details.

- Refer to the [Practical Examples of ISO 14001 EMS of EA Registers](#) for more details.

# General tips

## 醒目提示

PLAN DO CHECK ACT Chapter 3: EMS Development and Implementation

### B. Plan

"Planning" helps you to establish the objectives and processes that are essential for delivering results in accordance with your environmental policy.

#### 1. Environmental Aspect Identification

(ISO/DIS 14001 (Date: 9 July 2003) 4.3.1 Environmental Aspects)

Identifying and evaluating your environmental aspects (EAs) is fundamental to designing your EMS to control and minimise the environmental impacts arising from your activities, products and services. Related documents include:

- a) Section 4.3.1 of EMS Manual (EM-01)
- b) Environmental Procedure for Identification of Environmental Aspects and Significance Evaluation (EP-01)
- c) Register of Environmental Aspects (EA-R01)

#### a) Environmental Aspect Identification in EMS Manual (EM-01 Section 4.3.1)

Download [Template – EM-01 EMS Manual](#) Download [Form](#)

This part of your EMS manual:

- Describes how you identify and evaluate the environmental aspects derived from your activities, products and services.

#### Helpful Tips:

- You can modify the approach to identifying and evaluating your environmental aspects. However, make sure that your approach is **systematic** and **comprehensive**.

#### b) Procedure for Environmental Aspect Identification (EP-01)

Download [Template – EP-01 Identification of Environmental Aspects and Significance Evaluation](#)

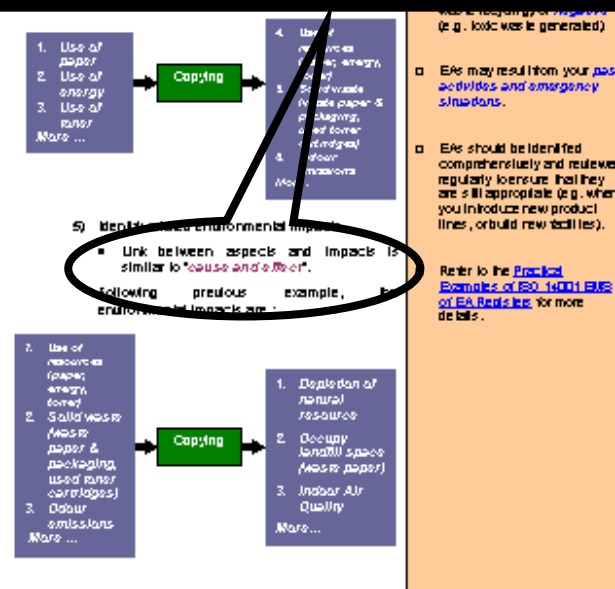
### Helpful Tips:

- You can modify the approach to identifying and evaluating your environmental aspects. However, make sure that your approach is **systematic** and **comprehensive**.

### 5) Identify related environmental impacts

- Link between aspects and impacts is similar to "**cause and effect**".

Following previous example, the environmental impacts are:



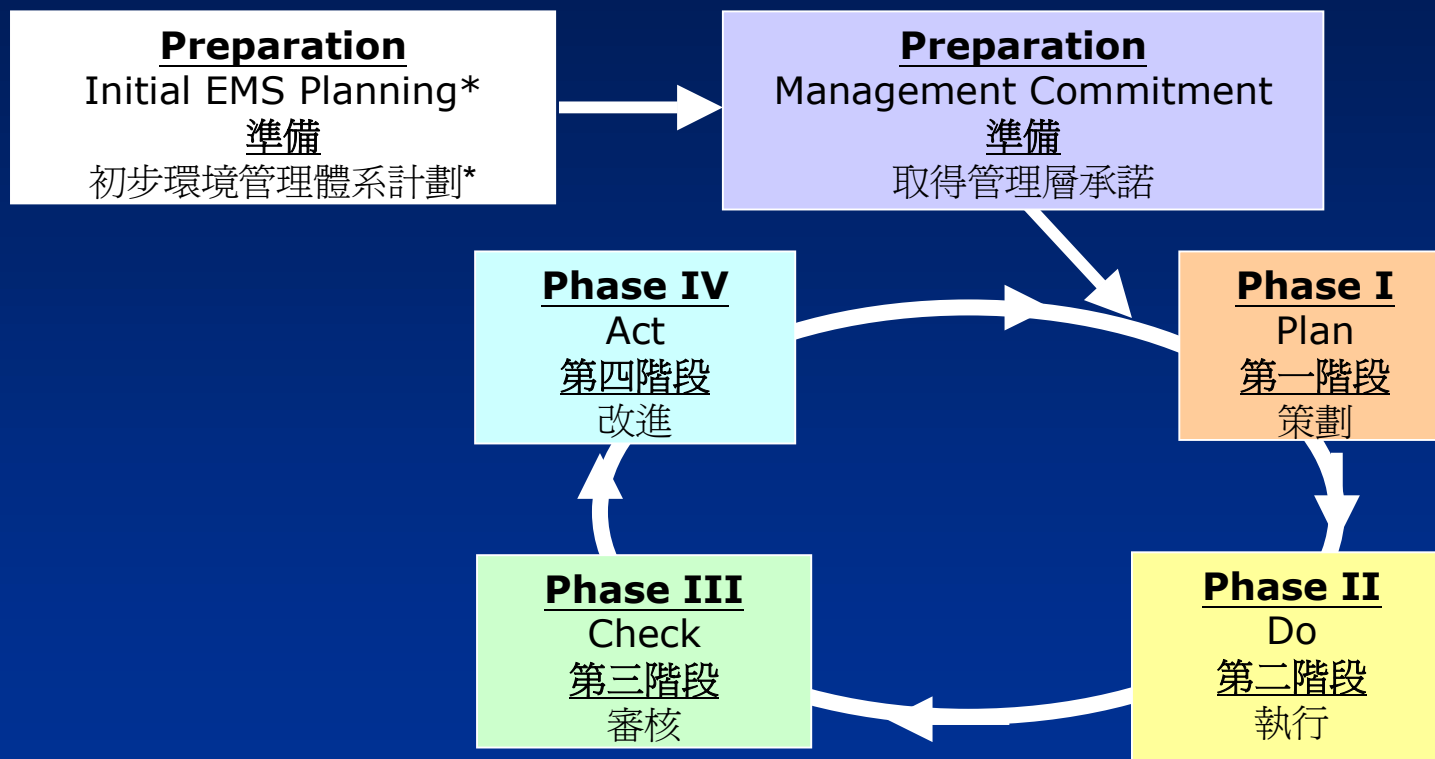
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# Approach to EMS Development and Implementation

## 建立及執行環境管理體系的步驟

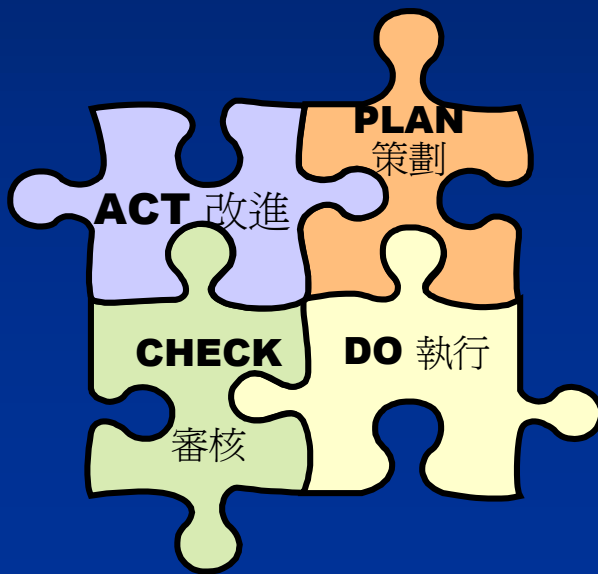


\* Initial EMS Planning is not an ISO 14001 Standard requirement; however, it is useful preparation work to facilitate the set up and development of the EMS in accordance with the ISO 14001 Standard.

\* 初步環境管理體系計劃並不是ISO 14001的標準要求；但仍有助建立及執行ISO 14001環境管理體系。

# Section II: EMS Planning

## 第二部份：環境管理體系 策劃



Initial Environmental  
Review

初始環境評審

Gap Analysis

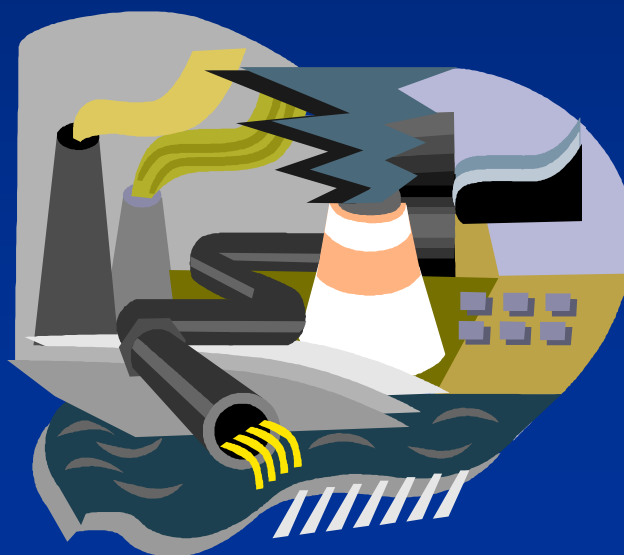
差距分析

# Initial Environmental Review

## 初始環境評審

- Do you understand your existing environmental problems / practices / performance in your organisation?

您是否知道貴機構現有的環境問題 / 措施 / 表現？



# Gap Analysis

## 差距分析

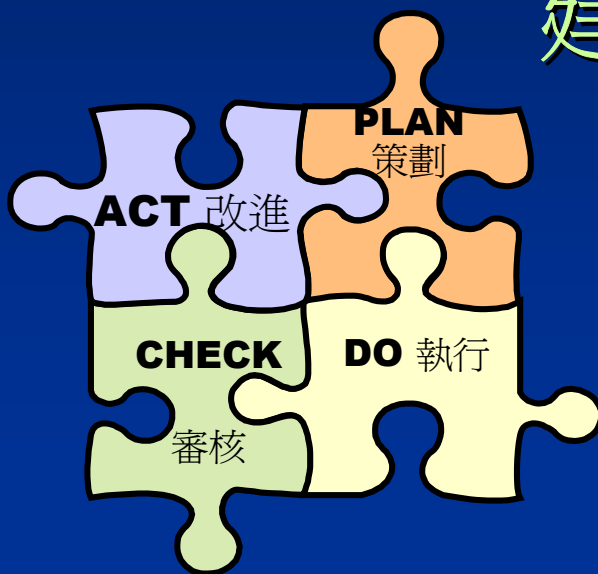
- Do you know how much does your organisation need to complete in order to comply with the ISO 14001 standard?

您是否知道貴機構之需要以符合ISO 14001的標準？



# Section III: EMS Development and Implementation

## 第三部份：環境管理體系 建立及執行



Management Commitment

管理層承諾

Plan, Do, Check, Act

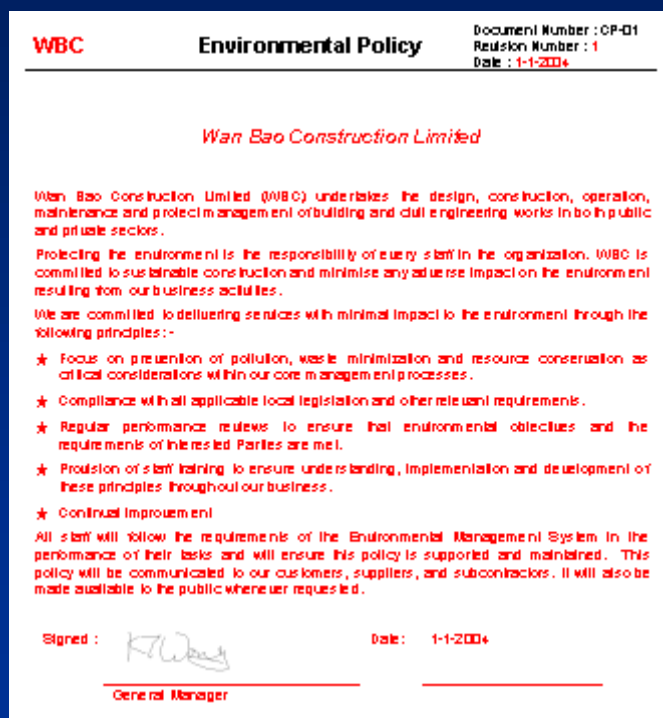
策劃、執行、審核、改進

Keys to Successful Implementation

成功執行環境管理體系之關鍵

# Management Commitment

## 管理層承諾



## ■ Environmental Policy

環境方針

## ■ EMS Manual

環境管理體系手冊



# Planning 策劃



Identify activities, products  
and services  
識別業務活動、產品及服務

Identify EA and impacts  
識別環境因素及影響

Determine Legal and  
Other Environmental  
Requirements  
界定法律與其他環境要求

Determine SEA  
界定重要環境因素

Establish Objectives and Targets  
訂立目標及指標

Develop Environmental  
Management Programme  
建立環境管理方案

# Implementation and Operation 執行及運行

**Organisation and Accountability**

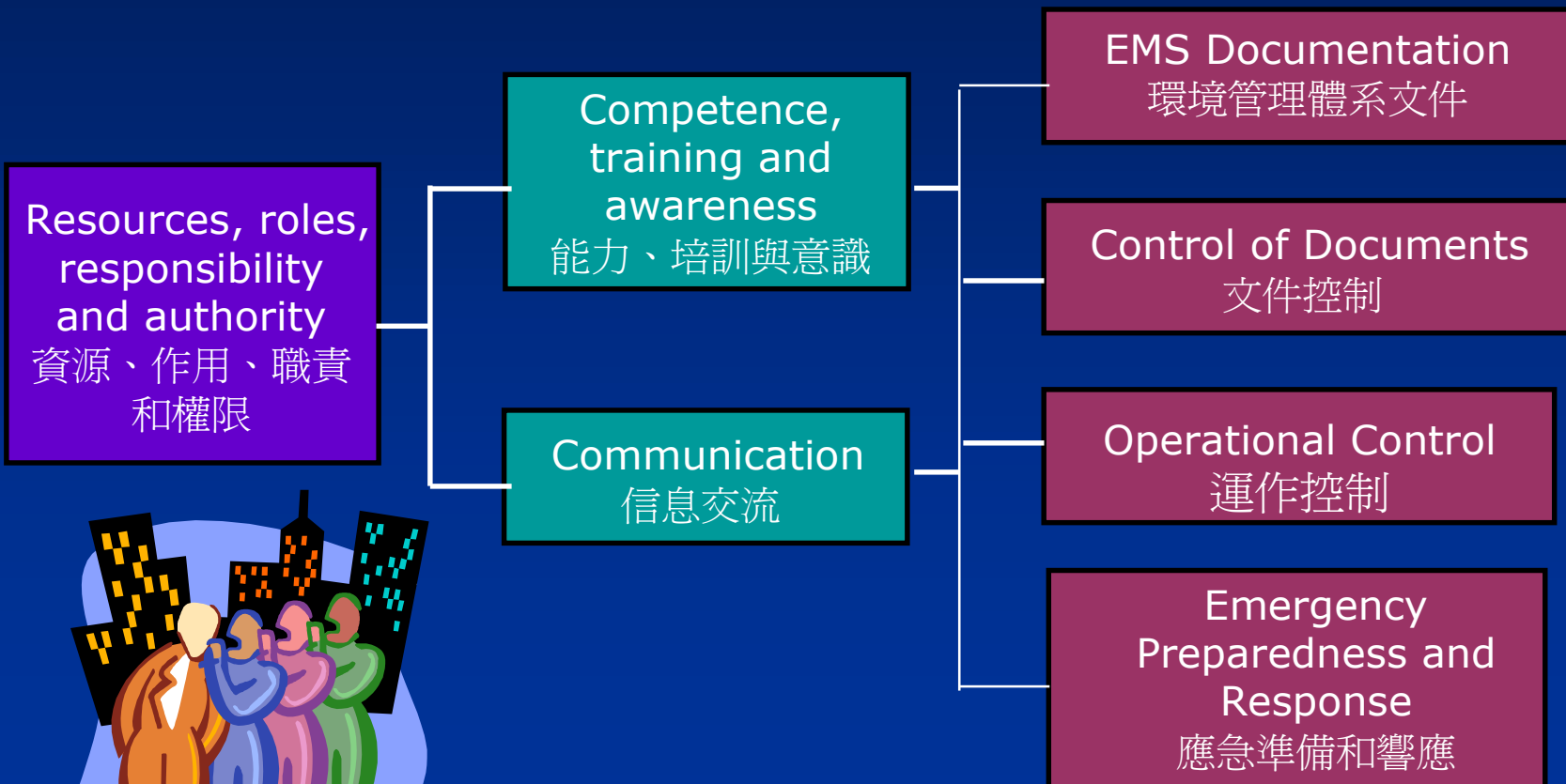
機構及責任

**Capabilities & Communications**

能力及信息交流

**Control**

控制



# Four-level EMS Documentation Structure

## 四個層次的環境管理文件結構

Environmental Policy

環境方針

Environmental  
Manual (EM)

環境管理體系手冊

Environmental Procedure (EP)  
(System Procedures)

環境管理程序 (系統程序)

Environmental Instruction (EI)  
(Operational Instructions)

環境指引 (運行指引)

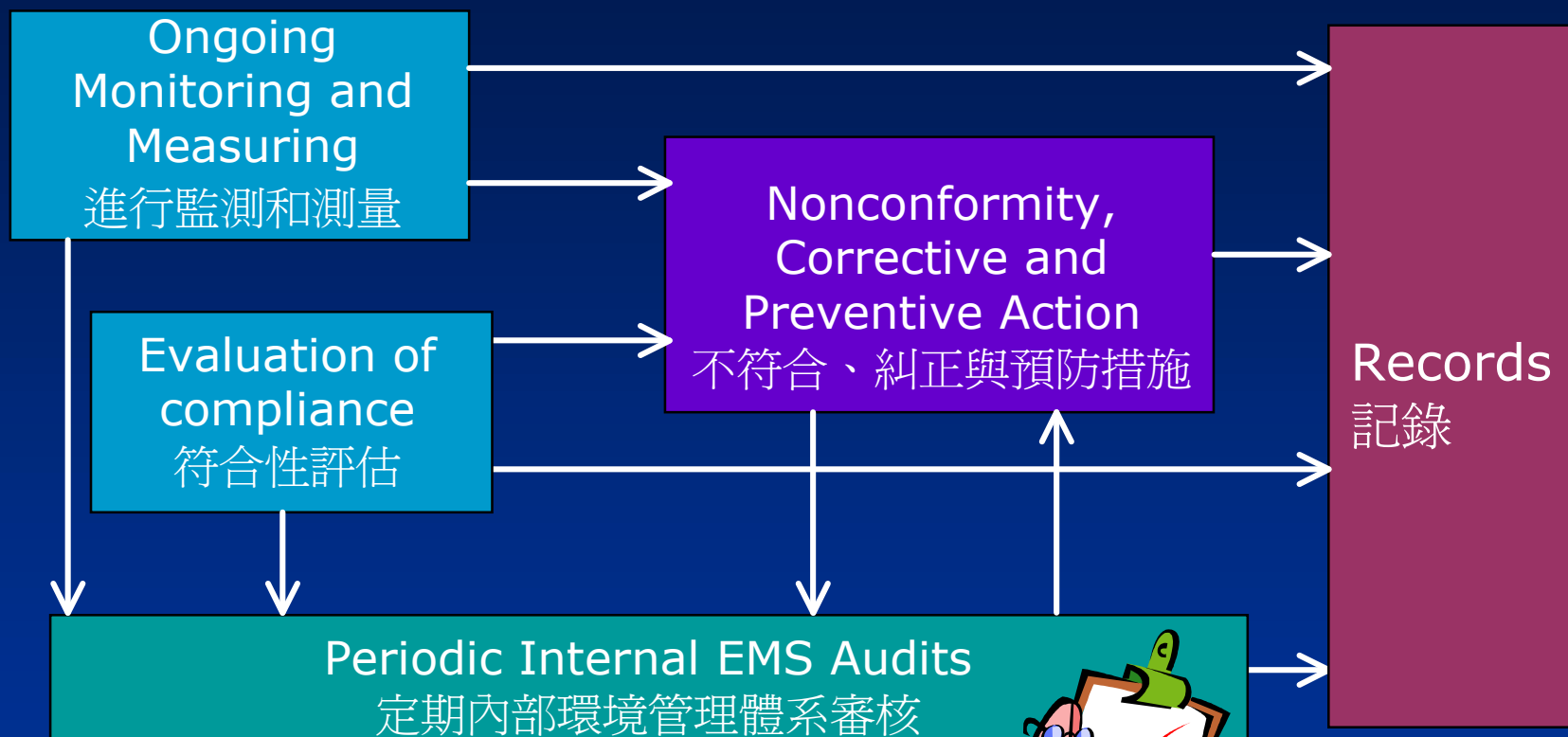
Environmental Records

環境記錄



# Checking and Corrective Action

## 檢查與糾正措施



# Management Review Process

## 管理評審

### Take account of:

考慮：

- audit findings  
審核結果
- progress records on objectives  
目標的進度記錄
- changes to facilities  
設施的改變
- changes in activities products or services  
業務活動、產品及服務的改變
- changes in technology  
技術的改變
- concerns of interested parties  
相關方的考慮
- other relevant information  
其他相關資訊



### To Assess the

評估

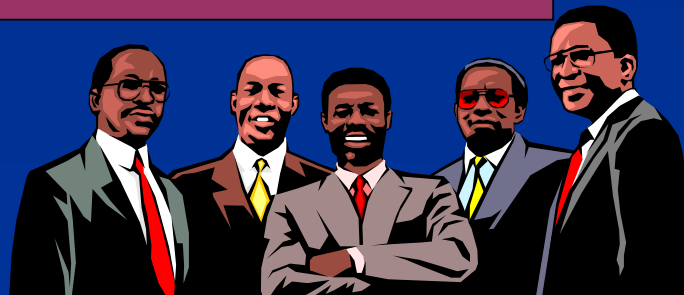
- suitability,  
適用性；
- adequacy, and  
充分性；及
- effectiveness of the EMS  
環境管理體系的成效



### In order to determine the need for change and improvement to:

目的以決定更改及改進的需要如下：

- the environmental policy  
環境方針
- the objectives and targets  
目標及指標
- other elements of the EMS  
其他環境管理體系的元素



# Phased EMS Implementation Flow

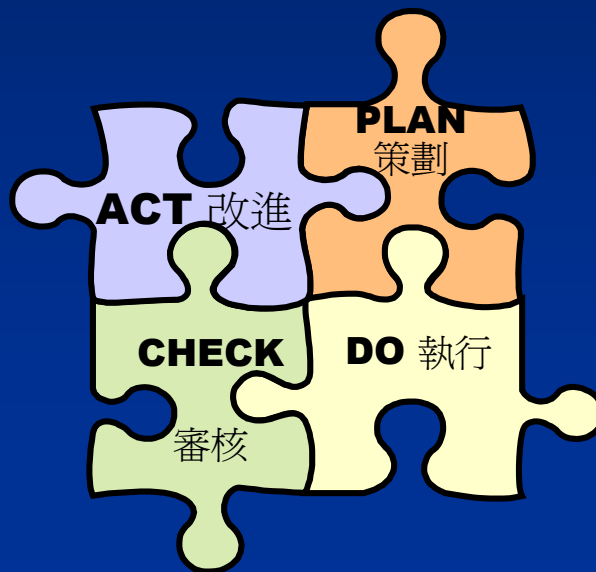
## 分階段執行環境管理體系的流程

|                                    |                                          |
|------------------------------------|------------------------------------------|
| Initial EMS Planning<br>初步環境管理體系計劃 | 2 weeks<br>2個星期                          |
| Management Commitment<br>管理承諾      | 2 weeks<br>2個星期                          |
| PLAN<br>策劃                         | 2 – 3 months<br>2 – 3個月                  |
| DO<br>執行                           | 3 – 6 months<br>3 – 6個月                  |
| CHECK<br>審核                        | 1 month<br>1個月                           |
| ACT<br>改進                          | 2 weeks<br>2個星期                          |
| <b>Total</b><br>合共                 | <b>8 – 12 months</b><br><b>8 – 12個星期</b> |



# Section IV : ISO 14001 EMS Certification Process

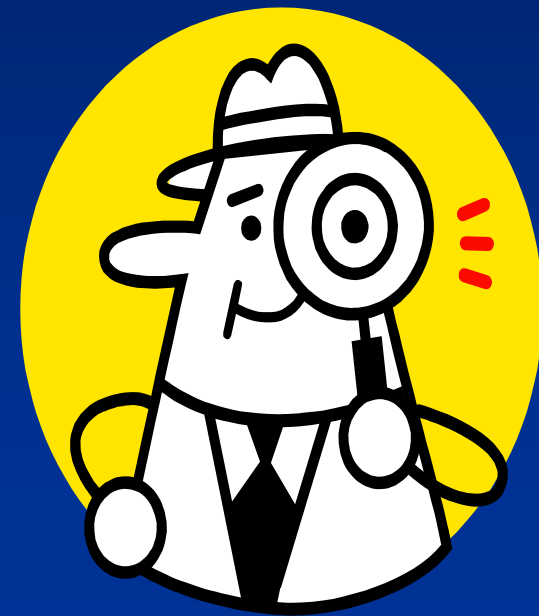
## 第四部份：ISO 14001 環境管理體系 認證過程



# ISO 14001 Certification Process

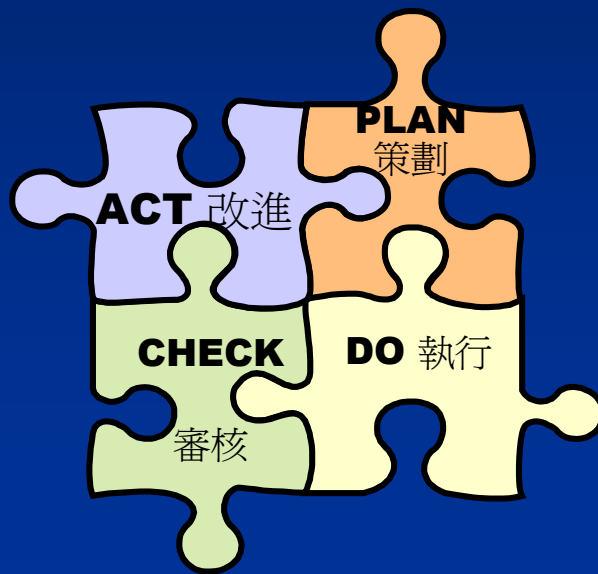
## ISO 14001 環境管理體系認證過程

- Step 1: Select Certification Body  
步驟一：選擇認證機構
- Step 2 : Complete Questionnaire and Establish Contract  
步驟二：完成問卷調查及制訂合約
- Stage 3 : Document Review  
步驟三：文件的審閱
- Stage 4 : First Stage Assessment  
步驟四：第一階段的評估
- Stage 5 : Certification Assessment  
步驟五：認證評估
- Stage 6 : Award Certification  
步驟六：取得認證
- Step 7 : Surveillance Visit  
步驟七：監督審核
- Step 8 : Renewal Assessment  
步驟八：重新評估



# Understanding Differences between Generic and Company Specific Requirements

了解文件範本及個別公司要求之差別



# Generic Template

## 文件範本

- Design for any SME in any sector  
為不同行業的中小企而設
- To fulfil ISO 14001 standard  
符合ISO 14001 的標準



Support Website on

### Environmental Management Information and ISO 14001 EMS

for E&E Sector SMEs

Site Map Disclaimer Contact Us Search 中文

Please select...

Master List of EMS Documents

| Reference No. | Document                                      | Download<br>Ms Words<br>Version | Download<br>Acrobat<br>Version |
|---------------|-----------------------------------------------|---------------------------------|--------------------------------|
| EM-01         | Environmental Management System Manual        |                                 |                                |
| CP-01         | Environmental Policy                          |                                 |                                |
| O&T-YYYY      | Objectives, Targets and Management Programmes |                                 |                                |

# Company Specific

## 公司特定要求

- Scale and scope  
規模和範圍
- Company Profile  
公司檔案
- Organisation chart  
組織結構圖表
- Business nature → EAs  
業務性質→環境因素
- Company culture  
公司文化
- Industry norm  
工業標準
- Client requirements  
客戶要求
- Existing management procedures (e.g. quality, safety, etc.)  
現有的管理程序 (例如：品質、安全等等)

# List of Generic Template

## 文件範本清單

| Level 階段                    | Document 文件                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manual<br>Level 1 手冊        | <p>EM-01 Environmental Management System Manual 環境管理體系手冊</p> <p>CP-01 Environmental Policy 環境方針</p> <p>O&amp;T-YYYY Objectives, targets and management programmes 目標、指標及管理方案</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| System Procedure Level 系統程序 | <p>EP-01 Identification of Environmental Aspects and Significance Evaluation 環境因素的識別及重要性評估</p> <p>EP-02 Review of Legal and Other Environmental Requirements 法律與其他環境要求評審</p> <p>EP-03 EMS Training 環境管理體系培訓</p> <p>EP-04 Control of EMS Document 環境管理體系文件控制</p> <p>EP-05 Environmental Emergency Preparedness and Response 環境應急準備和響應</p> <p>EP-06 Environmental Monitoring and Evaluation of Compliance 環境監測和符合性評估</p> <p>EP-07 Enquiry / Complaint / Nonconformity Handling 諮詢 / 投訴 / 不符合的處理</p> <p>EP-08 Control of EMS Records 環境管理體系記錄管理</p> <p>EP-09 Internal EMS Audit 環境管理體系內部審核</p> <p>EAR-01 Register of Environmental Aspects 環境因素登記表</p> <p>LR-01 Register of Legal and Other Environmental Requirements 法律與其他環境要求登記表</p> |

# List of Generic Template

## 文件範本清單

| Level<br>階段             | Document<br>文件                                                                                                                                                                                                                                                                              |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operational Level<br>運作 | EI-01 Environmental Office Practices<br>環保辦公室措施                                                                                                                                                                                                                                             |
|                         | EI-02 Green Procurement<br>綠色採購                                                                                                                                                                                                                                                             |
|                         | EI-03 Environmental Practices for Using Company's Car<br>使用公司車輛的環保措施                                                                                                                                                                                                                        |
|                         | EI-04 Environmental Instructions on Waste Management<br>廢物管理                                                                                                                                                                                                                                |
|                         | EI-05 Environmental Instructions on Air Pollution Control<br>空氣污染控制                                                                                                                                                                                                                         |
|                         | EI-06 Environmental Instructions on Water Pollution Control<br>水污染控制                                                                                                                                                                                                                        |
|                         | EI-07 Environmental Instructions on Noise Control<br>噪音污染控制                                                                                                                                                                                                                                 |
|                         | EI-08 Environmental Instructions on Resource Conservation<br>資源保護                                                                                                                                                                                                                           |
|                         | EI-09 Handling and Storage of Chemicals<br>處理及貯存化學品                                                                                                                                                                                                                                         |
|                         | EI-XX More instructions will be developed after reviewing the operations of the selected sectors as practical examples, e.g. Environmental Best Practices for Construction Sites, Environmental Management Plan, Waste Management Plan<br>個別環境管理體系實例文件中提供更多工作指引，例如：良好建築工地環境措施、環境管理計劃、廢物管理計劃 |

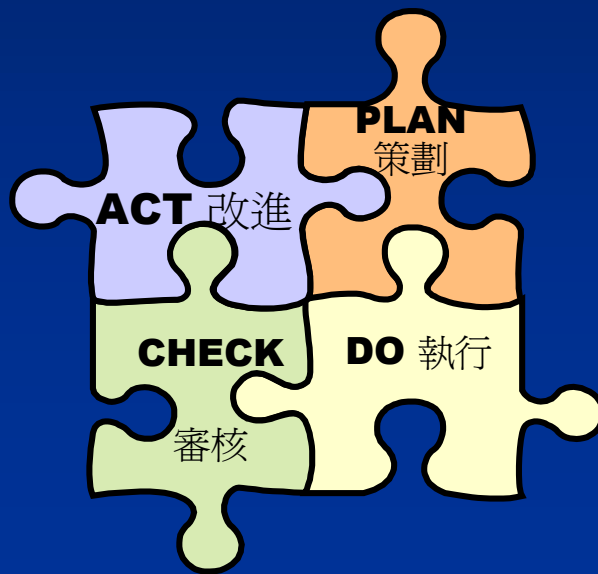
# List of Generic Template

## 文件範本清單

| Level<br>階段        | Document<br>文件名稱                                                                                                                                                                                 |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Record Level<br>記錄 | EF-EP03-01 EMS Training Plan 環境管理體系培訓計劃                                                                                                                                                          |
|                    | EF-EP03-02 EMS Training Attendance Records 環境管理體系培訓出席記錄                                                                                                                                          |
|                    | EF-EP07-03 EMS Communication Log 環境管理體系信息交流記錄                                                                                                                                                    |
|                    | EF-EP04-01 Master List of EMS Documents / Forms / External Documents<br>環境管理體系文件 / 表格 / 外部文件總表                                                                                                   |
|                    | EF-EP04-02 EMS Document Distribution Record Form 環境管理體系文件分發記錄                                                                                                                                    |
|                    | EF-EP05-01 Emergency Drill Report 緊急事故演習報告                                                                                                                                                       |
|                    | EF-EP05-02 Accident Report 意外報告                                                                                                                                                                  |
|                    | EF-EP06-01 EMS Monitoring Plan 環境管理體系監測計劃                                                                                                                                                        |
|                    | EF-EP07-01 Corrective Action Report, CAR 糾正措施報告                                                                                                                                                  |
|                    | EF-EP07-02 CAR Status Log 糾正措施報告記錄                                                                                                                                                               |
|                    | EF-EP08-01 Master List of Environmental Records 環境記錄總表                                                                                                                                           |
|                    | EF-EP09-01 EMS Audit Plan 環境管理體系審核計劃                                                                                                                                                             |
|                    | EF-EP09-02 EMS Audit Checklist 環境管理體系審核檢查表                                                                                                                                                       |
|                    | EF-EP09-03 EMS Internal Audit Report 環境管理體系內部審核報告                                                                                                                                                |
|                    | EF-EI01-01 Office Inspection Checklist 每月辦公室審核清單                                                                                                                                                 |
|                    | -- Sample of Management Review Minutes 管理評審會議議程實例                                                                                                                                                |
|                    | EF-XX More forms will be developed after reviewing the operations of the selected sectors as practical examples, e.g. Inspection checklist for construction site 個別環境管理體系實例文件中提供更多表格，例如：檢查建築工地清單 |

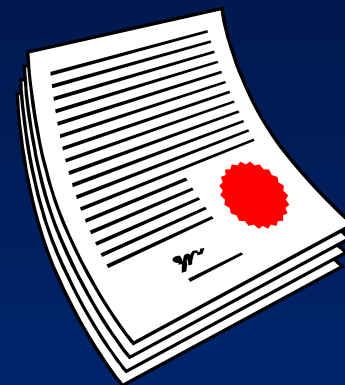
# Simple Steps for Using Generic Templates to Design your Own System Documentation

簡易步驟採用文件範本來設計您的文件系統



# General Tips

## 醒目提示



- Replace **COMPANY NAME**
- 更改**公司名稱**
- (*Italicised*) words in brackets
- 括弧內的(斜體)字
- *Italicised words* highlighted in purple colour
- 紫色的斜體字
- **Document number** is highlighted in green colour
- 綠色的文件編號

# EM-01

## 環境管理體系手冊



of the achievement of the objectives and taking measures to management performance of work and verification activities including internal environmental management system audit;

e) The appointment of the Environmental Management Representative (EMR); and

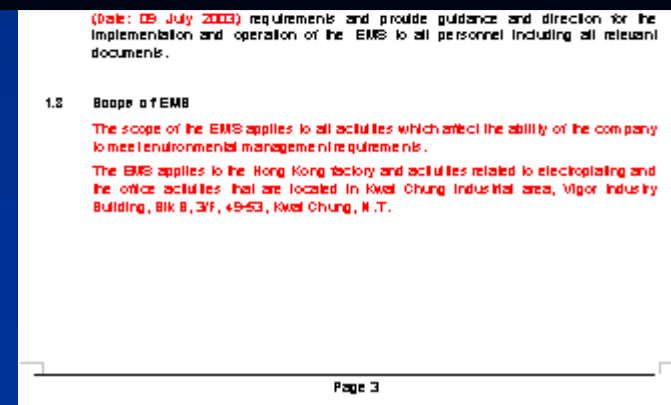
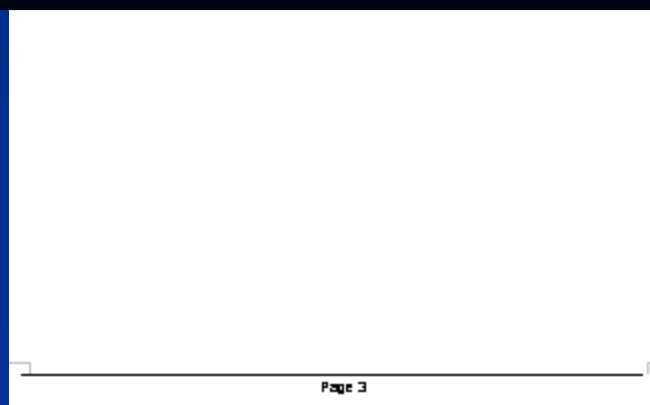
f) The arrangement for periodic management reviews.

The purpose of this Manual is to demonstrate that this EMS meets all ISO 14001

1.2 Purpose of this Manual

This Manual defines the Environmental Management System (EMS) of HKGEC activities and contains:

a) The Environmental Policy;



# Step 1

## 步驟一

- Initial Environmental Review (IER-01)

初始環境評審

- Gap Analysis

差距分析



# Step 2

## 步驟二

### ■ Management Commitment

#### 管理承諾

#### ■ EMS Policy (CP-01)

#### 環境方針



*Hong Kong Green Electroplating Company (HKGEC)*

#### Environmental Policy

Hong Kong Green Electroplating Company specialises in electroplating for watch case and bell products. The Company is committed to protecting the environment of the Earth.

To minimize environmental impacts concerning our activities, products and services, we shall:-

- Comply with relevant environmental legislation, regulations and other criteria to which the organization subscribes
- Prevent pollution, reduce waste and minimise the consumption of resources.
- Reduce wherever practicable the level of harmful emissions.
- Educate, train and motivate employees to carry out tasks in environmentally responsible manner.
- Encourage environmental protection among suppliers and subcontractors.

The Company is committed to continual improvement of environmental performance. This Policy will be communicated to all staff, contractors and suppliers, and be available for the public.

Endorsed by



Mr. PH Law  
General Manager

Date : 01-01-2004



# EM-01

## 環境管理體系手冊

### 1.1 Company Profile

Hong Kong Green Electroplating Company (hereafter name as HKGEC) is a Hong Kong based manufacturer of high quality Nickel, Silver, Gold and Palladium-nickel electroplated products. We specialise in electroplating for watch case and belt products. Since our establishment in 1991, we received high popularity and are widely appreciated by our customers.

Our Headquarter and Factory are located in Kwai Chung industrial area, our factory is operating 10 hours a day, 6 days a week that in order to fulfil all our customers'

### 1.1 公司簡介

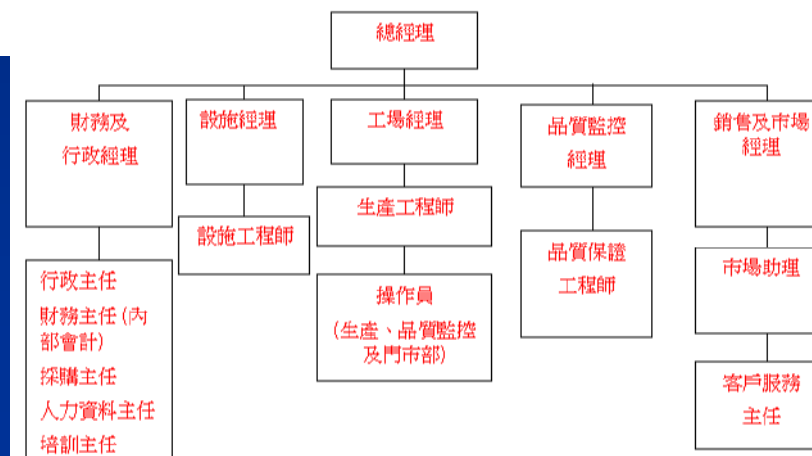
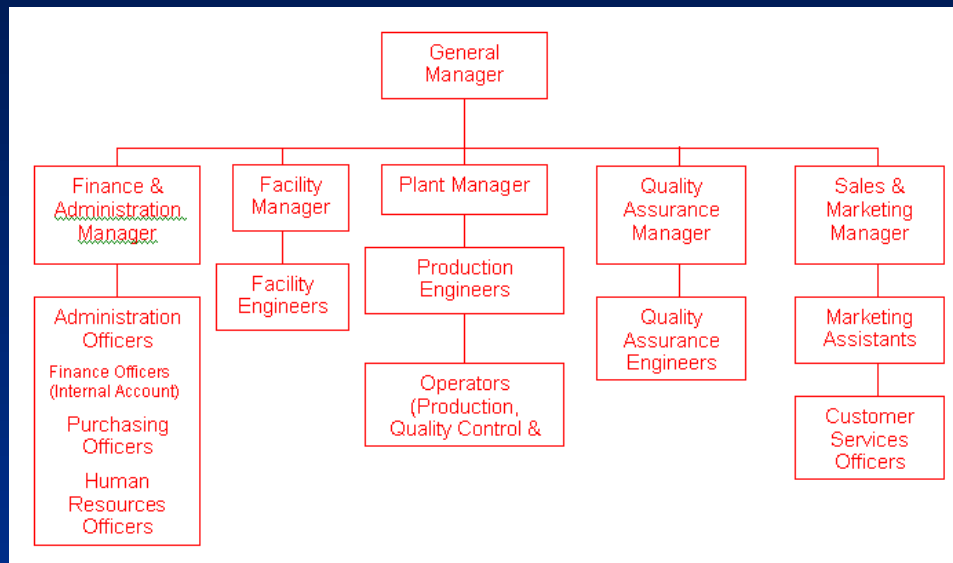
香港綠色電鍍有限公司是一間以香港為基地之生產商，專門從事高質素之鎳、銀、金及鈀電鍍，主力為手錶殼及腰帶產品作電鍍工序。公司自1991年成立至今，我們的產品一直受大眾歡迎及客戶推崇。

我們的總部及工場均設於葵涌工業區，而為了應付大量訂單，我們的工場每星期運作六天，每天十個小時。作為一個充滿活力的都市及區域的中心，香港擁有一流之基礎建設、技術人材、可取資本及重要市場，而香港綠色電鍍公司履行高速度、高效率、具可靠性之服務，包括點對點的送貨服務。

香港綠色電鍍公司承諾提供點對點的服務予環球客戶，在台灣及星加坡均設立銷售辦事處，而在中國內地及亞洲地區也設有分銷中心。

# Organisation Chart

## 組織結構圖表



# Step 3

## 步驟三



### ■ Plan 策劃

- EM-01 EMS Manual 環境管理體系手冊
- EPs 環境管理程序
  - EP-01 Identification of Environmental Aspects and Significance Evaluation 環境因素的識別及重要性評估
  - EP-02 Review of Legal and Other Environmental Requirements 法律與其他環境要求評審
- EAR-01 Register of Environmental Aspects 環境因素登記表
- LR-01 Register of Legal and Other Environmental Requirements 法律與其他環境要求登記表
- O&T-YYYY Objectives, Targets and Programmes 目標、指標及管理方案

# Step 4

## 步驟四



### ■ Do 執行

#### ■ EPs 環境管理程序

##### ■ EP-03 EMS Training

EP-03 環境管理體系培訓

##### ■ EP-04 Control of EMS Document

EP-04 環境管理體系文件控制

##### ■ EP-05 Environmental Emergency Preparedness and Response

EP-05 環境的應急準備和響應

#### ■ EIs 環境指引

##### ■ EI-01...

#### ■ EFs, EGs, etc.



# Step 5

## 步驟五

### ■ Check 審核

#### ■ EPs 環境管理程序

##### ■ EP-06 Environmental Monitoring and Evaluation of Compliance

EP-06 環境監測和符合性評估

##### ■ EP-07 Enquiry / Complaint / Nonconformity Handling

EP-07 諮詢 / 投訴 / 不符合的處理

##### ■ EP-08 Control of EMS Records

EP-08 環境管理體系記錄管理

##### ■ EP-09 Internal EMS Audit

EP-09 環境管理體系內部審核

# Step 6

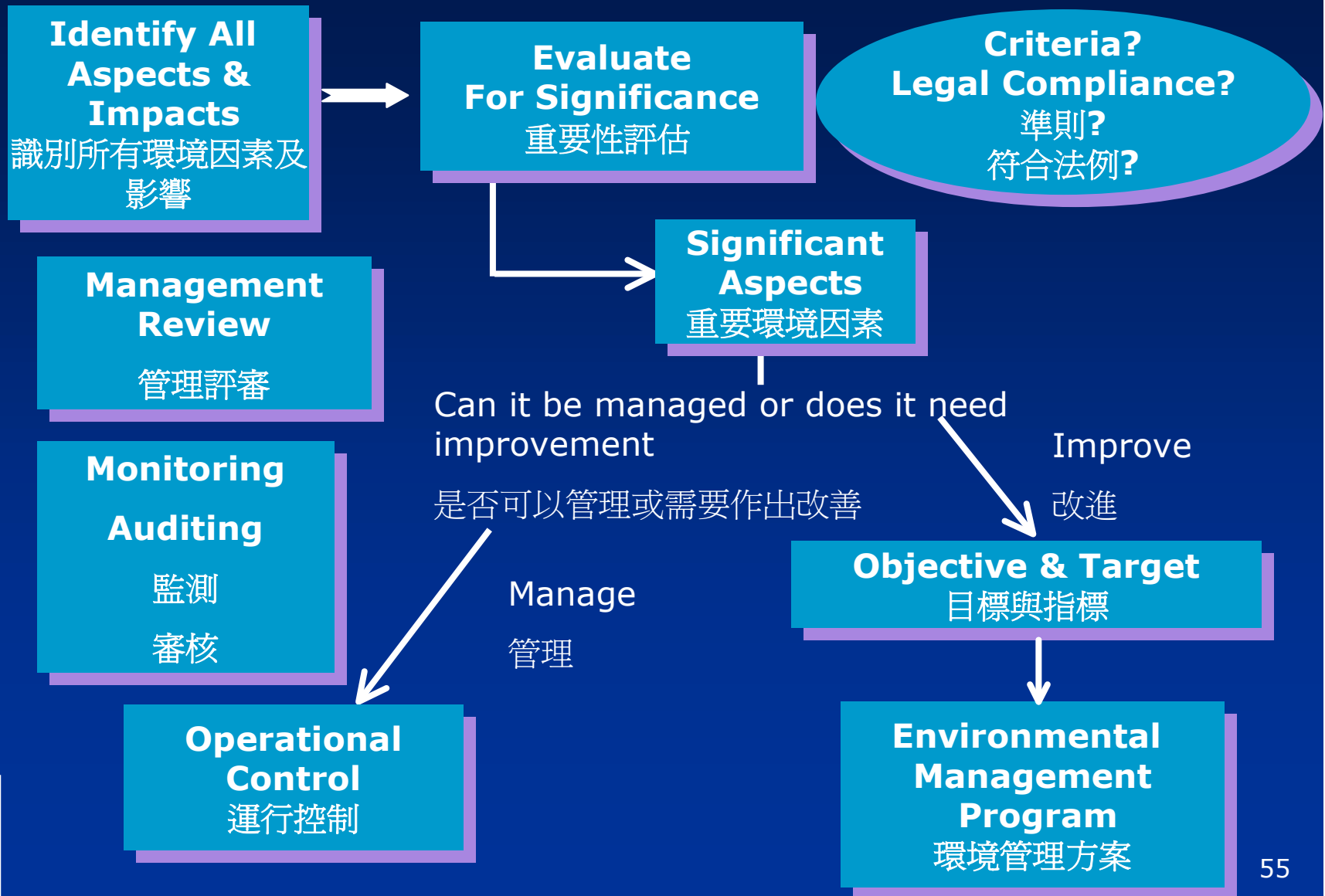
## 步驟六

- Act 改進
    - EM-01 Management review
- EM-01 管理評審



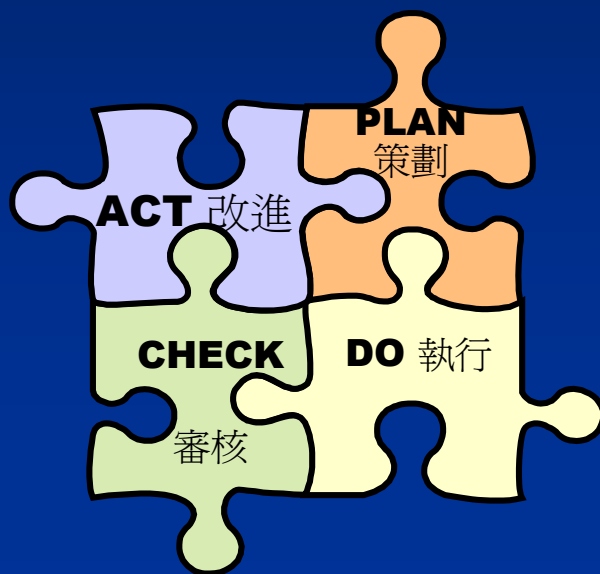
# Core Requirements of an EMS

## 環境管理體系的核心要求



# Web-based Supporting Materials

互聯網的支援套件





# Online Support Package

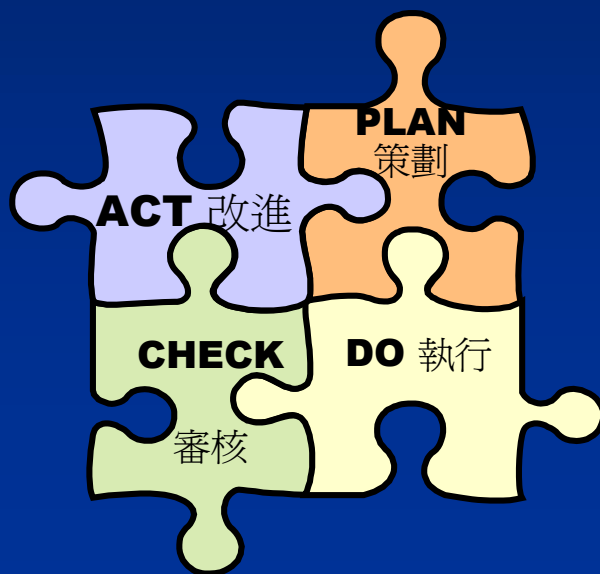
## 網上的支援套件

- Customise for your use 切合您的需要
  - Both MS Word and Adobe Acrobat format  
MS Word 及 Adobe Acrobat 格式
- Practical example as reference  
實例文件以供參考
  - Manual, procedures, instructions, forms  
手冊、程序、指引、表格
  - Filled forms  
填寫的表格
- EPD website 環保署網頁
  - Most updated 最新消息



# Case Study

## 個案研究



# Practical Example

## 實例文件

### ■ 8 Practical examples

八套實例文件

### ■ As reference 以供參考

|                                                     | Trade                                                                      | Business Type                                                          | Hypothetical Company                                                 |
|-----------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------|
| SMEs with activities in Hong Kong                   | <b>Electroplating (I/D[1] 381802)</b>                                      | Electroplating for watch cases and belts                               | <i>Hong Kong Green Electroplating Company (Case 1)</i>               |
|                                                     | <b>Electronic Parts &amp; Components (MIG[2] 384)</b>                      | PCB for computer, telecom, automotive and industrial control equipment | <i>Hong Kong Green Printed Circuit Board Company (Case 2)</i>        |
|                                                     | <b>Accounting &amp; Computing Machinery (MIG 382)</b>                      | Manufacture of electronic calculators                                  | <i>Hong Kong Green Electronics Assembly Company (Case 3)</i>         |
|                                                     | <b>Electrical Appliances &amp; Housing &amp; Electronic Toys (MIG 385)</b> | Manufacturing of electrical shaver and vacuum cleaner                  | <i>Hong Kong Environmental Electrical Appliance Company (Case 4)</i> |
| SMEs with activities in Hong Kong and / or Shenzhen | <b>Electroplating (I/D 381802)</b>                                         | Electroplating for screws and metal parts                              | <i>Shenzhen Environmental Electroplating Company (Case 5)</i>        |
|                                                     | <b>Electronic Parts &amp; Components (MIG 384)</b>                         | Manufacture of PCB for mobile phones                                   | <i>Shenzhen Environmental Printed Circuit Board Company (Case 6)</i> |
|                                                     | <b>Accounting &amp; Computing Machinery (MIG 382)</b>                      | Manufacture of photocopying machines                                   | <i>Shenzhen Environmental Assembly Company (Case 7)</i>              |
|                                                     | <b>Electrical Appliances &amp; Housing &amp; Electronic Toys (MIG 385)</b> | Manufacturing of home appliances                                       | <i>Shenzhen Environmental Electrical Appliance Company (Case 8)</i>  |

# Practical Example

## 實例文件

|                   | 行業                              | 業務種類                          | 模擬公司                |
|-------------------|---------------------------------|-------------------------------|---------------------|
| 在港中小企業<br>務       | 水劑電鍍<br>(I/D[1] 381802)         | 手錶殼及腰帶產品之電鍍工序                 | 香港綠色電鍍公司<br>(個案一)   |
|                   | 電子零件製造業<br>(MIG[2] 384)         | 電腦系統、通訊設備、自動推進器<br>及工業控制裝置電路板 | 香港綠色線路板公司<br>(個案二)  |
|                   | 辦公室、會計及計算器材製<br>造業<br>(MIG 382) | 製造電子計算機                       | 香港綠色電子裝配公司<br>(個案三) |
|                   | 家庭電器用具及電子玩具製<br>造業<br>(MIG 385) | 製造電鬚刨及吸塵機                     | 香港環保家電公司<br>(個案四)   |
| 在港及/ 或深<br>圳中小企業務 | 水劑電鍍<br>(I/D 381802)            | 螺絲及金屬零件之電鍍工序                  | 深圳環保電鍍公司<br>(個案五)   |
|                   | 電子零件製造業 (MIG 384)               | 製造手提電話電路板                     | 深圳環保線路板公司<br>(個案六)  |
|                   | 辦公室、會計及計算器材製<br>造業 (MIG 382)    | 製造影印機                         | 深圳環保裝配公司<br>(個案七)   |
|                   | 家庭電器用具及電子玩具製<br>造業 (MIG 385)    | 製造家庭電器                        | 深圳環保家電公司<br>(個案八)   |

|             |                                                                                                                                                                                                                  |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 公司名稱        | 富年彩色電鍍公司                                                                                                                                                                                                         |
| 商業性質        | 電鍍<br>銅、鋁、鋅、金、金巴、銀(採單電鍍)                                                                                                                                                                                         |
| 產品          | 電鍍鍍膜及皮膏                                                                                                                                                                                                          |
| 主要市場/客戶     | 本地、國內及亞洲                                                                                                                                                                                                         |
| 營運流程        | 銅上工作→除油→水洗→電解除油→水洗→除淨→水洗→鍍銅→水洗→鍍銀→水洗→鍍金→水洗→鍍金、金巴、銀電鍍→水洗→烘乾→包裝→送貨                                                                                                                                                 |
| 辦公區域及工廠地址   | 富年裕界高路大豐平園 49/53 號(緊臨工業大廈)3樓B區                                                                                                                                                                                   |
| 工廠面積        | 400 平方米                                                                                                                                                                                                          |
| 員工數量        | 20                                                                                                                                                                                                               |
| 主要服務/服務     | 擁有員工及機器設備的採單電鍍生產線<br>全線手工及機器<br>污水與廢渣<br>絕無臭味<br>煙塵                                                                                                                                                              |
| 廠內環境        | 在富年工業大廈內的上層樓層位於高路工業地區，是與同層的工作性質公司及印刷公司。                                                                                                                                                                          |
| 在運作上與環境有關事項 | <ul style="list-style-type: none"> <li>■ 廢除油、電鍍及水洗過程中之污水排放，污水排放到沙池多池及污水池作貯留</li> <li>■ 固體廢物包括一般廢物，由特公盈產生的廢漆、包裝紙及廢品。</li> <li>■ 廢液等含有、銅及化學品的化學廢料</li> <li>■ 電鍍污水的酸、鹼、金屬物</li> <li>■ 在生產過程中大量使用水、水及化學品。</li> </ul> |
| 客戶私下的環境要求   | 沒有                                                                                                                                                                                                               |

[illegible]

The flowchart illustrates the manufacturing process, starting with '主要化物品' (Main Chemical Items) on the left and '廢物' (Waste) on the right. The process begins with '掛上工件' (Hanging workpiece), which leads to '塗油' (Coating with oil). This step produces '廢液(化驗廢物)' (Waste liquid (chemical waste)). The next step is '清洗' (Cleaning), which produces '廢水' (Waste water). This sequence is repeated for '塗油' (Coating with oil) and '清洗' (Cleaning), also producing '廢水' (Waste water). The process then moves to '鉚合' (Welding), which produces '廢液(化驗廢物)' (Waste liquid (chemical waste)). This is followed by '清洗' (Cleaning), which produces '廢水' (Waste water). The next step is '鍍銅' (Copper plating), which produces '廢液(化驗廢物)' (Waste liquid (chemical waste)). This is followed by '清洗' (Cleaning), which produces '廢水' (Waste water). The process then moves to '鍍金' (Gold plating), which produces '金屑(洗電鍍)' (Gold dust (electroplating)). This is followed by '清洗' (Cleaning), which produces '廢水' (Waste water). The final step is '檢驗' (Inspection), which produces '廢品' (Scrap). The '廢品' (Scrap) is then sent to '包裝及儲存' (Packaging and storage). The '金屑(洗電鍍)' (Gold dust (electroplating)) is also sent to '包裝及儲存' (Packaging and storage). The '包裝及儲存' (Packaging and storage) step produces '包裝及儲存' (Packaging and storage).

# List of Documents

## 文件清單

| Level<br>階段                    | Document<br>文件                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manual Level<br>手冊             | <p>EM-01 Environmental Management System Manual 環境管理體系手冊</p> <p>CP-01 Environmental Policy 環境方針</p> <p>O&amp;T-2004 Objectives, targets and management programmes 目標、指標及管理方案</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| System Procedure Level<br>系統程序 | <p>EP-01 Identification of Environmental Aspects and Significance Evaluation 環境因素的識別及重要性評估</p> <p>EP-02 Review of Legal and Other Environmental Requirements 法律與其他環境要求評審</p> <p>EP-03 EMS Training 環境管理體系培訓</p> <p>EP-04 Control of EMS Document 環境管理體系文件控制</p> <p>EP-05 Environmental Emergency Preparedness and Response 環境應急準備和響應</p> <p>EP-06 Environmental Monitoring and Evaluation of Compliance 環境監測和符合性評估</p> <p>EP-07 Enquiry / Complaint / Nonconformity Handling 諮詢 / 投訴 / 不符合的處理</p> <p>EP-08 Control of EMS Records 環境管理體系記錄管理</p> <p>EP-09 Internal EMS Audit 環境管理體系內部審核</p> <p>EAR-01 Register of Environmental Aspects 環境因素登記表</p> <p>LR-01 Register of Legal and Other Environmental Requirements 法律與其他環境要求登記表</p> |

# List of Documents

## 文件清單

| Level<br>階段             | Document<br>文件                                                    |
|-------------------------|-------------------------------------------------------------------|
| Operational Level<br>運作 | EI-01 Environmental Office Practices 環保辦公室措施                      |
|                         | EI-02 Green Procurement 綠色採購                                      |
|                         | EI-03 Waste Management 廢物管理                                       |
|                         | EI-04 Air Pollution Control 空氣污染控制                                |
|                         | EI-05 Water Pollution Control 水污染控制                               |
|                         | EI-06 Noise Pollution Control 噪音污染控制                              |
|                         | EI-07 Resource Conservation 資源保護                                  |
|                         | EI-08 Handling and Storage of Chemicals 處理及貯存化學品                  |
|                         | EI-09 Environmental Practices for Using Company's Car 使用公司車輛的環保措施 |
|                         | <b>EI-10 Wastewater Treatment Plant Operation 廢水處理廠保養</b>         |

# List of Records

## 記錄清單

| Document Number | Document Title                                            | 文件編號       | 文件名稱                   |
|-----------------|-----------------------------------------------------------|------------|------------------------|
| EF-EP03-01      | EMS Training Plan                                         | EF-EP03-01 | 環境管理體系培訓計劃             |
| EF-EP03-02      | EMS Training Attendance Records                           | EF-EP03-02 | 環境管理體系培訓出席記錄           |
| EF-EP04-01      | Master List of EMS Documents / Forms / External Documents | EF-EP04-01 | 環境管理體系文件 / 表格 / 外部文件總表 |
| EF-EP04-02      | EMS Document Distribution Record                          | EF-EP04-02 | 環境管理體系文件分發記錄           |
| EF-EP05-01      | Emergency Drill Report                                    | EF-EP05-01 | 緊急事故演習報告               |
| EF-EP05-02      | Accident Report                                           | EF-EP05-02 | 意外報告                   |
| EF-EP06-01      | EMS Monitoring Plan                                       | EF-EP06-01 | 環境管理體系監測計劃             |
| EF-EP06-02      | Environmental Inspection Checklist for Production Area    | EF-EP06-02 | 廠房環境檢查清單               |
| EF-EP07-01      | Corrective Action Report (CAR)                            | EF-EP07-01 | 糾正措施報告                 |
| EF-EP07-02      | CAR Status Log                                            | EF-EP07-02 | 糾正措施報告記錄表              |
| EF-EP07-03      | EMS Communication Log                                     | EF-EP07-03 | 環境管理體系信息交流記錄           |
| EF-EP08-01      | Master List of Environmental Records                      | EF-EP08-01 | 環境記錄總表                 |
| EF-EP09-01      | EMS Audit Plan                                            | EF-EP09-01 | 環境管理體系審核計劃             |
| EF-EP09-02      | EMS Audit Checklist                                       | EF-EP09-02 | 環境管理體系審核清單             |
| EF-EP09-03      | EMS Internal Audit Report                                 | EF-EP09-03 | 環境管理體系內部審核報告           |
| EF-EI01-01      | Monthly Office Inspection Checklist                       | EF-EI01-01 | 每月辦公室檢查清單              |
| EF-EI02-01      | Environmental Procurement List (Supplier / Contractor)    | EF-EI02-01 | 環保採購表 (供應商/承判商)        |
| EF-EI02-02      | Supplier / Contractor Evaluation Form                     | EF-EI02-02 | 供應商/承判商評估表格            |
| EG-EI02-01      | Environmental Guidance Notes for Supplier / Contractor    | EG-EI02-01 | 供應商/承判商環境指導註解          |
| EF-EI02-03      | Supplier / Contractor Performance Assessment              | EF-EI02-03 | 供應商/承判商表現評估表格          |
| EF-EI09-01      | Car Inspection Log Book                                   | EF-EI09-01 | 車輛檢查日誌                 |
| EF-EI10-01      | Wastewater Treatment Plant Log                            | EF-EI10-01 | 廢水處理廠日誌                |
| --              | Sample of Management Review                               | --         | 管理評審會議記錄的樣本(概要)        |



# Scope 範疇

- Office  
辦公室
- Use of Vehicles  
使用車輛
- Facility Maintenance  
設施保養維修
- Production Processes  
生產過程





# EI-03 Waste Management

## 廢物管理

### ■ Scope

#### 適用範圍

##### ■ Solid Waste

固體廢物

##### ■ Chemical Wastes

化學品廢物

# EI-04 Air Pollution Control

## 空氣污染控制

### ■ Scope

#### 適用範圍

- Emission of VOC and chemical fume from plating baths (example)  
從工廠或儀器排放出攻擊性 / 可憎性氣體及黑煙
- Maintenance / control over applicable activities and operations which generate airborne pollutants;  
保護/控制會產生空中傳播污染物的有關儀器及工序
- Control of Chlorofluorocarbon (CFC)  
氯氟碳化合物 (CFC) 的控制 (如：空調冷凍劑及 CFC 滅火器)



# EI-05 Water Pollution

## 水污染控制

### ■ Scope

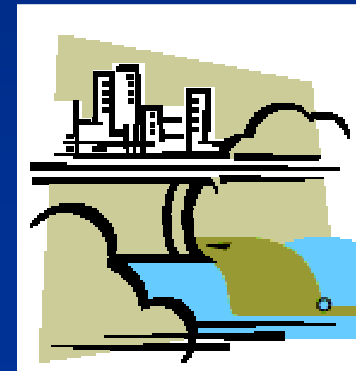
適用範圍

#### ■ Production lines

生產線

#### ■ Wastewater treatment plant

廢水處理廠



# EI-06 Noise Pollution

## 噪音污染控制



### ■ Scope

#### 適用範圍

- applicable to the activities which have the potential to cause noise pollution and includes best practices for maintenance works

適用於有機會產生噪音污染的工場活動及包括指導在相關活動及操作時的保養 / 控制程序

# EI-07 Resource Conservation

## 資源保護

### ■ Scope

#### 適用範圍

- resource consumption (water, electricity, chemicals and other materials) due to daily operations

在日常工作中所損耗的資源（水、電力、化學品及其他物料）



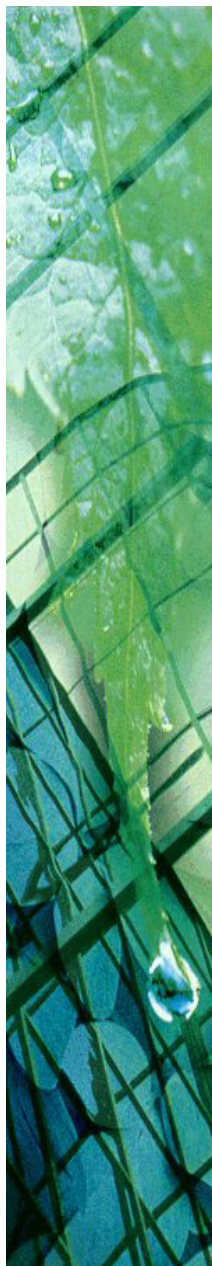
# EI-08 Handling and Storage of Chemicals

## 處理及貯存化學品

- Applicable to the site activities which require the handling and storage of chemicals and dangerous goods

適用於有需要處理及存放化學物品及危險物品的工場活動。包含在本指引的論點可分類為

- Information and Labelling 資料及標識
- Containers 容器
- Bulk Storage and Transportation 存放及運輸
- Cleaning up minor spills 處理及預防溢漏
- Inspection and Maintenance 檢查及保養



# EI-10 Wastewater Treatment Plant Operation

## 廢水處理廠的運行

- the operation of the WWTP and specifies the operation and monitoring requirements for the WWTP

概述廢水處理廠的運行政序並具體說明對廢水處理廠的運行及監測要求



# Others

## 其他

- EI-01 Environmental Office Practices  
EI-01 環保辦公室措施
- EI-02 Green Procurement  
EI-02 綠色採購
- EI-09 Environmental Practices for Vehicles  
EI-09 車輛的環保措施

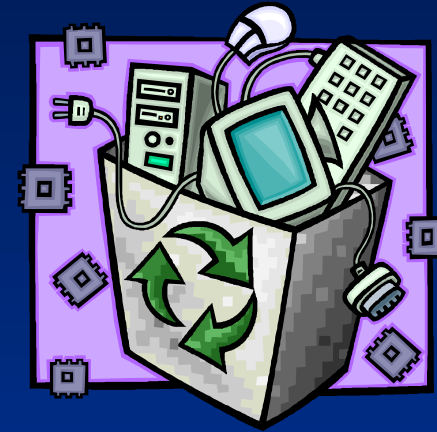


# EI-01 Environmental Office Practices

## EI-01 環保辦公室措施

- Applicable to the operations in the office  
適用於本公司辦公室的運行

- Resource Utilization  
資源利用
- Green Pantry  
綠色茶水間
- Handling of Office Wastes  
處理辦公室廢物
- Indoor Air Quality  
室內空氣質素



**Applicable  
to all Staff**

# EI-01 Environmental Office Practices

## EI-01 環保辦公室措施

### ■ Paper saving

#### 節省紙張

- use double-side, reuse, separate for recycling, use e-mail, less photocopying, electronic documents, reuse envelopes, etc.

雙面使用、循環再用、分類循環再造、使用電子媒體作內外溝通渠道、減省影印、使用電文子文件、循環再用信封等等。



# EI-02 Green Procurement

## EI-02 綠色採購

- Applies to service providers, include:

適用於服務提供者，包括：

- **Chemical waste collection contractors**

化學廢物收集承判商

- **General Waste collectors**

廢物收集商

- **Waste recycling contractors**

廢物回收承判商

- **Facility cleaning contractors**

設備清潔承判商

- **Plant / equipment maintenance contractors**

工場 / 設備維修承判商

- **Facility management contractors**

物業管理承判商

- **Laboratory testing contractors**

實驗室測試服務

- **Chemical suppliers**

化學品供應商



# Selection and Control of Contractors Regarding Environmental Performance

## 選擇及管理環保承建商

- influencing the **indirect** EAs related to the contractors / suppliers for company activities.

影響與聘請的承建商/供應商有關的**間接性**環境影響。

- Form

表格

- Environmental Guidance Notes for Supplier / Contractor  
服務提供者/供應商表現評估表格
- Service Provider Evaluation Form  
服務提供者評估表格
- Supplier Evaluation Form  
供應商評估表格
- Service Provider / Supplier Performance Assessment Form  
服務提供者/供應商表現評估表格



# EI-03 Environmental Practices for Vehicles

## EI-03 車輛的環保措施

- for controlling environmental impacts of vehicle activities

控制車輛活動所帶來的環境影響

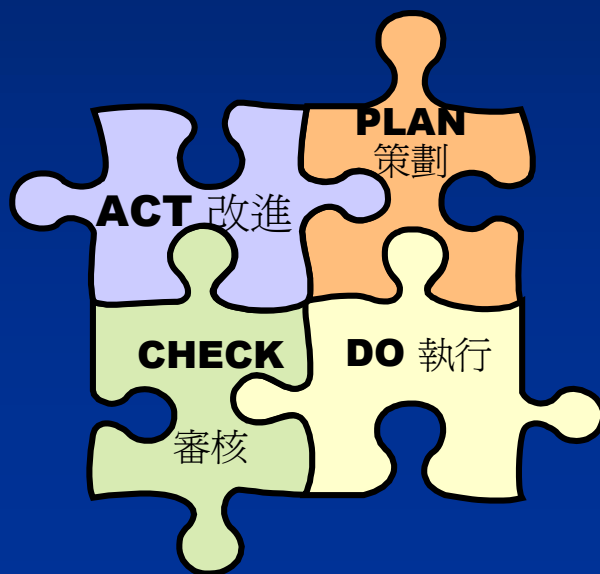
- Use and Maintenance of Company Vehicle(s)

公司車輛的使用及保養



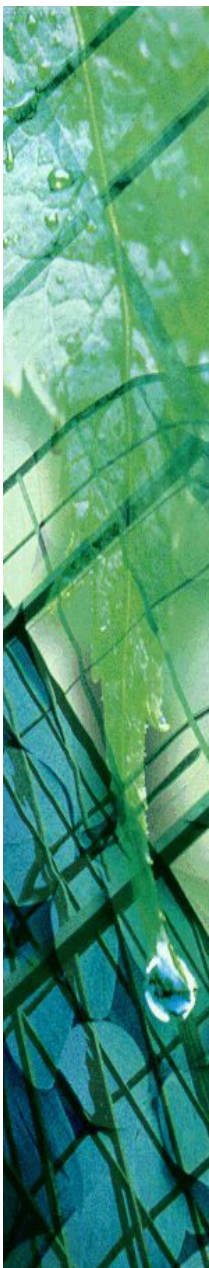
# Common Mistakes in Electronic and Electrical Sector

電機及電子業常見的錯誤



# To conclude...

## 總結



# Q & A

## 問答

