

Section 1 : General Information			
Department / Function concerned :	<i>Project WMP</i>	CAR No:	<i>CAR-01</i>
		Date:	<i>17 Jan 2006</i>
ISO 14001 clause Reference :	<i>4.5.1</i>	Reference Procedure :	<i>EI-02</i>
Initiator / Auditor :	<i>WK Tong</i>	Auditee (if applicable) :	<i>CY Tam</i>
Section 2 : Nonconformity Details			
<b>Details</b>			
<i>According to Project WMP for Green Park development (Contract No. CV/2006/01 – Phase 1), weekly inspection for waste management did not carry out and no records of evidence were found during the internal audit</i>			
Initiator / Auditor :	<i>Tong</i>	Responsible Project / Dept / Function Manager:	<i>MC Choi</i>
Section 3 : Root Cause			
<b>Details</b>			
<i>Company did not carry out weekly inspection for waste management.</i>			
Section 4 : Corrective Action			
<b>Details of proposed action:</b>			
<i>Conduct an inspection immediately and record the details of inspection result according to the WMP requirements.</i>			
Actions to be taken by:	<i>CY Tam</i>	Date of action to be completed:	<i>19 January 2006</i>
Section 5 : Preventive Action			
<b>Details of proposed action:</b>			
<i>Ensure all requirements in WMP to be implemented properly and brief the outstanding issues of the inspection to the relevant staff (i.e. PEP / PQP).</i>			
Actions to be taken by:	<i>Han Kw</i>	Date of action to be completed:	<i>On-going</i>
Responsible Project / Dept / Function Manager:	<i>Han Kw</i>	Date :	<i>19 January 2006</i>
Section 6 : Verification and Close Out			
<b>Verification details:</b>			
<i>Reviewed the weekly inspection result (dated 19-1-2006) and is recorded in WMP file #021</i>			
Verified by :	<i>WK Tong</i>	<i>Tong</i>	Date: <i>20 January 2006</i>