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Reviewed by :

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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>FAD keeps the Master Copy</i>	<i>Two Previous versions</i>
<i>Objectives, Targets, and Programmes</i>	<i>O&amp;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>Refer to EMR</i>	<i>Relevant person-in-charge of the programmes</i>	<i>3 years</i>
<i>Meeting minutes of EMS meeting</i>	<i>Refer to EMR</i>	<i>EMR</i>	<i>3 years</i>
<i>Annual Training Plan (EMS training)</i>	<i>Refer to HR Department</i>	<i>HRM</i>	<i>1 year</i>
<i>Staff Training Records</i>	<i>Refer to HR Department</i>	<i>HRM</i>	<i>Until the staff leave</i>
<i>Training Attendance Records</i>	<i>EF-EP03-01</i>	<i>HRM</i>	<i>1 year</i>
<i>Environmental communication log</i>	<i>Refer to EMR</i>	<i>EMR</i>	<i>3 years</i>
<i>Communication records / correspondences regarding EMS, environmental performance / requirements</i>	<i>Refer to EMR or relevant Departmental Manager(s)</i>	<i>Responsible persons</i>	<i>3 years</i>
<i>Distribution / Circulation Record of Documents</i>	<i>Refer to Administration Department</i>	<i>FAD</i>	<i>1 year</i>
<i>Obsolete master documents (EMS manual / procedures / instructions / forms)</i>	<i>Refer to Administration Department</i>	<i>FAD</i>	<i>3 years</i>
<i>Master List of Documents / Forms</i>	<i>Refer to Administration Department</i>	<i>FAD</i>	<i>Update version</i>
<i>Monthly Office Inspection Checklist</i>	<i>EF-EI07-01</i>	<i>FAD</i>	<i>3 years</i>
<i>Paper Consumption Records</i>	<i>Refer to Administration Department</i>	<i>FAD</i>	<i>3 years</i>
<i>Electricity Consumption Records</i>	<i>Refer to Administration Department</i>	<i>FAD</i>	<i>3 years</i>
<i>Waste Recycling Records</i>	<i>Refer to Administration</i>	<i>FAD</i>	<i>3 years</i>

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	<i>Department</i>		
<i>Waste Disposal Records</i>	<i>Refer to Administration Department</i>	<i>FAD</i>	<i>3 years</i>
<i>Vehicle Maintenance Records</i>	<i>Refer to Administration Department</i>	<i>FAD</i>	<i>3 years</i>
<i>Fuel Consumption Records</i>	<i>Refer to Administration Department</i>	<i>FAD</i>	<i>3 years</i>
<i>Vehicle Inspection Logbook</i>	<i>Refer to Administration Department</i>	<i>FAD</i>	<i>3 years</i>
<i>Green Purchasing (Supplier / Contractor Evaluation Form)</i>	<i>EF-EI02-02</i>	<i>FAD</i>	<i>3 years</i>
<i>Green Purchasing (Supplier / Contractor Performance Assessment Form)</i>	<i>EF-EI02-03</i>	<i>FAD</i>	<i>3 years</i>
<i>Emergency Drill Report</i>	<i>EF-EP05-01</i>	<i>FAD</i>	<i>3 years</i>
<i>Accident Report</i>	<i>EF-EP05-02</i>	<i>FAD</i>	<i>3 years</i>
<i>Completed CARs</i>	<i>EF-EP07-01</i>	<i>EMR</i>	<i>3 years</i>
<i>CAR Status Logs</i>	<i>EF-EP07-02</i>	<i>EMR</i>	<i>3 years</i>
<i>Annual EMS Audit Plan</i>	<i>Refer to EMR</i>	<i>EMR</i>	<i>3 years</i>
<i>Completed Audit Checklist</i>	<i>EF-EP08-01</i>	<i>EMR</i>	<i>3 years</i>
<i>Audit Report</i>	<i>Refer to EMR</i>	<i>EMR</i>	<i>3 years</i>
<i>Management Review Meeting Agenda and Minutes</i>	<i>Refer to EMR</i>	<i>EMR</i>	<i>3 years</i>
<i>Master List of environmental records</i>	<i>EF-EP08-01</i>	<i>FAD</i>	<i>update version</i>