

1.0 Purpose

This instruction outlines the control and monitoring requirements to be adopted for influencing the indirect environmental impacts related to the suppliers and service providers employed by WBC for office activities.

2.0 Scope

This instruction applies to service providers that provide services at WBC's office and suppliers who are significantly used by WBC. The types of service providers and suppliers under control by this instruction shall include:

Type 1: Waste collection / recycling contractors

Type 2: Office cleaning, carpet cleaning and pest control contractors

Type 3: Office renovation contractors

Type 4: Office equipment maintenance contractors

Type 5: Office building, air-conditioning systems and fire fighting system maintenance contractors

Type 6: Bulk contract / tender suppliers deliver goods to WBC.

3.0 Procedure

3.1 The Assistant Finance and Administration Manager (AFAM) shall maintain and update a List of Service Providers / Suppliers of type 1 to 6. The list shall include the names of the suppliers/service providers and/or types of goods/services provided.

3.2 The AFAM shall ensure that the Environmental Guidance Notes for Service Provider/Supplier (EG-EI06-01) and the Environmental Policy have been issued to those listed service providers/suppliers.

3.3 In the event of tender invitations, any specific requirements regarding environmental considerations shall be defined in the tender documents. The AFAM shall carry out an environmental evaluation of potential service providers/suppliers by means of Service Provider/Supplier Evaluation Form (EF-EI06-01). The invited service providers/suppliers shall complete and return the evaluation form together with the tender documents. The AFAM shall review the completed evaluation forms and determine whether the environmental performance of a service provider/supplier is "Acceptable" or not. When the environmental performance result is found "Unacceptable", the AFAM shall consider the decline of contract unless with justifiable reason.

3.4 Waste collection and office cleaning

- The AFAM shall communicate with the service provider regarding the environmental policy of WBC and the environmental consideration in waste collection and office cleaning.
- Waste should be separated and collected for disposal and recycling properly. WBC may ask for relevant records to demonstrate the compliance to environmental legislation requirements regarding waste disposal.

3.5 Management of Air Conditioning (A/C) Units/Systems

- The AFAM shall communicate with the service provider regarding the environmental considerations in maintenance the air-conditioning systems.

Examples of environmental practices shall be communicated with the service providers:

- Check A/C and ventilation equipment on a regular basis;
- Regularly clean dust filters of the A/C and ventilation systems;
- Temperature is considered to be 24°C

Management of CFC:

- Ensure maintenance contractors carrying out maintenance and repair in accordance with requirements stipulated in the Ozone Layer Protection (Controlled Refrigerants) Regulations
- Switch to A/C units/systems that use non-scheduled refrigerants during replacement.
- Switch to non-CFC fire extinguisher if applicable.

3.6 Pest Control

- The service provider shall provide details (e.g. types, formulations and possible hazards) of the pesticides products used for pest control and ensure that products are registered under the Agriculture Fisheries and Conservation Department.
- The Administration Clerk shall monitor the work carried out by contracts at WBC premises.

4.0 Monitoring and Checking

The AFAM shall regularly review the environmental performance of service providers using the Service Provider/Supplier Performance Form (EF-EI06-03):

Type 1, the performance assessment form shall be completed by the Administration Officer or his delegate once a month.

Type 2 & 3, the performance assessment form shall be completed after each job order.

Type 4 & 5, the AFAM shall bring any unsatisfactory environmental performance to the service provider's or supplier's notice.

Type 6, at the end of each bulk contract / tender contract, the F&A Manager shall review the overall performance of the suppliers and record the results using the assessment form.

5.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
List of Service Providers/Suppliers for Environmental Control (Refer to FAD for details)	Finance and Administration Department (FAD)	3 years
Service Provider/Supplier Evaluation Form (EF-EI06-01)	FAD	3 years
Supplier Evaluation Form (EF-EI06-02)	FAD	3 years
Service Provider/Supplier Performance Assessment Form (EF-EI06-03)	FAD	3 years
Records/correspondences demonstrating communication with service providers/suppliers on the environmental requirement/performance (Refer to FAD for details)	FAD	3 years
Pest control records (Refer to FAD for details)	FAD	3 years

6.0 Appendix

Appendix 1 : Environmental Guidance Notes for Suppliers/Contractor (EG-EI06-01)

Appendix 2 : Service Provider/Supplier Evaluation Form (EF-EI06-01)

Appendix 3 : Supplier Evaluation Form (EF-EI06-02)

Appendix 4 : Service Provider/Supplier Performance Assessment Form (EF-EI06-03)

As part of our effort to contribute to sustainability in Hong Kong and further our Environmental Performance, Wan Bao Construction Limited (WBC) has implemented an Environmental Management System (EMS) comply with the ISO 14001 standard requirements.

In keeping with the intent of the standard, we adhere to the attached Environmental Policy and request that all our Contractors and Suppliers observe the following environmental requirements: -

Comply with all legal and other requirements

Control the use of materials and resources (e.g. electricity, fuel, chemicals, paper, etc.) to be both energy and resource efficient.

Minimize the production of all kinds of waste, while carrying out any work outside or within our premises.

Ensure that wastewater is discharged to in accordance with legal requirements

Reuse and recycle materials/waste wherever possible

While working on any of our premises, contractors are required to ensure that all waste materials are properly handled, stored and disposed of in an efficient and sensitive manner to avoid any spillages and leakages

Regularly maintain all vehicles used for the purpose of conducting business with the company to ensure that noise and air emissions are controlled.

For supplying products to WBC, it is encouraged to use recyclable packaging and take back or reuse the transportation packaging wherever possible.

Acknowledgement

TO : Wan Bao Construction Limited (WBC)

From : _____ (Company name)

We are fully aware the Environmental Policy of WBC and willing to work with WBC in complying your policy requirements.

Authorized Signature with company chop

Name : _____

Position : _____

Date : _____

WBC operates an Environmental Management System (EMS) and requires environmental management details of potential suppliers for our records and to assist in the assessment of the capabilities of supplier / contractor to comply with our environmental management system requirements.

Please note that failure to complete this form may affect your opportunity to supply products / services to our company.

Part A : To be complete by Supplier / Contractor

Company Name:

Contact Person:

Tel:	Fax:	Email:
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Address:

Brief description on products / services provided:

1. Do you have an EMS in place?

- No Yes

2. Is your EMS certified to a recognized standard? Please give date of certification.

- No Yes Date of certification:

3. Do your organisation have an in-house environmental policy?

- No Yes (Please attach a copy)

4. Have your organisation breached any environmental legislation for the past one year?

- No Yes (Please provide details)

5. Does your organisation establish plans / programmes for pollution prevention, waste recycling / reuse, and/or resource conservation?

- No Yes (Please provide details) NA

6. Is your organisation provides packaging take-back service? (for supply of bulky goods)

- No Yes (Please provide details) NA

7. Are your product(s) made from sustainable / recycled source, recyclable, energy-efficient, resource-efficient, and/or certified to a recognized safety or environmental standard?

- No Yes (Please provide details) NA

8. Do your organisation provide environmental training to your staff?

- No Yes (Please provide details)

9. Do your organization identify your environmental impact of your services and how do you improve it?

- No Yes (Please provide details)

Company Chop and Signature:	Date:
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Part B: To be completed by WBC

WBC's comments and recommendations:

Name and position		Signature		Date

WBC operates an Environmental Management System (EMS) and requires environmental management details of potential suppliers for our records and to assist in the assessment of the capabilities of supplier to comply with our environmental management system requirements.

Please note that failure to complete this form may affect your opportunity to supply products to our company.

Part A : To be complete by Supplier

Company Name:

Contact Person:

Tel:

Fax:

Email:

Address:

Brief description products supplied:

1. Do you have an EMS in place?

No Yes

2. Is your EMS certified to a recognized standard? Please give date of certification.

No Yes Date of certification:

3. Do your organisation have an in-house environmental policy?

No Yes (Please attach a copy)

4. Have your organization breached any environmental legislation for the past one year?

No Yes (Please provide details)

5. Is your organization provides take-back service?

No Yes (Please provide details)

6. Are your product(s) made from sustainable/recycled source, recyclable, energy-efficient, resource-efficient, and/or certified to a recognized safety or environmental standard??

No Yes (Please provide details)

7. Do your organization identify your environmental impact of your services and how do you improve it?

No Yes (Please provide details)

Company Chop and Signature:

Date:

Part B: To be completed by Wan Bao Construction Limited

The WBC's comments and recommendations:

Name and position

Signature

Date

**Service Provider / Supplier
Performance Assessment
Form**

Job No / Order No. : _____

Contract Period : _____

Name of Supplier / Contractor : _____

Contact Person : _____

Services / Products Description : _____

Performance Area	Poor	Needs Improvement	Acceptable	Not Applicable	Remarks
1. Services / goods delivery on time					
2. Services / goods Quality					
3. Co-ordination with our staff					
4. Material usage and wastage (reuse, recycle materials, can take back packaging materials for reuse)					
5. Proper waste handling and disposal					
6. Environmental Performance (product performance / on site work performance)					
7. Rectify problem effectiveness					
8. Overall Assessment					

Assistant F & A Manager

Date