

1.0 Purpose

This procedure describes the overall requirements for monitoring and measurement as part of WBC's EMS requirements to ensure that there is adequate control on significant environmental aspects, compliance with legal and other requirements, and to achieve objectives and targets.

2.0 Scope

This procedure applies to all Significant Environmental Aspects, Environmental Instructions and Programmes established by WBC.

3.0 Reference Documents

Section 4.5.1, EMS Manual

EP-04 Control of Documents

EP-07 Enquiry / Complaint / Nonconformity Handling

EP-08 Control of Records

4.0 Definitions

- EMR – Environmental Management Representative
- EMS Committee – Environmental Management System Committee

5.0 Responsibility

5.1 Environmental Management Representative

The Environmental Management Representative (EMR) shall work with the EMS Committee to define monitoring requirements and evaluation of compliance, and has the overall responsibility for ensuring that the requirements of this procedure are implemented.

5.2 Project / Function / Departmental Manager

The **Project** / Function / Departmental Manager shall ensure that the operational control procedures / instructions relevant to their teams are followed by their staff, that all monitoring requirements are implemented properly, and that all nonconformities are reported to the EMR.

6.0 Procedure

6.1 The EMR, in consultation with the EMS Committee and the executive responsible for relevant **projects** / functions / departments if necessary, shall establish monitoring criteria in the following areas:

- The achievement of environmental objectives and targets and the progress of programmes.
- The effectiveness of operational control procedures for controlling the significant environmental aspects of project activities including the control and monitoring of contractors' environmental performance. (Refer to respective EI)

- The conformity of legal requirements and other requirements related to **WBC's** environmental aspects.
- 6.2 Monitoring criteria shall include the monitoring / measuring frequency, methods, responsibilities and records or reports that shall be kept. The monitoring criteria shall be documented or integrated into the respective operational control procedures (refer to EI). The responsible **Project / Function / Departmental Manager** shall ensure that the monitoring requirements are carried out and report any environmental nonconformities to the EMR.
- 6.3 The EMS Committee shall hold regular meetings (approximately **every 3 months**) and maintain records to :
- discuss and review the achievement of the objectives and targets and the progress of relevant programmes;
 - review the monitoring data (e.g. inspection checklists) to check whether the monitoring and operational control procedures are implemented properly;
 - review information to evaluate whether **WBC's** activities comply with applicable environmental legislation (section 4.5.2.1) and other requirements (section 4.5.2.2) to which we subscribes;
 - review any environmental nonconformities, and the corresponding corrective action and preventive action.
- 6.4 In case of nonconformities, the relevant **Project / Function / Departmental Manager** shall investigate the causes of nonconformities and establish appropriate corrective and preventive actions. The corrective and preventive actions shall be verified by the **Project / Function / Departmental Manager** and endorsed by the EMR (refer to EP-07).
- 6.5 The monitoring criteria shall be reviewed and revised according to changes in legislative requirements and the practical situations of **WBC's** a result of continual improvement of environmental performance.
- 6.6 Whenever necessary, calibration of measuring equipment shall be defined clearly in terms of calibration methodology, calibration frequency, acceptance criteria and responsible personnel.
- 6.7 **WBC** shall record the results (and maintain the records) of the periodic evaluation of compliance and shall be considered at the management review.

7.0 Records

| Record Description | Record Location/ Retention Responsibility | Minimum Retention Time |
|--|--|-----------------------------------|
| Monitoring Plan (EF-EP06-01) | EMR | 3 years |
| Meeting minutes of the EMS Committee meeting (Refer to regular meeting minutes which kept by EMR) | EMR | 3 years |
| Relevant records demonstrating the progress and achievement of objectives, targets and programmes. | Relevant person-in-charge of the respective programmes | 3 years |

Environmental Monitoring and Evaluation of Compliance

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| (Refer to relevant person-in-charge) | | |
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8.0 Appendix

Appendix 1 : Monitoring Plan (EF-EP06-01)

| No. | Item | Responsible person | Frequency | Mechanism |
|-----|--|--------------------------------------|--------------------------|--|
| 1. | Register of Environmental Aspects | EMR | Annually and as required | Refer to EP-01 and complete EF-EI01-01 |
| 2. | List of Legal & Other Requirements | EMR | Every 3 months | Refer to EP-02 and LR-01, and review any legal updates and revise accordingly. |
| 3. | O&T and Programmes Performance | EMS Committee | Every 3 months | Refer to EM-01 and discuss the progress of O&T |
| 4. | Legal Compliance | EMR, Function / Departmental Manager | Monthly | Review and confirm the conformity to legislation as subscribed in LR-01, and discuss during Management Review meeting. |
| 5. | Emergency Preparedness & Response | EMR | As per schedule | Refer to EP-05 and complete Emergency Drill Report / Accident Report |
| 6. | Office inspection | EMR | Every month | Refer to EI-07 |
| 7. | Air monitoring (e.g. dust emission / generator) | EMR | Annually and as required | Refer to EI-04 |
| 8. | Noise monitoring | EMR | Annually and as required | Refer to EI-04 |
| 9. | Resources Consumption (e.g. Water / Electricity) | EMP | As per schedule | Refer to O&T 2006 and EI-04 |
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| 11. |More | | | |
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