

1.0 Purpose

(To develop an instruction for using company's cars with environmental considerations.)

2.0 Scope

(To define the scope of this instruction applied.)

3.0 Procedure

(To describe the procedures on proper use and maintenance of company's vehicles in order to minimise their adverse environmental impacts.)

4.0 Monitoring and Checking

(To describe the monitoring and checking practices for the effectiveness of this instruction and the environmental performance of company's vehicles.)

5.0 Records

(To define the type of records required, and such record location, retention responsibility, and minimum retention time.)

Record Description	Record Location / Retention Responsibility	Minimum Retention Time

6.0 Appendix

(To list any appendices including guidelines, checklists and forms.)