

1.0 Purpose

(To develop an instruction for managing all types of air emission originating from the Company.)

2.0 Scope

(To define the scope of this instruction applied.)

3.0 Procedure

(To describe the procedures on proper environmental practices on the management and control of various types of air emission released from the Company and potential mitigation measures 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 level and quality of air emissions.)

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 |
|---------------------------|------------------------------------------------------|-----------------------------------|
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6.0 Appendix

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