

1.0 Purpose

(To develop an instruction for managing resource consumption of 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 reducing resource consumption within the Company.)

4.0 Monitoring and Checking

(To describe the monitoring and checking practices for the effectiveness of this instruction and the resource consumption status.)

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.)