

1.0 Purpose

(To develop an instruction for managing all types of chemicals and dangerous goods used in 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 handling and storage of chemicals and dangerous goods used in 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.)

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.)