1.0 Purpose

To assess the environmental impacts from the use of new chemical arising from new processes / facilities.

2.0 Exhibit

Exhibit 1 – New Process / Facility / Chemical Registration

3.0 Working Instruction

New process relates to production processes or operations and chemicals that have never been introduced in the company. Facilities refer to machines, production lines, cooling tower, air compressor, generator, diesel tank, etc….

The related department head shall be responsible to register the new process application with the Environmental Representative / Environmental Steering Committee for approval. The committee shall review and decide on the acceptability of the process or facilities in relation to the environmental aspects and impacts that arise.

The department head, HOD shall submit the new process / facilities / chemical registration form (exhibit 1) together with identified aspects and significant impacts to the Environmental Management Representative for approval before installation or purchase.

Upon receipt of the application form, the committee shall review the environmental aspects and impacts and where appropriate, propose appropriate control measures to comply with the legal and other requirements.

The outcome of the review shall be made known to the department head concerned. Unapproved application is strictly enforced and no installation / purchase will be allowed.