



Environmental Management



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1. Purpose

This procedure is to communicate how Environmental Management is manage.

2. Scope

The target is to respect and fulfil the environmental relevant laws and careful handling of resources and waste to protect the environment as well as continually enhance the environmental performance.

3. References / Formats

NA

4. Definition of Acronyms

NA

5. Description

- 1. Purpose 2
- 2. Scope..... 2
- 3. References / Formats 2
- 4. Definition of Acronyms..... 2
- 5. Description 2
 - 1. Rules and legal compliance..... 3
 - 2. Environment and Health & Safety Policies..... 3
 - 3. Environment and Health & Safety Representative 3
 - 4. Environment - Health & Safety aspect 3
 - 5. Target, metric and management program..... 5
 - 6. Competence and Training 6
 - 7. Management Organization 6
 - 8. Emergency preparedness & response 7
 - 9. Document Control..... 7
 - 10. Communication..... 8
 - 11. Internal audit..... 8
 - 12. Corrective & preventive action 8
- 6. Revisions 8

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1. Rules and legal compliance

All operation shall control and respect the local and laws and regulations. The related evidence shall be available.

It is the responsibility of each AQ subsidiary to ensure that all local legal environmental requirements are met and followed.

It is required to be confirmed periodically (typically annually) based on a documented procedure detailing all required phases for achieving legal compliance:

- Identifying local laws and regulations and other requirements from other interested parties
- Establish and maintain a list of applicable laws, regulations, and other requirements
- Periodic review for new and/or changed laws, regulations and other requirements, and introduction thereof as applicable (e.g. updating procedures, communication, trainings...)
- Confirming legal compliance (documented procedure)
- Incorporate status of legal compliance into annual Management Review Report

ISO14001 standard
OHSAS18001 standard

Rules for Contractors and Suppliers

In general, AQ rules and regulations concerning environment must be always assured when work is performed by contractors in or around premises of AQ subsidiaries. All work must be carried out by competent personnel.

Supplier shall be assessed

2. Environment and Health & Safety Policies

HP-002 Safety Policy.

3. Environment and Health & Safety Representative

ISO9001&ISO14001Management representative appointment OHSAS18000Management representative appointment.

4. Environment - Health & Safety aspect

Environmental impact assessment shall be periodically. Following steps are required:

1. Looking for environmentally related impacts caused by the organization:
 - a. Input: Energy consumption, dangerous goods, water consumption, etc.
 - b. Output: Pollution and emission, waste including special waste, wastewater, etc.
2. Evaluation of the impact, relevance, and the risk
3. Documentation of findings
4. Implementation of safety measures to mitigate or eliminate the risk

Lay Out Section	Activities / Circumstances	Laws	compliant
Production	Potting		
Welding Area	Welding		
Incoming Inspection			
Maintenance			

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When new activity or operation involves new environment aspect, the relative environment aspect shall be identified and evaluated according to FQ-067 Management Review Procedure. Quality department shall organize relative departments or relative people to evaluate the defined critical environment aspect so as to find all relative activities to the control and management of this critical environment aspect. Based on the result of the evaluation, reasonable requirements for control and management are decided and deployed to relative departments, or the result is passed to relative function to make reasonable management measure and specification.

Environment element, critical element list>

When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the Administration department shall organize relative departments or relative people to evaluate the defined critical risk aspect so as to find all relative activities to the control and management of this critical risk aspect. Based on the result of the evaluation, reasonable requirements for control and management are decided and deployed to relative departments, or the result is passed to relative function to make reasonable management measure and specification.

When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the We have identified the related law, regulation and other request. And the list will be reviewed every year.

When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the < Applied law, regulation & other request list-OHSAS18001>

Machines and Equipment related to Environmental Protection

Any Installation, machine or equipment related to environmental exposure shall be evaluated for suitability and maintained as appropriate. Suitable maintenance plans shall be established and kept up to date. Maintenance and follow up actions resulting from maintenance shall be documented. Records thereof shall be retained.

Topics to be considered such as:

- Environmental and safety related requirements for machines, equipment etc. (e.g. Certificate of Conformity, operating and safety instructions, maintenance manual, training, etc.)
- Safety Instructions
- Special training for operating and maintenance of machines and equipment and handling of hazardous material

Chemical Safety Management

Exposure to chemicals and other agents is to be identified, evaluated, and controlled to prevent incidents with negative environmental effects. When hazards cannot be adequately controlled, environment is to be protected by appropriate protective equipment.

Virtually all the chemical materials that are used in production are associated with one or more health or physical hazards. Where it is not feasible to eliminate all risk from activities involving chemicals, the risk is to be mitigated to an acceptable minimum. Where potential hazards are present, awareness is critical for the proper storage and use of the relevant chemical materials.

Potential hazards of chemical materials:

- Flammable or explosive
- Environment harmful material and substances
- Possible reactivity with other chemicals

Suitable Safety Data Sheets must be available on site for immediate access in case of an emergency.

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Further action to prevent accidents and environmental incidents:

- Suitable storage of chemicals
- Appropriate air ventilation where applicable
- No smoking when handling flammable liquids
- Clear marking of chemicals (including hazardous warning pictograms)
- Ground connection of barrels containing flammable/explosive chemicals

5. Target, metric and management program

When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the Policy

When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the EMR, H&SMR lead the target planning and report to header to get the approval. And MR should organize related person from department to create a team to establish the detail program for each target.

When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the FQ-067 – Management Review Process.

When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the Action of Accident Management

When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the Solvent reduction

When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the Electricity reduction

The objective is an continues improvement of the environmental performance of the whole group based on:

- Periodically review of the policy
- Legal and other requirements
- Relevance assessment
- Performance measurements
- Risk assessments
- Employees and external party’s input
- Audit results

Accordingly, the evaluations improvement program shall be established and maintained to achieve the objectives. Progress on implementation shall regularly being reviewed by the Management.

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6. Competence and Training

Environmental training needs are periodically identified to assure that all personnel are appropriately trained.

- Training for environmentally responsible personnel:
 - Considering local laws and regulations, environmentally responsible personnel is appropriately trained to acquire the knowledge and competencies needed to perform their tasks. Repeat training must be conducted as appropriate or as required.
 - Environmental training for employees:
 - Introduction to new employees including roles & responsibility and consequences of non-compliance to regulations
 - Periodic and on demand awareness training to make aware of potential environmental hazards and risks and how to protect from incident
 - Communication and/or training concerning new or changed environmental management Organization, procedures, local laws, and regulations, etc.

7. Management Organization

When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the

Operation control

When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the

After all kinds of control and management measure for environment operation control are made, every department shall strictly implement all the requirements and specification related to environment control.

When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the When new activity or operation involves new risk aspect, the relative risk aspect shall be identified and evaluated according to the FQ-067 Management Review Process.

Equipment evaluation, safety operation

FQ-067 Waste Management

HP-002 Safety Policy; PH-012 Accident Prevention Plan

FQ-067 Related party evaluation – DEQ (Department of Environmental Quality)

PH-013 Fire drill and facility management

Other related management, like document control, communication, change management department shall implement and maintain controls for below operations and activities;

Controls related to purchased goods, equipment and services

Controls related to contractors and other visitors to the workplace

A local environmental organization is to be established, maintained, and communicated as appropriate. Next to requirements based on local laws and regulations, the organization typically comprises of:

- Responsible authority for Environment (typically Management)
- Environmental Officer
- Responsible persons for special tasks must be defined and trained for handling dangerous goods, radiation protection, waste management, energy management, etc.
- Company Fire Protection and/or Emergency Response Team

Tasks and responsibilities of the organization are documented and kept up to date.

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8. Emergency preparedness & response

Procedure of emergency preparedness and response is periodically tested where applicable. safety committee and EHS team review and revise as required, and in particularly always after the occurrence of accidents and emergency situations.
PH-013 Emergency Action Plan

We'll arrange staff training , make staff understand and operate according to the various management provisions and working instructions. All the operators related to the critical environment & hazard aspects control shall be necessarily trained, details refer to Procedure of Training Management.

An Emergency Preparedness and Response Procedure (consisting of planning, preparation, detection, and incident response) is to be established, implemented, and maintained to:

- identify the potential for emergency situations
- respond to such emergency situations

Topics for the procedures are, but are not limited to:

- Leakage of hazardous substances
- Fire alarm concept
- Fire and Emergency Preparedness Plan

9. Document Control

Each department shall make and improve the working instructions under various management system according to the requirements from environment & OHSAS control and actual work status, especially the working instructions related to critical environment & hazard aspects .
All EHS documentation are controlled system documents, the details refer to Documents.

Records are established, stored and archived by suitable means. Records are kept to demonstrate that the Environmental Management System operates effectively, and that processes are carried out under safe conditions.

Retention time of records is defined in document PQ-001 "Document controlled procedure". For privacy protection reasons, access to personal data of employees (e.g. health examination reports) is to be controlled.

Typical Records concerning environment are:

- Organizational changes
- List of laws and other regulations
- Environmental impact and relevance evaluation
- Environmental Objectives and Programs
- Measurement results from environmentally related installations, machinery, tools etc.
- Incident reports and follow up reports
- Reports and action plans of environmental routine inspections, audits, risk assessments, etc.
- Training records
- Maintenance reports of machinery, safety and protective equipment

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10. Communication

Monitor & measurement-

Enhance monitor on various kinds of operation relative to environment and hazard aspects. Quality dept. and Administration dept. shall organize relative departments to periodically monitor the implementation status of every requirement and specification on operation control.

Escalation Procedure

Employees are obligated to report to their superior any non-conformity or unusual situation, including "near misses" concerning environmental impacts and issues that bear a risk for environment, employees and/or third parties.

11. Internal audit

The audits were carried out according to the Audits defined in Corporate Management System (HQ). topics of the audits are:

System Audit: Check management system follow ISO14001 and OHSAS 18001 Requirements

Process Audit: Check safety equipment, safety act, banned substance contamination, etc.

Product Audit: Check banned substance contaminated in product

Packaging Audit: Check banned substance contaminated in product and packaging

12. Corrective & preventive action

PH-012 Accident Prevention Plan

Every accident even nobody injured (near misses) shall be investigated according PH-012. Every employee can give their suggestion by suggestion box, email to prevent accident, dangerous situation, environmental pollution etc..

6. Revisions

Revision date	Change description + Initials
03.11.2010	Initial release
08.25.2022	Change to new formatting and revision on the document. Before was 02-00243 & 02-23615 KH.

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