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## **Compilation of the environmental safety management system**

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# **1. Waste management system**

1 Objective: To ensure that the waste can be controlled and properly treated, to reduce the pollution and personal harm caused by the waste to the company and the surrounding environment

2 Scope of application

Suitable for waste generation departments and processes

3 Responsibilities

3.1. The administration department is responsible for the personnel training to have a clear understanding of the identification, harm and treatment methods of the post wastes covered by the provisions, and enhance the awareness of environmental protection and self-protection. And be responsible for supervising the collection, classification, identification, and disposal of the company's waste

3.2 Each department shall be responsible for the collection, classification, identification and treatment of waste within its own areas

4 process program

4.1 Identification of waste materials

4.1.1 Hazardous waste: refers to the solid, semi-solid and liquid waste with certain toxicity, corrosion, inflammable, explosive, chemical reactivity, or pollution to the environment according to the unified methods stipulated by the state. Such as cleaning agents / pesticides, etc.

4.1.2 General waste: refers to the solid, semi-solid and non-hazardous household waste and oily waste produced in the process of the project, daily life, business

activities and other activities.

4.1.3 Recyclable waste: refers to the waste produced in industrial project activities, such as waste barrels, waste oil, waste bags, waste paper, defective products, inspection samples, etc.

## 4.2 Waste disposal

### 4. 2. 1

All departments shall collect, classify and mark the recyclable waste. When there is a certain amount, it shall be recycled or sent to the requirements of the company, so as to avoid environmental pollution and make a good job of waste treatment records.

### 4.2.2 Hazardous waste

If there is any hazardous waste, it must be stored in the designated position and clearly marked. The department should fill in the "hazardous waste application form" and report to the administration Department for approval, and take disposal measures according to the hazardous waste treatment method.

### 4.2.3 General waste

a. After the household garbage is collected in the designated place, the company will handle it uniformly;

4.3 Waste oil leakage of vehicles and mechanical equipment shall be found in time and dealt with promptly.

4.4 In case of emergency in waste storage, follow the Emergency Preparation and Response Control Procedure

4.5 The Administration Department shall be responsible for formulating the Company's Waste Classification, Treatment and Disposal List together with the waste generation department, and all departments shall strictly follow the implementation.

## **2, water and electricity management system**

1 Purpose: To ensure that the company's water and electricity consumption are effectively controlled and reduce the waste of resources.

2 Scope: all departments and personnel of the company

3 Responsibilities: Water and electricity control within the jurisdiction of each department. The administration department supervises the implementation.

4 Requirements

4.1 Project power consumption

4.1.1 During the project, the project site leader requires the staff to concentrate on the project. It is strictly prohibited to be careless during the work, and should concentrate to improve work efficiency and reduce electricity consumption.

4.1.2 Unless special requirements, items should be concentrated.

4.1.3 The staff shall cut off all power supply and avoid long lights on the project site.

4.1.4 During the project, heating or cooling facilities are prohibited unless the product has special requirements or the staff is unable to work.

4.2 Electricity used for lighting

4.2.1 Besides 100W electric lamps used in the lighting project, 60W energy-saving lamps shall be used for all other living purposes.

4.2.2 Except for the project site, administration department and office, sound-controlled lights shall be used in all lighting places of the company. The power transmission time in summer is 8:30 PM to 5 am the next day, and 6:30 PM to 7 am the next day.

4.2.3 Heating or cooling facilities are strictly prohibited in all places of the company unless they cannot work and live normally.

4.2.4 The administrative department and the residential room should cut off the power supply when there is no one.

#### 4.3 Project water use

4.3.1 The water in the process of the project shall be recycled unless it cannot be used to determine whether it should be used, and shall be abandoned if it can not be used.

4.3.2 The water for cleaning the equipment should be treated with clean water after recycling. It is strictly prohibited to wash with water pipes without restraint.

4.3.3 All water pipes should be installed with faucets. If the faucet is damaged, the administrative department should replace them in time. Long running water is strictly prohibited.

#### 4.4 Domestic water use

All personnel should save water, can be reused should be reused, after using the water should immediately close the faucet, the appearance of long water is

strictly prohibited.

4.5 The administration department shall conduct regular training on the knowledge of water conservation and electricity consumption, so that the employees can realize that saving water and electricity is a responsibility to the society,

4.6 The administration department shall conduct irregular inspection, and can be fined 50-100 yuan.

5 For the places that can be controlled, the administrative department shall install electricity meters and water meters to ensure the measurement and assessment of water and electricity, and ensure the conservation of water and electricity.

### **3. Environmental policy and environmental goals**

1. Environmental policy is to convey the commitment of the top manager to continuous improvement and pollution prevention, the commitment to laws and regulations, and the statement of the company's environmental intentions and principles, providing guidance and framework for the establishment and implementation of the environmental management system. In order to achieve the above purposes, the company's environmental policy is hereby established as follows:

The company to improve the market competitiveness of enterprises, minimize environmental pollution, rational use of energy, resources as the idea.

To this end, we promise to:

1.1 Strictly abide by relevant environmental laws and regulations and relevant regulations to prevent pollution and protect the environment;

1.2 Strengthen the control of environmental factors in the whole process of the project, and pay close attention to the treatment and comprehensive utilization of wastewater;

1.3 Extensive energy saving and consumption reduction, rational use of water, electricity and main raw materials;

1.4 Strengthen the environmental awareness of employees, and create a brand-new modern corporate image;

2. In order to realize the company's environmental policy, the company's environmental goals are hereby set up as follows:

2.1 Establish and implement the company's environmental management system according to the requirements of GB / T24001 standards and continuously improve it, and make our contribution to environmental protection;

2.2 Reduce water pollution and save water;

## **4. Office supplies and vehicle management system**

1 Objective: To ensure the standard use of office supplies and vehicles to reduce waste and environmental pollution

2 Scope: management of office supplies and vehicles

3 Responsibilities: The general manager formulates this system and requires all departments of the company to strictly implement it

4 Requirements

4.1 Office supplies shall be subject to strict approval procedures, and all departments shall be approved by the general manager.

4.2 If all departments can continue to use the office supplies, they should continue to use them. Waste is strictly prohibited. Unless the normal work has been affected, the new office supplies cannot be used.

4.3 All departments use reports, typists should try to print with waste paper, if the required paper printing.

4.4 Office air conditioners should adopt advanced facilities, and air conditioners using Fom refrigeration should be eliminated as far as possible.

4.5 The company's automobile can only be put into use after the emission is tested by relevant departments, and the frequency of use should be reduced as far as possible. If all departments of the company will affect the normal projects and work, they can be used after being approved by the general manager.

4.6 All office supplies of the company should be fully utilized, and it is strictly



prohibited to purchase a large number of idle office supplies for ostentation.

## **5. Equipment management system**

### 1. Purpose

Ensure that the equipment and equipment operation meet the requirements of processing quality, and ensure the realization of product quality.

### 2. Range

Management of all the equipment and the operation of the main equipment.

### 3. Responsibilities

The project site is responsible for the control of the management and operation procedures of the project equipment.

### 4. Preparation management procedures

#### 4.1 Increase and modification of equipment

4.1.1 The written report of the project site is approved by the general manager.

4.1.2 According to the equipment plan, conduct technical, economic feasibility and environmental protection analysis of the purchased equipment to ensure the equipment quality and meet the requirements of product project capability and quality.

4.1.3 The project site shall participate in the equipment selection, inspection and acceptance. In the procurement contract, the reliability, maintenance and economic requirements of the equipment should be put forward.

4.1.4 After the arrival of the new equipment, organize the relevant units to

conduct acceptance inspection, including the inspection of the documents and materials provided with the equipment. After the appearance, parts, spare parts, spare parts shall be installed and adjusted, and can be put into use only after passing the inspection by relevant personnel.

#### 4.2 Project equipment management

4.2.1 Ensure that the project personnel shall be familiar with the equipment operation. Job training should be conducted for key process operators, including equipment performance, maintenance knowledge, operation methods and skills, etc. After the training should be assessed, qualified personnel can work.

4.2.2 Project personnel shall operate according to the operating rules, and shall not operate the equipment in violation of regulations. If any problem is found during the operation, measures shall be taken immediately according to the procedures and reported to the project Section.

4.2.3 According to the importance of equipment, divided into main equipment and general equipment. Annual equipment shall be confirmed for for equipment capacity.

#### 4.3 Maintenance of the equipment

4.3.1 The daily maintenance of the equipment shall be carried out according to the needs, mainly by the operator and supplemented by the maintenance personnel, and recorded according to the contents of the Equipment Maintenance and Maintenance Record.

### .3.24. Equipment capability confirmation

Daily maintenance of the equipment shall be carried out once a year according to the needs. When seriously faulty equipment, temporary maintenance shall be carried out and confirmed.

### 4.3.3 Equipment maintenance

The project shall analyze the inspection results of each product. If the nonconforming products occur due to equipment problems, they shall be recorded in the Nonconforming Product Report and passed on the Facilities Maintenance List

## 5. Operating procedures for the main equipment

Maintenance of the equipment

# **6. Waste water control regulations**

Objective: To reduce the company's water pollution and control the discharge of pollutants.

Scope of application: water pollution prevention and control management of the company

duty:

3.1 The Administration Department shall be responsible for the supervision, monitoring and management of water pollution

job content

4.1 Sewage source

4.1.1 Source of domestic sewage: domestic water of the company employees.

4.2 Control of sewage

4.2.1 Use phosphorus-free washing powder, do not wash the oil cloth and oil mop in the pool, and should first use the circulating water during the project, and then rinse with clean water.

4.2.2 Clean the sewage pipe frequently to prevent pipe blockage.

4.2.3 It is strictly prohibited to pour the residual oil, leftovers and vegetable residue produced during cooking into the sewage pipe, and it is strictly prohibited to use phosphorus-containing detergent to wash the tableware.

4.2.4 A filter screen shall be set up at the sewage discharge outlet, and the filtered household garbage shall be implemented according to the Waste Disposal Regulations.

5 Supporting files

5.1 Waste Disposal Regulations

5.2 GB8978-1996 Comprehensive Sewage Discharge Standard.

## **7. Service management norms**

1. Purpose

In order to better serve customers, improve the service awareness and work enthusiasm of customers, the service operation of the business personnel is standardized management, this standard is formulated.

2. Scope of application

This system applies to all the staff of the sales department.

### 3. Responsibilities

3.1 Salesman: responsible for abiding by and strictly implementing this system.

3.2 Supervisors: To supervise the business personnel strictly according to the service standards.

### 4. Standardize content

4.1 Establish a good spirit and style, to maintain the company image.

4.2 Enterprise service concept: "honesty and trustworthiness, customer first".

4.3 Personal service concept: "affinity and integrity, service first".

4.4 Have the core capabilities of the position, and enhance the service value through other basic responsibilities.

4.5 Pay attention to the service awareness and brand awareness, and strive to make the service awareness beyond the product awareness. We are not only selling products, but also selling services and selling values.

4.6 Treat customer complaints as scarce resources and the cornerstone of enterprise services, enterprises should be taken seriously when handling complaints.

4.7 Reasonable use of communication tools, and prohibit all articles and personal behaviors that affect the work.

4.8 Answer all questions, the customer inquiry shall reply within one hour at the latest, and the customer complaint shall be handled and answered within two days

4.9 Product delivery date: If the delivery date of the product is approximate according to the purchase order and the product cannot be delivered as agreed, the follower must notify the customer at least one day in advance

4.10 All kinds of information to be notified to customers (discontinued products, new products or product changes, etc.) shall be timely and accurately informed and informed to the customer. Customer notice must be notified by fax or telephone and recorded