

**SCHEME OF SUPERVISION AND CONTROL
RELATING TO
THE USE OF THE HONG KONG GREEN MARK**

PART 2. GREEN MANAGEMENT SYSTEM REQUIREMENTS APPLICABLE TO THE ENVIRONMENTAL MANAGEMENT SYSTEM ON XXXXXXXXX SERVICES PROVIDED BY XXXXXXXXX

2.1. GENERAL

The aim of this part is to ensure a green management system is in place for the continuous provision of services satisfying Part 3 of the Scheme of Supervision and Control. These requirements are in addition to the requirements set out in Part 1 of the Scheme of Supervision and Control.

2.2. APPLICABILITY OF PART 1 & 3 REQUIREMENTS

All the requirements of Part 1 & 3 shall apply.

2.3 GREEN MANAGEMENT SYSTEM

2.3.1 Required document: green policy

Top management or the senior management of the organization within the scope of operation shall be responsible for establishing and implementing policy.

It shall have revision identification to show the document is controlled.

- a) The green policy shall be based on the organization's business structure and its activities, products, and services as defined in the scope. The statement shall be linked to commitment on environmental protection, such as prevention of pollution.

DOCUMENT IDENTIFIER: HKQC/GCERTXXXX/A0
ISSUE DATE: XXXXXXXX

- b) The green policy is a required document. Top management shall be reviewed from time to time to see the suitability on existing operation and compliance to legal requirements

2.3.2 Required document: Green Objectives

- The organization shall define, document and implement objectives and performance indicators consistent with the green policy.
- At least, the objective is to reduce the product's environmental impact while maintaining or improving its functionality.
- Performance indicators must be specific, measurable, achievable, realistic and having timing.

2.3.3 Required document: Emergency plan

- The evaluation of environmental aspects and impacts is linked to identifying the potential for accidents and emergencies, such as fire drill, gas leakage drill, etc.
- The emergency plans are regulatory driven. These plans should clearly outline the situations where accidents and emergencies could occur. The plans should include information about mitigation of the adverse environmental impacts from any accident or emergency.
- Periodic testing should be conducted at least annually whenever practicable. After an actual accident or emergency, a review of the incident and the response activity is appropriate to consider the need for corrective or preventive action and to revise procedures.

2.3.4 Required documents: Review meeting minutes

- a) Top management shall review the organization's GMS, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews should include assessing opportunities for improvement and the need for changes to the GMS, including the green policy and objectives. Records of the review meeting shall be retained.
- b) Input to review meeting can be included, not a requirement:
 - i) results of internal monitoring and evaluations of compliance with legal requirements and with other requirements to which the organization subscribes,

- ii) communication(s) from external interested parties, including complaints,
 - iii) the green performance of the organization,
 - iv) the extent to which objectives and performance indicators have been met,
 - v) status of corrective and preventive actions,
 - vi) follow-up actions from previous reviews meeting,
 - vii) changing circumstances, including developments in legal and other requirements related to its environmental aspects, and
 - viii) recommendations for improvement.
- c) The outputs from review meeting could include any decisions and actions related to possible changes to green mission and vision statement, green objectives, and other elements of the green management system, consistent with the commitment to continual improvement.

2.3.5 Communication

- a) The organization should identify the various methods and processes of internal communications for environmental information and demonstrate that these are adequate for the organization.
- b) The organization shall identify the process of communication with, for example, regulatory bodies, interested parties, and for environmental complaints. Records or logs of these communications shall be maintained.

The organization shall have a recorded decision on the question of processes for external communication of its significant aspects. The organization may decide for or against any such communication, or it may decide to take inquiries under consideration. In any case, the decision shall be documented.

2.4 **ORGANIZATION**

Required documents: Organizational chart and description of job responsibilities and authority

2.4.1 The organizational chart shall be established to show the inter-relationship of various departments / sections that are relevant to the green management system

2.4.2 The organization shall designate a team leader for GMS, who is irrespective of other responsibilities, shall

- ensure that a GMS is established, implemented and maintained in accordance with the requirements of this Green Mark Certification Scheme.
- report to top management on the performance of GMS for review, including recommendations for improvement.

DOCUMENT IDENTIFIER: HKQC/GCERTXXXX/A0
ISSUE DATE: XXXXXXXX

2.4.3 The organization shall define and document job duties especially for implementation of GMS in job descriptions and specifications or equivalent documents.

2.5 DOCUMENTATION AND RECORDS

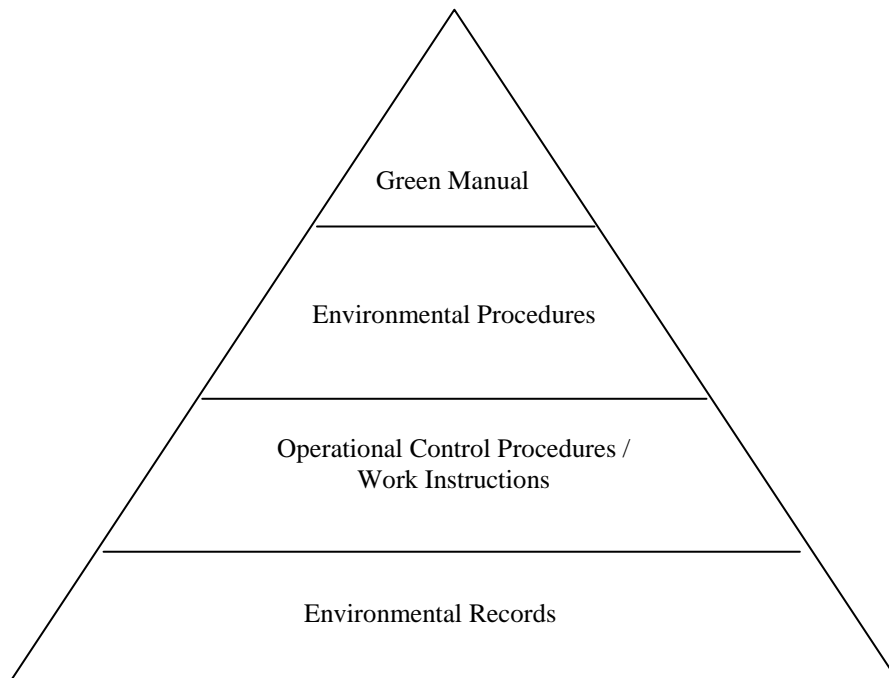
Required documents: green policy, green objectives, green manual, controlled document procedure

2.5.1 The organization shall have documented green policy and objectives and they shall be reviewed regularly by top management.

2.5.2 The organization shall prepare a green manual to describe the scope of the green management system and the main elements of the GMS and their interaction, and reference to related documents

2.5.3 a) A procedure shall be established and maintained for controlling all documents

b) Green Management System Documentation:



c) Any document that becomes part of the GMS in order to describe or demonstrate conformance to a requirement, shall be controlled. This control also extends to documents of external origin such as manuals, permits and legal requirements. The documents shall be reviewed and approved by pre-determined authority with the clear revision update.

DOCUMENT IDENTIFIER: HKQC/GCERTXXXX/A0
ISSUE DATE: XXXXXXXX

- d) The obsolete or out-dated documents shall be removed, destroyed or otherwise identified clearly.
- e) Any changes shall be identified, reviewed and re-approved by the pre-determined authority.

2.5.2 Records

- a) The organization shall establish and maintain records as necessary to demonstrate conformity to the requirements of its GMS and the results achieved.
- b) The organization shall establish, implement and maintain a procedure(s) for the identification, storage, protection, retrieval, retention and disposal of records.
- c) Records shall be and remain legible, identifiable and traceable. Records of component and product construction shall be maintained.

2.6 **RESOURCES MANAGEMENT**

2.6.1 Required documents: staff competency requirements

Staff competency and training

- a) The organization shall ensure that any person(s) performing tasks for it or on its behalf that have the potential to cause a significant environmental impact(s) identified by the organization is (are) competent
- b) On the basis of appropriate education, training or experience, and shall retain associated records.
- c) The organization shall identify training needs associated with its environmental aspects and its GMS. It shall provide training or take other action to meet these needs, and shall retain associated records.
- d) The appropriate training records that staff received shall be maintained properly.
- e) The organization shall evaluate the effectiveness of the training staff received to ensure their understanding. Further actions or re-training should be organized if the purpose is not met.

DOCUMENT IDENTIFIER: HKQC/GCERTXXXX/A0
ISSUE DATE: XXXXXXXX

2.6..2 Required document: maintenance schedule and maintenance records

The organization shall ensure that basic infrastructure is provided to ensure that the GMS is established, implemented and maintained.

The basic infrastructure includes, as applicable

- a) buildings, workspace, underground tanks, drainage and associated utilities
- b) process equipment (both hardware and software)
- c) supporting services (such as transport or communication)

Preventive and/or breakdown maintenance shall be applied to the basic infrastructure and maintenance record, such as logbook or checklist, should be prepared and maintained.

2.7 **PROCESS REALIZATION**

2.7.1 Legal Requirements

Required documents: current list of legal and other requirements associated with the environmental aspects

- The organization shall directly associate the legal requirements with the environmental aspects of its activities, products and services. Applicable requirements may include related health, safety, security, etc if related to environmental aspects.

Examples of Legal Requirements

Parameter	Legal Requirements
Water pollution control	<ul style="list-style-type: none">● Water Pollution Control Ordinance● Sewage Services Ordinance
Air pollution control	<ul style="list-style-type: none">● Air Pollution Control Ordinance● Ozone Layer Protection Ordinance● Road Traffic Ordinance
Waste Disposal	Waste Disposal Ordinance
Noise Control	Noise Control Ordinance
Dangerous Goods	Dangerous Goods Ordinance
Radioactive Materials	Radiation Ordinance
Public Health & Municipal Service	Public Health & Municipal Service Ordinance

DOCUMENT IDENTIFIER: HKQC/GCERTXXXX/A0

ISSUE DATE: XXXXXXXX

2.7.2 Environmental Impact Program

Required documents: Current list of environmental aspects, and environmental impact monitoring program

- The organization shall have a clearly identifiable process to identify environmental aspects. Many organizations have an initial procedure they follow, and then a modified form of that procedure to maintain and update the environmental aspects. The result of this procedure is a thorough, reasonable, and justifiable analysis of the organization's activities, products and services that may interact with the environment.
- The organization shall demonstrate that they understand how their environmental aspects can impact the environment. They shall have a monitoring program on the following environmental impacts.

Example : Environmental Aspect Identification

Activities		Environmental aspects
Cleaning	Pest Control	Use of chemical
	General Cleaning	Waste collection
		Waste separation
		Use of chemical
Carpark	Indoor Air Quality	Air pollution
	Spillage	Spillage of Chemical
	Car washing	Waste water
Management services		Recycling
		Recreation
		Awareness / promotion
Landscaping	Pesticide	Use of chemical
	Fertilizer	Use of chemical
Flowers / plants		Waste

Example : Environmental Impact Monitoring Program

Environmental Impact	Activities	Environmental Aspect	Monitoring program					
			Control parameter	Standard	Who	How	Frequency	Records
Land	Cleaning	Use of chemical						
	Pest control	Use of chemical						
	Oil tank	Use of diesel						
Air	Power generator	Black smoke						
	Car park	Indoor air quality						
Noise	Plant equipment	Release of sound						
	Chiller plant	Release of sound						
	Renovation	Release of sound						
Water	Cleaning	Waste water						
	Car washing	Waste water						
	Grease trap	Oil and grease						
Energy consumption	Power consumption	Use of power						
	Air conditioning system	Use of power						
Recycling	Printing	Use of ink						
		Use of paper						
	Recycling box							
Waste	Garbage							
	Chemical waste							
	Clinical waste							
	Construction waste							

2.7.3 Validation

- a) The organization shall review the validity and appropriateness of the environmental aspects, and environmental impacts as they are developed, deleted or changed.
- b) The organization shall review the existing equipment and qualified personnel are appropriated.
- c) The validation methods and results shall be recorded.

DOCUMENT IDENTIFIER: HKQC/GCERTXXXX/A0
 ISSUE DATE: XXXXXXXX

2.7.4 Green Purchasing

- The organization shall verify purchased materials to comply with purchased requirements by various appropriate means, such as incoming material inspection, verification of MSDS (Material Safety Data Sheet) and/or certificate of compliance.
- Verification records shall be maintained

2.7.5 Calibration

Required documents: Calibration reports

- The organization shall identify and justify equipment which is used for monitoring and measurement for calibration at defined interval. Calibration shall be conducted against certified equipment, which is designated as calibration master.
- The organization shall ensure that calibration master shall be calibrated by external body which can demonstrate calibration traceability to nationally or internationally recognized standard. Where no such standard exists, the basis for calibration shall be documented.
- The organization shall define and document calibration method tolerance and maintain calibration records, whether for those produced in-house or supplied by external body. The organization shall also identify the calibrated equipment with a suitable indicator or approved identification record to show their calibration status.

2.8 **MONITORING AND VERIFICATION**

2.8.1 Monitoring and Verification

- a) The organization shall determine the mechanism to verify the appropriateness of environmental impact program overtime, such as change of legal requirements.
- b) The organization shall implement a monitoring program to verify the effectiveness of the control on the environmental aspects.
- c) The organization shall plan, establish and implement monitoring program to review the effectiveness of the overall implementation of the GMS.

DOCUMENT IDENTIFIER: HKQC/GCERTXXXX/A0
ISSUE DATE: XXXXXXXX

2.8.2 Monitoring Green Objectives

The green objectives shall have a program in place to demonstrate the status of achievement. The organization should be prepared to demonstrate progress toward each pledge through measurement or monitoring program.

2.9 NONCONFORMITY, CORRECTIVE ACTION AND PREVENTIVE ACTION

2.9.1 The organization shall establish, implement and maintain a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. The procedure(s) shall define requirements for:

- a) identifying and correcting nonconformity(ies) and taking action(s) to mitigate their environmental impacts,
- b) investigating nonconformity(ies), determining their causes(s) and taking actions in order to avoid their recurrence,
- c) evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate actions designed to avoid their occurrence,
- d) recording the results of corrective actions(s) and preventive action(s) taken,
- e) reviewing the effectiveness of corrective action(s) and preventive action(s) taken.

Actions taken shall be appropriate to the magnitude of the problems and the environmental impacts encountered.

2.9.2 The organization shall ensure that any necessary changes are made to GMS documentation for effective implementation of determined corrective or preventive action.

2.10 IMPROVEMENT & PROMOTION

2.10.1 Improvement

- The organization shall prepare and implement document procedure for improvement of the GMS, such as reduction of waste and usage.
- Upgrading of green objectives in regular basis is a means of improvement.

While improvement program is planned and implemented, it shall include:

DOCUMENT IDENTIFIER: HKQC/GCERTXXXX/A0
ISSUE DATE: XXXXXXXX

- a) designation of responsibility for achieving objectives and performance indicators, and
 - b) the means and time-frame by which they are to be achieved.
 - c) the means and time-frame by which they are reviewed for achievement and any follow up action
- Relevant supporting records shall be retained

2.10.2 Promotion

- a) The organization shall prepare a “Green Program” to promote the green environment within the organization. This program should be in regular basis in the form of competition, activity, function, forum, etc.
- b) The details of the program should be documented with relevant records maintained.

2.12 **ADDITIONAL ITEMS FOR SURVEILLANCE AUDIT**

2.12.1 The organization shall exercise control on use of Green Mark logo for certified organization under this Green Mark Certification Scheme.

2.12.2 The organization shall take timely corrective or preventive actions in respect to nonconformities identified by Q-Mark Council technical staff during any type of audit. Effectiveness of implementation of committed corrective and preventive action will be verified by Q-Mark Council technical staff in subsequent surveillance audit or extra follow up audit.
