

**Specification of Competency Standards**  
**for the Automotive Industry**  
**Unit of Competency**

Functional Area - Common Competency

Title	Establish environmental protection management system
Code	108810L5
Range	This unit of competency is applicable to the managerial staff of operating workplaces in the automotive industry. Practitioners should be able to understand regulations of environmental protection relevant to the workplaces and possess good environmental management concept to establish a feasible environmental protection management system for the workplaces under their supervision.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Regulations of environmental protection and respective operation of the workplaces)</p> <ul style="list-style-type: none"> <li>• Understand the responsibilities of employers and employees stipulated in the following ordinances: <ul style="list-style-type: none"> <li>○ Related issues stipulated in the Noise Control Ordinance</li> <li>○ Related issues stipulated in the Waste Disposal Ordinance</li> <li>○ Related issues stipulated in the Water Pollution Control Ordinance</li> <li>○ Related issues stipulated in the Ozone Layer Protection Ordinance</li> <li>○ Related issues stipulated in the Dumping at Sea Ordinance</li> <li>○ Related issues stipulated in the Air Pollution Control Ordinance</li> <li>○ Related labour regulations</li> </ul> </li> <li>• Understand the operation and human resources supply of each department within the organisation.</li> <li>• Master the long-term and short-term objectives established by the organisation for environmental protection as well as the performance indicators.</li> <li>• Understand the content of the risk assessment report.</li> <li>• Understand the concept of good environmental protection practice.</li> </ul> <p>2. Performance (Establish environmental protection management system)</p> <ul style="list-style-type: none"> <li>• Formulate evaluation procedure for performance indicators according to the requirements of comprehensive environmental protection policy, such as evaluation methods, choice of persons and frequency.</li> <li>• Formulate operational requirements and instructions on environmental protection applicable to various workplaces according to the analysis of the risk assessment report and comprehensive organisational policy; establish monitoring systems and compile records of documents; specific issues involved including: <ul style="list-style-type: none"> <li>○ Chemical waste such as waste oil and organic solvent, etc.</li> <li>○ The utilisation and recycling of refrigerants</li> <li>○ Exhaust gas emission from workshops</li> <li>○ Recycle of fuels, filter units for lubricants, waste engine oil, waste paints or organic solvent and their empty containers</li> <li>○ Handle the cloth stained with paints, engine oil, organic solvent, etc.</li> <li>○ Recyclable parts, such as waste batteries, waste tyres and waste brake pads, etc.</li> <li>○ Asbestos waste</li> <li>○ Waste separation, recycle and disposal</li> <li>○ Workshop waste water</li> <li>○ Noise</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Air pollutant such as volatile organic chemical, dusts, awful smell</li> <li>● Formulate good environmental management rules applicable to individual workplace according to the comprehensive environmental protection policy of the organisation, such as: <ul style="list-style-type: none"> <li>○ Indoor air quality</li> <li>○ Energy efficiency</li> <li>○ Environmental protection of consumables</li> <li>○ Green procurement</li> </ul> </li> <li>● Establish respective staff training procedure according to human resources and actual operation of the organisation, such as resources arrangement, choice of persons to be trained and training proposals.</li> <li>● Establish verifying procedure for the details of environmental protection management according to the actual situation of the organisation so as to ensure the implementation of the environmental protection system.</li> <li>● Review and analyse the effectiveness of the environmental protection system and revise it when necessary.</li> <li>● Review the established measures or instructions and confirm the compliance with respective statutory requirements on environmental protection.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> <li>● Capable of establishing an environmental protection management system applicable to workplaces under their supervision according to comprehensive organisational policy as well as monitoring its operation; and</li> <li>● Capable of reviewing and optimizing the system.</li> </ul>
Remark	<p>The major legislations involved in this unit of competency are as follows:</p> <ul style="list-style-type: none"> <li>● Noise Control Ordinance</li> <li>● Waste Disposal Ordinance</li> <li>● Water Pollution Control Ordinance</li> <li>● Ozone Layer Protection Ordinance</li> <li>● Air Pollution Control Ordinance</li> <li>● Occupational safety and health Ordinance</li> </ul>