

Specification of Competency Standards
for the Testing, Inspection and Certification Industry
Unit of Competency

Functional Area - Operations Management

Title	Formulate environmental management system and workplace environmental policy
Code	105962L6
Range	This unit of competency (UoC) covers the abilities to formulate environmental management system and workplace policy and procedures for environmental protection and sustainability within the organisation in compliance with the regulatory requirements.
Level	6
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of environmental management system</p> <ul style="list-style-type: none"> • Interpret the requirements of environmental management system in relevant international standard. • Define the scope of workplace environmental policy. • Interpret regulatory requirements on environmental protection, the code of practice on environmental protection and the future trend. • Command the comprehensive operation strategy, marketing position and corporate image established by the organisation. • Assess a broad range of internal and external factors of environmental protection and sustainability for meeting the actual operation of the organisation. • Examine the content of the risk assessment report. • Establish the long-term and short-term objectives of the organisation for environmental protection as well as the performance indicators. <p>2. Formulate environmental management system and workplace environmental policy</p> <ul style="list-style-type: none"> • Formulate environmental management system and develop environmental policy that reflects the organisation's commitment to environmental protection and sustainability. • Formulate operational requirements and instructions on environmental protection based on the analysis of risk assessment report. • Develop and communicate procedures for implementing the workplace environmental policy, e.g.: <ul style="list-style-type: none"> ○ reduce the use of toxic materials and hazardous substances, ○ minimise the use of resources to reduce wastes. • Identify and analyse the discrepancy between the anticipated objectives and current performance to: <ul style="list-style-type: none"> ○ prepare the required resources, ○ establish the auditing procedure, ○ monitor the operation of the system, ○ build internal communication channels, ○ review the effectiveness and make suggestions for continuous improvements. • Establish a monitoring system for specific issues in environmental management, e.g.: <ul style="list-style-type: none"> ○ chemical wastes such as organic solvents, ○ waste separation, collection, and disposal, ○ wastewater, ○ noise, ○ air pollutant such as volatile organic chemical, awful smell. • Establish a recording system for tracking continuous improvement in sustainability approaches. <p>3. Exhibit professionalism</p>

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	<ul style="list-style-type: none"> • Analyse outcomes and feedback records to identify trends that may require remedial action, and promote continuous improvement of performance. • Modify policy and/or procedures as required to ensure the environmental policy is implemented effectively.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • formulate environmental management system and workplace policy and procedures for environmental protection and sustainability that can meet the organisational operation and comply with regulatory requirements, • develop implementation strategy for environmental management and establish a monitoring system for continuous improvement.
Remark	<p>The relevant international standard involved in this UoC is as follows:</p> <ul style="list-style-type: none"> • ISO 14001 Environmental Management Systems <p>The relevant legislations involved in this UoC are as follows:</p> <ul style="list-style-type: none"> • Noise Control Ordinance • Waste Disposal Ordinance • Water Pollution Control Ordinance • Ozone Layer Protection Ordinance • Dumping at Sea Ordinance • Air Pollution Control Ordinance