



## PRIME MINISTER'S HIBISCUS AWARD 2004/2005

### ORGANISATION DETAILS

**ORGANISATION NAME & NO. :**

**PRINCIPAL ADDRESS :**

**WEBSITE ADDRESS:**

**TEL NO:**

**FAX NO :**

**CONTACT PERSONS : 1)**

**2)**

**DESIGNATIONS : 1)**

**2)**

**MOBILE TEL NOS.: 1)**

**2)**

**E-MAIL: 1)**

**2)**

**INDUSTRY CLASSIFICATION :**  
*(Please circle as appropriate)*

**LARGE / SME**

**MAIN BUSINESS ACTIVITY :**

**MANUFACTURING LICENCE NO :**  
*(Where appropriate)*

**LOCATION/ADDRESS OF SITE :**

**BUILT-UP AREA :**

**NUMBER OF EMPLOYEES :**

**DECLARATION:**

I/We hereby declare that the information provided in the application and the accompanying documents are true and correct. I/We also agree to the terms and conditions of the Prime Minister's Hibiscus Award 2004/2005.

.....  
**Signature of Organisation's Representative**

.....  
**Name in Block Letters**

.....  
**Organisation's Stamp**

.....  
**Designation**

.....  
**Date**

**Confidentiality Statement**

*The Organisers of the Award will take every reasonable care to maintain the confidentiality of the information provided in the Questionnaire. Any decision of the Technical Committee in the Stage 1 Assessment of the Award shall be FINAL and any further inquiry will not be entertained. No part of this document may be reproduced in any way or form without the prior written permission of the Organisers of the Award.*

**PLEASE READ THESE GUIDELINES BEFORE FILLING UP THE QUESTIONNAIRE**

1. *Please refer to the Glossary at the back of the Questionnaire for explanation of terms marked with the asterisk (\*).*
2. *Submission must be typed on a standard A4 size paper using Arial of font 12 and single line spacing. Please indicate clearly the section to which each response refers and begin each new section on a separate sheet of paper. Submission should not exceed 3-inch binder and points are not awarded for length of response.*
3. *Please provide all relevant information and evidences.*
4. *The assessment will be based on current year and previous two calendar years' environmental performance and activities.*
5. *The deadline for submission is **31 January 2005**. Early submission is encouraged.*

6. *All participants are required to answer all questions under Sections 1 – 15. The weightage for scoring are as follows:*

<b>WEIGHTAGE</b>	<b>PERCENTAGE</b>
Sections 1- 5	40 %
Sections 6 - 10	40 %
Sections 11 - 15	20%
<b>TOTAL</b>	<b>100%</b>

7. *Scoring will be rated as High (3 points), Medium (2 points), or Low (1 point). Assessment is based on the quality of supporting information in terms of accuracy and content.*
8. *Further clarification on the questionnaire should be submitted in writing to the secretariat at :*

Prime Minister's Hibiscus Award Technical Committee  
c/o **MICCI**  
C-8-8 Level 8, Block C, Plaza Mont' Kiara  
2 Jalan Kiara, Mont' Kiara, 50480 Kuala Lumpur  
Fax no: (03) 6201 7705 / 6201 7706 e-mail: hibiscus@micci.com

**THE FOLLOWING INFORMATION IS COMPULSORY FOR SUBMISSION TO SUPPORT YOUR APPLICATION.**

- a. Company Profile**
- b. Organization Chart**
- c. Site Layout**
- d. Process Flow/Business Description**
- e. Completed List of Environmental Issues (Aspects/Impacts) as shown in the Attachment A**

## (Assessment Questionnaire)

<b>1. LEADERSHIP, PRIORITY AND COMMITMENT</b>	
<b>1.1</b>	<b><u>Top management involvement.</u></b> Please describe and provide evidence of top management involvement and accountability with respect to driving environmental management performance (e.g. minutes of meeting, site visits, environmental review, etc.)
<b>1.2</b>	<b><u>Environmental statement.</u></b> Please attach a copy of the organization's <u>environmental</u> statement (e.g. policy, vision, mission, etc.)
<b>1.3</b>	<b><u>Provision for human resources.</u></b> Please describe the roles and responsibilities of personnel involved in environmental management.
<b>1.4</b>	<b><u>Criteria for financial resources.</u></b> Please describe the organization's criteria for allocating financial resources with respect to environmental expenditure.  <i>Areas to address:</i>  <i>Activities, actions taken, resources allocated (human, financial and equipment) and involvement by the top management to show their commitment in managing environmental-related issues within the organization.</i>
<b>2. MANAGING ENVIRONMENTAL ISSUES</b>	
<b>2.1</b>	<b><u>Environmental issues and use of preventive/control measures</u></b> For your environmental issues listed in Attachment A, please describe the preventive/control measures adopted. (e.g. WWTP, scrubber, waste handling, storage, disposal, consumption control, etc.)
<b>2.2</b>	<b><u>Monitoring and control parameters</u></b> Please describe and provide evidence of monitoring of environmental control measures listed in question 2.1. (Please submit measurement parameters (water, air), measurement, frequency, waste control, responsible person, analysis/findings, energy consumption, etc.)

2.3

**Process of checking and review.**

Please describe and explain the review process to verify conformance to performance criteria with reference to questions 2.1 and 2.2. (Please submit evidence such as summary of internal audit, customer audit, 3<sup>rd</sup> party audit and corporate audit including report).

2.4

**Managing environmental non-conformances**

Please describe how the organization deals with environmental non-conformance to legal, policies and internal procedures.

*Areas to address:*

*What are the environmental issues associated to the site and the preventive/control measures installed or adopted to reduce the impacts to the environment?*

*How are they managed and monitored to ensure continuous compliance to the legal requirements or internal standards?*

*What are the checking mechanisms being put in place to verify and review the action taken?*

*What are the relevant evidences to show that the organization is always in the control state?*

3.

**TRAINING AND COMMUNICATION**

3.1

**Environmental-related training**

Please describe and list out environmental-related training provided to employees (including awareness training, campaigns, etc)

3.2

**Communication of environmental-related information.**

Please describe and provide evidence on how the organization communicates environmental matters to employees (e.g. circulars, newsletter, memos, etc.).

*Areas to address:*

*What are the types of environmental related training provided to its employees and to personnel working on its behalf?*

*How are employees made aware of environmental matters by the organisation and how does it obtain their commitment and support towards environmental management?*

#### 4. LEGAL AND OTHER COMPLIANCE

##### 4.1 Status of legal and other compliance

Please describe and provide your legal environmental-related and other compliance status in current and previous 2 calendar years. Please attach your approval, permits, licences, regulatory limit, and industry standard.

*Areas to address:*

*Status of compliance to legal and other applicable requirements and/or attachment of relevant approval, permits, licences and etc.*

#### 5. ENVIRONMENTAL EMERGENCIES

##### 5.1 Managing environmental emergencies.

Please describe potential environmental emergencies at site and your plan for responding to such emergencies.

*Areas to address:*

*What are the environmental related risks inherent to the organization's site such as risk to fire, explosion, spillage etc?*

*What are the procedure(s) put in place to identify, avoid, respond, and mitigate environmental-related emergencies at the organization's site?*

#### 6. ENVIRONMENTAL IMPROVEMENT

##### 6.1 Environmental goals and objectives.

What are the goals and objectives for environmental/process improvement (to reduce the environmental impacts) in terms of resource conservation, waste minimization, energy saving, emission reduction, 4 Rs (reduce, reuse, recycle, recovery) and etc?

##### 6.2 Performance on goals and objectives

What is the extent of environmental performance\* improvement? Please provide evidence to support the effort (such as result versus actual targets).

***Areas to address:***

*What are the goals and objectives established by the organization to improve its environmental performance?*

*What are the plans of actions that have been in place (the mean, time frame, person responsible, etc.) to achieve these goals and objectives?*

*What are the tangible and intangible benefits or achievement gained by the organization from the set goals and objectives?*

**7. PRODUCT / SERVICE STEWARDSHIP\***

**7.1 Communication of product/service information**

**Please describe how the organization communicates environmental concerns of the product and/or services to its customers, regulators and community.**

***Areas to address:***

*How does the organization informs its customers, regulators and community of the environmental-related concerns of its products and services?*

**8. EMPLOYEE PARTICIPATION**

**8.1 Process for employee participation.**

**Please describe the process of how the organization encourages employees' participation to achieve its overall environmental policy and objectives.**

**8.2 Employee reward and recognition**

**Please describe how the organization rewards and recognizes an employee's environmental contribution (such as in the form of financial incentives, advanced training, and certificate of appreciation).**

***Areas to address:***

*What are the types of activities, incentives, reward, training, etc being carried out by organization to encourage employees' participation, commitment and contribution?*

**9. SUPPLY CHAIN**

**9.1 Supplier and contractor environmental performance**  
How does the organization influences its suppliers and contractors to meet its environmental requirements (procurement policies, pre-qualification criteria, contractual requirement, etc.)

**9.2 Supplier and contractor development**  
Please describe the assistance provided to suppliers/contractors to enable them to meet the organisation’s environmental requirements (training, technology transfer and etc).

*Areas to address:*

*What are the activities or programs adopted by the organization to encourage and influence suppliers and contractors involvement in managing environmental issues?*

**10. SOCIAL RESPONSIBILITY\***

**10.1 Environmental activities for the community**  
Please describe the organization’s community-related environmental activities undertaken to create awareness on environment and to improve the state of environment (direct or indirect projects).

**10.2 Environmental reporting\***  
Please describe how the organization communicates environmental-related information to the interested parties. Please provide the latest copy of site-specific report.

**11. ENVIRONMENTAL ACCOUNTING\***

**11.1 Guiding principles to incorporate environmental accounting**  
Please describe your guiding principles to incorporate environmental accounting.

**11.2 Incorporating environmental accounting into cost and investment consideration**  
Please describe the status of implementation of incorporating environmental accounting into cost and investment consideration.

**12 LIFE CYCLE ASSESSMENT\***

**12.1 Use of Life Cycle Assessment (LCA) methodology to quantify impacts on the environment**

**Please describe the organization's guiding principles for LCA.**

**12.2 Progress of LCA implementation.**

**Please describe the implementation status and/or an example of a LCA project undertaken by your organization.**

**13 ECO-DESIGN\***

**13.1 Incorporating environmental aspects into product/service design**

**Please describe the implementation status and/or an example of Eco-design in the organization's product or service.**

**14 ECO-LABELING\***

**14.1 Communicating impacts of product to consumer**

**Please describe the mechanism adopted by the organization in communicating the impacts of product\* or service\* to consumer (e.g. self declaration - recycled content, energy saving, bio-degradability, third party environmental claim).**

**15 RESEARCH AND DEVELOPMENT CONTRIBUTIONS**

**15.1 R&D involvement towards environmental innovation**

**Please describe and provide evidence of the organization's involvement to encourage R&D activities in Malaysia.**

**ENVIRONMENTAL ISSUES (ASPECTS/IMPACTS) CHECKLIST**

<b>Environmental Issues</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
<b>1. Air pollution/emission*</b>			
<b>2. Smell/ odour</b>			
<b>3. Noise</b>			
<b>4. Oil/chemical spill</b>			
<b>5. Wastewater/effluent discharges*</b>			
<b>6. Land contamination</b>			
<b>7. Ground water contamination</b>			
<b>8. Solid waste disposal*</b>			
<b>9. Scheduled waste disposal*</b>			
<b>10. Utility usage (water, electricity and etc.)</b>			
<b>11. Ozone depleting substances*</b>			
<b>12. Others</b>			

## **GLOSSARY**

<b>WORDS / PHRASES</b>	<b>REFERS TO :</b>
<b>Air Pollution/Emission</b>	- Air impurities, emitted through chimney or vents during the process (e.g. black smoke, dust fumes, solvent vapours, etc.)
<b>Eco-design</b>	- The integration of environmental aspects into the product development process, by balancing ecological and economic requirements.
<b>Eco-labeling</b>	- Means of communicating a product's environment impact to consumers or businesses.
<b>Environmental Accounting</b>	<p>a. National Accounting : physical and monetary accounts of environmental assets and the costs of their depletion and degradation.</p> <p>b. Corporate Accounting : the term usually refers to environmental auditing, but may also include the costing of environmental impacts caused by the corporation.</p>
<b>Environmental Performance</b>	- Measurable results of the environmental management system related to an organization's control of its environmental aspects based on its environmental policy, objectives and targets.
<b>Environmental Reporting</b>	- Any written report or text published by the company for external communication (e.g. in the electronic form or printed form).
<b>Life Cycle Assessment</b>	- A process of evaluating the effects that a product has on the environment over the entire period of its life thereby increasing resource-use efficiency and decreasing liabilities.
<b>Ozone Depleting Substance</b>	- A compound that contributes to stratospheric ozone depletion.
<b>Product</b>	- The end product from a manufacturing process (finished goods or parts), inclusive of packaging.
<b>Product / Service Stewardship</b>	<p>- The responsible and ethical design and management of products throughout the entire product life cycle; in order to ensure health and safety and protect the environment.</p> <p>It is also a demonstrable process that places an ongoing responsibility on a company to identify, monitor, manage and continually improve the health, safety and environment performance of its product and packaging.</p>

<b>Scheduled Waste Disposal</b>	<ul style="list-style-type: none"> <li>- Disposal of any wastes that is covered under the Environmental Quality (Scheduled Wastes) Regulations 1989, (e.g. waste solvent, waste acids contaminated wipes, etc.)</li> </ul>
<b>Services</b>	<ul style="list-style-type: none"> <li>a. For services sector                    - This covers the entire industry's operation.</li> <li>b. For manufacturing sector        - This covers any support services provided by a company.</li> </ul>
<b>Social Responsibility</b>	<ul style="list-style-type: none"> <li>- A concept whereby companies voluntarily integrate social and environmental concerns in their business and the way they interact with stakeholders. This implies going over and above legal requirements, integrating economic, social and environmental concerns in their business, and adopting new approaches to business management.</li> </ul>
<b>Solid Waste Disposal</b>	<ul style="list-style-type: none"> <li>- When resources and material are no longer in use, and discarded – e.g. wood, metal and carton.</li> <li>- Disposal of normal waste which is non-hazardous (e.g. trash).</li> </ul>
<b>Wastewater / Effluent Discharge</b>	<ul style="list-style-type: none"> <li>- Waste water released from the facility (from production, maintenance, etc.)</li> <li>- Discharges from waste water treatment plants.</li> </ul>