

Environmental Reporting & Communication (ERC)

Internal & External Reporting (Monitoring)

Pollution control system / other environmental concerns	Reporting schedule (Monitoring Frequency)	Reporting method/ Action		
		Normal condition	Abnormal condition	Emergency condition
Dust Collector Performance PIC : CePBFO (Mohammad Shabil) Method : Checklist and visual.	Daily	<ul style="list-style-type: none"> Data kept for analysis after checklist been verified by HOD -Hard copy & Soft copy. Report to EPMC during EPMC quarterly meeting 	<ul style="list-style-type: none"> Report any abnormality to competent person & management via email or whatsapp or call Issue ICAR -refer to NPEP-EC-009 procedure. 	<ul style="list-style-type: none"> Report any emergency to management/competent person /GM/ ERT/SHO via email or whatsapp or call Issue ICAR -refer to NPEP-EC-009 procedure
Industrial Effluent Treatment System Performance PIC : CePIETSO (Mohammad Shabil) Method : Checklist and visual		<ul style="list-style-type: none"> Published the compliance level/ performance result in the web-site. Record the observation into EMS Weekly Inspection Checklist (Summary) then email it to all relevant personnel. 	<ul style="list-style-type: none"> Report to EPMC during EPMC quarterly meeting Published the ICAR Summary after the issue is being closed. 	<ul style="list-style-type: none"> Report to DOE when any accidental discharge or any non-compliance occurred. -Email (e-aduan) or phone 03-88891972 or 1-800-88-2727
Deodorizer System Performance PIC : CePBFO (Mohammad Shabil) Method : Checklist and visual.		<ul style="list-style-type: none"> Published the ICAR Summary after the issue is being closed. 	<ul style="list-style-type: none"> Published the ICAR Summary after the issue is being closed. 	
Scheduled Waste Storage Area -Labelling and indication of SW -Condition of SW drum	Weekly	<ul style="list-style-type: none"> Record the observation into EMS Weekly Inspection Checklist (Summary) then email it 	<ul style="list-style-type: none"> Report to competent person via email or whatsapp or call Update EMS Weekly Inspection 	<ul style="list-style-type: none"> Report to competent person/management/GM/ERT/SHO via email or whatsapp or call Issue ICAR -refer to NPEP-EC-009 procedure

-Condition of storage area -SW storage period & accumulated quantity - PIC : CePSWaM (Ahmad Zaidee)/SHO/EMS Committee Method: Checklist and visual		to all relevant personnel.	Checklist (Summary) <ul style="list-style-type: none"> • Issue ICAR -refer to NPEP-EC-009 procedure. • Report to EPMC during EPMC quarterly meeting • Published the ICAR Summary after the issue is being closed. 	<ul style="list-style-type: none"> • Report to EPMC during EPMC quarterly meeting • Report to DOE when any accidental spillage or non-compliance occurred. - Email (e-aduan) or phone 03-88891972 or 1-800-88-2727 • Published the ICAR Summary after the issue is being closed.
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Data analysis Reporting

Effluent

Type of analysis	Equipment used/ laboratory	Parameter (Standard B of IETS)	Recording	Frequency	PIC
Influent flow rate	Water flow meter	20m ³ (as per written approval)	Record into IETS Daily Performance monitoring checklist	2 times a day	CePIETSO (Mohammad Shabil)
Effluent flow rate	Water flow meter	20m ³ (as per written approval)	Record into IETS Daily Performance monitoring checklist	2 times a day	CePIETSO (Mohammad Shabil)
Influent pH value	pH meter	5.5-9.0	Record into IETS Daily Performance monitoring checklist	2 times a day	CePIETSO (Mohammad Shabil)
COD value	DRB 200 Digital Reactor & DR 900 Colori meter	100mg/L	Record into IETS Daily Performance monitoring checklist	1 time a day	CePIETSO (Mohammad Shabil)

COD value	External Laboratory (Spectrum)	100mg/L	Effluent Certificate of Analysis	Weekly	CePIETSO (Mohammad Shabil)
BOD value	External Laboratory (Spectrum)	50mg/L	Effluent Certificate of Analysis	Weekly	CePIETSO (Mohammad Shabil)
O & G	External Laboratory (Spectrum)	10mg/L	Effluent Certificate of Analysis	Weekly	CePIETSO (Mohammad Shabil)
Phenol	External Laboratory (Spectrum)	1mg/L	Effluent Certificate of Analysis	Weekly	CePIETSO (Mohammad Shabil)
Effluent pH value	External Laboratory (Spectrum)	5.5-9.0	Effluent Certificate of Analysis	Weekly	CePIETSO (Mohammad Shabil)
Effluent temperature	External Laboratory (Spectrum)	40°C	Effluent Certificate of Analysis	Weekly	CePIETSO (Mohammad Shabil)
suspended solid	External Laboratory (Spectrum)	100mg/L	Effluent Certificate of Analysis	Weekly	CePIETSO (Mohammad Shabil)
Effluent Analysis	On line reporting to DOE	As above	Effluent Certificate of Analysis	Monthly	CePIETSO (Mohammad Shabil)

Air emission

Type of analysis	Equipment used/ laboratory	Parameter (3rd Schedule-Reg.13 of Clean Air Reg.2014)	Report/ Record	Frequency	PIC
Emission of Particulates (Dust and Heavy Metals) stack sampling analysis report from Dust Collector.	External Laboratory (Eurofins Laboratory Sdn. Bhd.)	Hydrogen chloride(HCl): 200mg/m ³ Sum of NO ₂ : 700mg/m ³ Ammonia(NM ₃): 76mg/m ³ Chlorine(Cl): 32mg/m ³ Sum of SO ₂ :100mg/m ³ Mercury(Hg): 0.05mg/m ³ Hydrogen Sulphide(H ₂ S): 7.5mg/m ³ Total PM: 50mg/m ³	Dust Collector Analytical Report	1 time a year	CePBFO (Mohammad Shabil)

Air Monitoring of Chimney Emission (Dust and Heavy Metals) analysis report from Deodorizer System.	External Laboratory (Eurofins Laboratory Sdn. Bhd.)	Hydrogen chloride(HCl): 200mg/m ³ Sum of NO ₂ : 700mg/m ³ Ammonia(NM ₃): 76mg/m ³ Chlorine(Cl): 32mg/m ³ Sum of SO ₂ :100mg/m ³ Mercury(Hg): 0.05mg/m ³ Hydrogen Sulphide(H ₂ S): 7.5mg/m ³ Total PM: 50mg/m ³	Deodorize s Chimney Emission Analytical Report	1 time a year	CePBFO (Mohammad Shabil)
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Scheduled wastes

Type of reporting	Equipment used/by laboratory	When/ Frequency	PIC
Notification of Scheduled wastes or new scheduled wastes	On-line reporting (Scheduled 3 of SW Reg.2005)	Upon generation of any new scheduled wastes	CePSWaM (Ahmad Zaidee)
Inventory of scheduled wastes	On-line reporting (Scheduled 11 of SW Reg.2005)	At least once a month	CePSWaM (Ahmad Zaidee)
Disposal of scheduled wastes	On-line reporting (Scheduled 4 of SW Reg.2005)	Within 180 days after generation and before it reaches accumulated quantity of 20 metric ton.	CePSWaM (Ahmad Zaidee)

Communication

Reference Document

- a. NPSP-CMM-001 : Company Management Manual (clause 7.4- Communication)
- b. NPM-MR-011 : External Communication Matrix.
- c. NPM-MR-012 : Internal Communication Matrix.

- Copy of analysis report shall be published or displayed at Main Entrance Notice Board after being reviewed by the EPMC.
- Results of the analysis shall be communicated to relevant personnel through email. If necessary, EPMC chairman will call for a special meeting to discuss any non-conformity detected or highlighted in the analysis report.
- Please refer to below External and Internal Communication Table.

a. External Communication Table.

DESCRIPTION	COMMUNICATION TO	PIC	HOW TO COMMUNICATE	FREQUENCY
IETS Discharge Monitoring Report	DOE	CePIETSO	via on-line (MDMR)	Monthly
IETS Effluence Analysis Report.	MBSP	CePIETSO	Hard copy	Bi-annually
Emission of Particulates (Dust and Heavy Metals) stack sampling analysis report from Dust Collector.	DOE	CePBFO	Hard copy	Yearly
Air Monitoring of Chimney Emission (Dust and Heavy Metals) analysis report from Deodorizer System.	DOE	CePBFO	Hard copy	Biennially
Scheduled wastes (Notification, Inventory & Disposal)	DOE	CepSWaM	via on-line	Upon generation of SW, monthly & upon disposal

b. Internal Communication Table

DESCRIPTION	COMMUNICATE TO	PIC	HOW TO COMMUNICATE	FREQUENCY
Usage of Electricity monitoring result	EPMC & ERCMC /Top Management / all employee	Management Representative	During Management Review meeting, Management Review Report, Downloaded into Share on Nippon server. EPMC meeting ERCMC meeting	Yearly
Usage of Water monitoring result	EPMC & ERCMC /Top Management / all employee	Management Representative	During Management Review meeting, Management Review Report, Downloaded into Share on Nippon server EPMC meeting ERCMC meeting	Yearly Quarterly Yearly
Usage of Paper monitoring result	EPMC & ERCMC /Top Management / all employee	Management Representative	During Management Review meeting, Management Review Report, Downloaded into Share on Nippon server EPMC meeting ERCMC meeting	Yearly Quarterly Yearly
Monthly IETS Discharge Monitoring Report	EPMC & ERCMC /Top Management / all employee	CePIETSO	EPMC meeting ERCMC meeting During Management Review meeting,	Quarterly Yearly Yearly

			Management Review Report	Yearly
IETS Effluent Analysis report.	EPMC & ERCMC /Top Management / all employee	CePIETSO	EPMC meeting ERCMC meeting Management Review meeting	Quarterly Yearly Yearly
Emission of Particulates (Dust and Heavy Metals) stack sampling analysis report from Dust Collector.	EPMC & ERCMC /Top Management / all employee	CePBFO	EPMC meeting ERCMC meeting Management Review meeting	Quarterly Yearly Yearly
Air Monitoring of Chimney Emission (Dust and Heavy Metals) analysis report from Deodorizer System.	EPMC & ERCMC /Top Management / all employee	CePBFO	EPMC meeting ERCMC meeting Management Review meeting	Quarterly Yearly Yearly

Communication (in case of emergency/ accident/ incident)

Environmental Pollution Control system/ facility	Person to contact (Designation)	Name	SSD Code No.	Telephone No.
Industrial Effluence Treatment System -Nature of problem <ul style="list-style-type: none"> Minor Overflow of untreated influent but is not flowing to monsoon drain Spillage of chemical and sludge and did not flowing to monsoon drain. 	Emergency Response Team (ERT)	1. Raghu (Team Leader) 2. Azmi Ali (Team Leader) 3. Thangarajah(Team Leader)	093 048 092	012-5132901 019-4277554 016-4301851
	CePIETSO	Muhammad Shabil Ahmad Sapari	061	017-5111038
<ul style="list-style-type: none"> Serious overflow of untreated influent and potential to flowing out to monsoon drain. Spillage of chemical and sludge and potential to flowing out to monsoon drain. 	Emergency Response Team (ERT)	1. Raghu (Team Leader) 2. Azmi Ali (Team Leader) 3. Thangarajah(Team Leader)	093 048 092	012-5132901 019-4277554 016-4301851
	CePIETSO	Muhammad Shabil Ahmad Sapari	061	017-5111038
	Safety & Health Officer	1. Darrel Khor	052	012-5281010
	Factory Manager	1. M. Okubo	004	012-5116498
	Admin. Manager	1. Ahmad Zaidee Mat Noor	015	012-5248115
	General Manager	1. M. Okubo	004	012-5116498
	DOE	Hot Line	-	1800 88 2727
Dust Collector -Nature of problem	Emergency Response Team (ERT)	1. Raghu (Team Leader) 2. Azmi Ali (Team Leader) 3. Thangarajah(Team Leader)	093 048 092	012-5132901 019-4277554 016-4301851

<ul style="list-style-type: none"> Minor spillage of solid waste during handling but is not flowing to monsoon drain. Minor emission of particulate matter due to filter bag drops or broken or chocked. 	CePBFO	Muhammad Shabil Ahmad Sapari	061	017-5111038
<ul style="list-style-type: none"> Major spillage of solid waste and potential to flowing out to monsoon drain. 	Emergency Response Team (ERT)	1. Raghu (Team Leader) 2. Azmi Ali (Team Leader) 3. Thangarajah (Team Leader)	093 048 092	012-5132901 019-4277554 016-4301851
	CePBFO	Muhammad Shabil Ahmad Sapari	061	017-5111038
	Safety & Health Officer	1. Darrel Khor	052	012-5281010
	Factory Manager	1. M. Okubo	004	012-5116498
	Admin. Manager	1. Ahmad Zaidee Mat Noor	015	012-5248115
	General Manager	1. M. Okubo	004	012-5116498
	DOE	Hot Line	-	1800 88 2727
<p>Deodorizer System -Nature of problem</p> <ul style="list-style-type: none"> Minor spillage of calcium carbonate during handling 	Emergency Response Team (ERT)	1. Raghu (Team Leader) 2. Azmi Ali (Team Leader) 3. Thangarajah (Team Leader)	093 048 092	012-5132901 019-4277554 016-4301851
	CePBFO	Muhammad Shabil Ahmad Sapari	061	017-5111038

<ul style="list-style-type: none"> Major spillage of spent calcium carbonate and potential to flowing out to monsoon drain. Excessive amount of smoke internally due to system breakdown. 	Emergency Response Team (ERT)	1. Raghu (Team Leader) 2. Azmi Ali (Team Leader) 3. Thangarajah (Team Leader)	093 048 092	012-5132901 019-4277554 016-4301851
	CePBFO	Muhammad Shabil Ahmad Sapari	061	017-5111038
	Safety & Health Officer	1. Darrel Khor	052	012-5281010
	Factory Manager	1. M. Okubo	004	012-5116498
	Admin. Manager	1. Ahmad Zaidee Mat Noor	015	012-5248115
	General Manager	1. M. Okubo	004	012-5116498
	DOE	Hot Line	-	1800 88 2727
<p>Scheduled wastes storage area.</p> <p>Nature of problem</p> <ul style="list-style-type: none"> Minor spillage of SW but is not flowing to monsoon drain. 	Emergency Response Team (ERT)	1. Raghu (Team Leader) 2. Azmi Ali (Team Leader) 3. Thangarajah (Team Leader)	093 048 092	012-5132901 019-4277554 016-4301851
	CePSWaM	Ahmad Zaidee Mat Noor	015	012-5248115
<ul style="list-style-type: none"> Major spillage of SW and potential to flowing out to monsoon drain. 	Emergency Response Team (ERT)	1. Raghu (Team Leader) 2. Azmi Ali (Team Leader) 3. Thangarajah (Team Leader)	093 048 092	012-5132901 019-4277554 016-4301851
	CePSWaM	Ahmad Zaidee Mat Noor	015	012-5248115
	Safety & Health Officer	1. Darrel Khor	052	012-5281010
	Factory Manager	1. M. Okubo	004	012-5116498
	Admin. Manager	1. Ahmad Zaidee Mat Noor	015	012-5248115
	General Manager	1. M. Okubo	004	012-5116498
	DOE	Customer Hot Line	-	1800 88 2727