




Sterling Chemical Malta Ltd

ENVIRONMENTAL INSTRUCTION: Green Procurement

REVISION HISTORY

Revision Date	Revision Number	Sections Affected	Change description
24.02.2014	00		First issue

Instruction Number: MIOA_4.4.3-A	Edited by: RDOC	Revision by: RSGA	Approved by: Top Management
Page 1 of 8			

	Sterling Chemical Malta Ltd	ENVIRONMENTAL INSTRUCTION	Instruction Number MIOA_4.4.3-A
Date issue: 24.02.2014		<i>Green Procurement</i>	Revision 00
			Page 2 of 8

1. PURPOSE

This instruction provides guidelines for ensuring environmental considerations are incorporated into the purchasing of goods and services for production and office activities.

2. SCOPE

This instruction applies to suppliers and service providers that provide services to Sterling Chemical Malta Ltd and suppliers, who may have significant environmental aspects, used by Sterling. The types of suppliers and service providers include the following categories:

- ✓ Chemical waste collection contractors
- ✓ General Waste collectors (e.g. Collection of solid wastes such as general refuse in the office)
- ✓ Waste recycling contractors (e.g. Collection of paper, toner cartridges, plastic bottles and aluminum cans)
- ✓ Facility cleaning contractors (e.g. Cleaning of office and production plant)
- ✓ Plant / equipment maintenance contractors (e.g. Maintenance of electro-plating baths and rinsing tanks)
- ✓ Facility management contractors (e.g. Property management company that manages facilities such as water pipes, electric cables, overall waste collection and car park)
- ✓ Laboratory testing contractors (e.g. testing instruments like HPLC, GC, etc)
- ✓ Chemical suppliers (e.g. Suppliers of plating chemicals such as solvents, starting material and more)

3. PROCEDURE


The Purchasing Officer shall maintain and update a List of Suppliers / Contractors (MMA_4.4.3-A1, as shown in Appendix 1) for Environmental Control. The list shall include the types of the goods / services provided and/or the name of suppliers / contractors.

3.1 Best Practices in Purchasing of Goods and Services – 4R Principles

- 3.1.1 when goods / services are to be purchased, the purchasing officer shall consider the 4r (reduce, reuse, recycle & replace) principles.
- 3.1.2 By applying the 4R's methodology (Reduce, Reuse, Recycle and Replace) at each phase of the materials life-cycle (planning, acquisition, operations, utilisation and maintenance, and disposal), purchasing activities can be more environmentally responsible. When purchasing, environmental considerations should be integrated with other criteria such as performance, maintenance requirements, life expectancy, quality and value for money (cost), as far as possible.

3.2 Communication and Selection of Suppliers and Service Providers

- 3.2.1 The Purchasing Officer shall mark on the relevant purchase order / contract for the environmental requirements considered if applicable. The Purchasing Officer shall carry out an environmental evaluation of potential suppliers / contractors by means of Supplier

 Sterling Chemical Malta Ltd	ENVIRONMENTAL INSTRUCTION	Instruction Number MIOA_4.4.3-A
Date issue: 24.02.2014	<i>Green Procurement</i>	Revision 00
		Page 3 of 8

/ Contractor Evaluation Form (MMA_4.4.3-A2, as shown in Appendix 2). The invited suppliers / contractors shall complete and return the evaluation form together with the quotation / tender documents. The Finance and Administration Manager shall review the completed evaluation forms and determine whether the environmental performance of a supplier / contractor is “Acceptable” or not. When the environmental performance of a supplier / contractor is found “Unacceptable”, the Finance and Administration Manager shall consider the decline of order / contract unless with justifiable reason.

3.2.2 The Purchasing Officer shall ensure that the Environmental Guidance Notes for Supplier / Contractor (MMA_4.4.3-A3, as shown in Appendix 3) and the Environmental Policy have been issued to those listed service providers / suppliers during quotation or contract renewal wherever applicable. The Environmental Guidance Notes shall be signed by the suppliers / contractors and returned to the Purchasing Officer for record purposes.


3.2.3 The Purchasing Officer shall communicate with the contractors that work on Sterling premises (e.g. renovation, maintenance contractor, cleaning and pest control, etc) regarding the environmental policy of Sterling and the environmental requirements (e.g. waste collection and disposal). Sterling may ask contractors for relevant records to demonstrate the compliance to legislation requirements if necessary.

4. MONITORING AND CHECKING

- 4.1 The Purchasing Officer shall regularly review the environmental performance of suppliers / contractors and shall bring any unsatisfactory environmental performance to the supplier / contractor's notice by appropriate communication channels and document the communication records.
- 4.2 The Purchasing Officer shall complete the Supplier / Contractor Performance Assessment Form (MMA_4.4.3-A4, as shown in Appendix 4) periodically or upon completion of the contract (for single / one-off services).
- 4.3 If the environmental performance of a supplier / contractor is found to be persistently unacceptable, the responsible staff have the authority to disqualify that supplier / contractor from future procurement.

5. RECORDS

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Environmental Procurement List (Supplier / Contractor) (MMA_4.4.3-A1)	Purchasing Officer	3 years
Purchasing records / communication with supplier / contractor on the requirement / projects	Purchasing Officer	3 years

 Sterling Chemical Malta Ltd	ENVIRONMENTAL INSTRUCTION	Instruction Number MIOA_4.4.3-A
Date issue: 24.02.2014	<i>Green Procurement</i>	Revision 00
		Page 4 of 8

(Refer to purchasing order record and individual project file if applicable)		
Supplier / Contractor Evaluation Form (MMA_4.43-A2)	Purchasing Officer	3 years
Environmental Guidance Notes for Supplier / Contractor (MMA_4.43-A3)	Purchasing Officer	3 years
Supplier / Contractor Performance Assessment Form (MMA_4.4.3-A4)	Purchasing Officer	3 years


6. APPENDIX

Appendix 1 : Environmental Procurement List (Supplier / Contractor) (MMA_4.4.3-A)


Appendix 2 : Supplier / Contractor Evaluation Form (MMA_4.4.3-B)

Appendix 3 : Environmental Guidance Notes for Supplier / Contractor (MMA_4.4.3-C)

Appendix 4 : Supplier / Contractor Performance Assessment Form (MMA_4.4.3-D)

 Sterling Chemical Malta Ltd	FORM	Form Number MMA_4.4.3-A1
Date issue: 24.02.2014	<i>Environmental Procurement List</i>	Revision 00
		Page 5 of 8

No.	Company name	Type	Related SEA	Related Department
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				

 Sterling Chemical Malta Ltd	FORM	Form Number MMA_4.4.3-A2
Date issue: 24.02.2014	<i>Supplier / Contractor Evaluation Form</i>	Revision 00
		Page 6 of 8

Sterling operates an HSE system and requires environmental management details of potential suppliers for our records and to assist in the assessment of the capabilities of supplier / contractor to comply with our environmental management system requirements.

Please note that failure to complete this form may affect your opportunity to supply products / services to our company.

Part A : To be complete by Supplier / Contractor

Company Name:

Contact Person:

Tel:

Fax:

Email:

Address:

Brief description on products / services provided:

1. Do you have an EMS in place?

☐ No ☐ Yes

2. Is your HSE system certified to a recognized standard? Please give date of certification.

☐ No ☐ Yes Date of certification:

3. Do your organisation have an in-house environmental policy?

☐ No ☐ Yes (Please attach a copy)

4. Have your organisation breached any environmental legislation for the past one year?

☐ No ☐ Yes (Please provide details)

5. Does your organisation establish plans / programs for pollution prevention, waste recycling / reuse, and/or resource conservation?

☐ No ☐ Yes (Please provide details) ☐ NA

6. Is your organisation provides packaging take-back service? (for supply of bulky goods)

☐ No ☐ Yes (Please provide details) ☐ NA

7. Are your product(s) made from sustainable / recycled source, recyclable, energy-efficient, resource-efficient, and/or certified to a recognized safety or environmental standard?

☐ No ☐ Yes (Please provide details) ☐ NA

8. Do your organisation provide environmental training to your staff?

☐ No ☐ Yes (Please provide details)

9. Do your organization identify your environmental impact of your services and how do you improve it?

☐ No ☐ Yes (Please provide details)

Company Chop and Signature:

Date:


Part B: To be completed by Sterling Chemical Malta Ltd

Sterling's comments and recommendations:

Name and position

Signature

Date

	Sterling Chemical Malta Ltd	FORM	Form Number MMA_4.4.3-A3
Date issue: 24.02.2014	<i>Environmental Guidance Notes for Supplier / Contractor</i>	Revision 00	
		Page 7 of 8	

As part of our effort to contribute to sustainability in Malta and further our Environmental Performance, Sterling Chemical Malta Ltd. has implemented an Environmental Management System (EMS) comply with the ISO 14001 standard requirements.

In keeping with the intent of the standard, we adhere to the attached Environmental Policy and request that all our Suppliers and Contractors observe the following environmental requirements: -

- Comply with all legal and other requirements
- Control the use of materials and resources (e.g. electricity, fuel, chemicals, paper, etc.) to be both energy and resource efficient.
- Minimise the production of all kinds of waste, while carrying out any work outside or within our premises.
- Ensure that wastewater is discharged to in accordance with legal requirements
- Reuse and recycle materials/waste wherever possible
- While working on any of our premises, contractors are required to ensure that all waste materials are properly handled, stored and disposed of in an efficient and sensitive manner to avoid any spillages and leakages
- Regularly maintain all vehicles used for the purpose of conducting business with the company to ensure that noise and air emissions are controlled.
- For supplying products to HKGEC, it is encouraged to use recyclable packaging and take back or reuse the transportation packaging wherever possible.

Please complete the following Acknowledgement Slip and return to Sterling Chemical Malta Ltd by fax :

Acknowledgement

TO : Sterling Chemical Malta Ltd

From : _____


We are fully aware the Environmental Policy of Sterling Chemical Malta Ltd and willing to work with Sterling Chemical Malta Ltd in complying your policy requirements.

Authorized Signature with Company Chop

Name :

Position :

Date :

 Sterling Chemical Malta Ltd	FORM	Form Number MMA_4.4.3-A4
Date issue: 24.02.2014	<i>Supplier / Contractor Performance Assessment Form</i>	Revision 00
		Page 8 of 8

Job No / Order No. : _____

Contract Period : _____

**Name of Supplier /
Contractor :** _____

Contact Person : _____

**Services / Products
Description :** _____

Performance Area	Poor	Needs Improvement	Acceptable	Not Applicable	Remarks
1. Services / goods delivery on time					
2. Services / goods Quality					
3. Co-ordination with our staff					
4. Material usage and wastage (reuse, recycle materials, can take back packaging materials for reuse)					
5. Proper waste handling and disposal					
6. Environmental Performance (product performance / on site work performance)					
7. Rectify problem effectiveness					
8. Overall Assessment					