



ENVIRONMENTAL, SAFETY & HEALTH STANDING ORDER

All suppliers must comply with SMTT’s Safety, Security, Health and Environmental Control measures at all time. SMTT reserves the right to terminate the suppliers’ services that violate or fail to comply with the stipulated control measures within SMTT premises.

1. GUIDELINES FOR SAFETY & SECURITY MEASURES:

- 1.1 All foreign contract workers must declare their Work Permit to SMTT Security/HR and report to the officer-in-charge of the work upon every visit to SMTT.
- 1.2 SMOKING is strictly prohibited in all areas within SMTT’s building, except in designated areas.
- 1.3 All hot works (e.g. welding, grinding, gas torch cutting etc.) within SMTT premises must have prior approval from SMTT’s Facilities Department before implementation.
- 1.4 Proper footwear and clothing are required (No slippers or sandals are allowed) within the production areas.
- 1.5 Foods and drinks are not allowed to be consumed in all production areas except in the canteen.
- 1.6 Weekend or overtime works must be notified and approved by the Section or Department Head at least 24 hours in advance, with names and number of workers submitted to the department, HR / Security.
- 1.7 Compressed air and power supplies shall not be provided to supplier’s equipment (e.g. concrete, breakers, welding set, etc.) without prior approval from SMTT AMD / Facility Engineering Department. Any production losses as a result of power interruption due to supplier failing to comply with this measure shall be charged back accordingly to the supplier.
- 1.8 Supplier must always adhere to the safety signs / notices in SMTT.
- 1.9 Suppliers are prohibited to leave their vehicles, equipment or any machinery running and unattended within SMTT premises.
- 1.10 Supplier shall ensure that all the workers performing works within SMTT premises are covered with workmen’s compensation insurance. A duplicated copy of the Worker Compensation Certificates must be submitted to SMTT upon request.

2. GUIDELINES OF GOOD ENVIRONMENTAL PRACTISES:

- 2.1 HANDLING OF CHEMICALS & HAZARDOUS WASTES:
(Lubricants, oils, gases and other chemicals)
 - 2.1.1 All chemical and oil waste containers must be clearly labeled with chemicals/oil names and names of the suppliers.
 - 2.1.2 Suppliers shall use Chemical Safety Data Sheet (CSDS) guidelines for proper storage, handling, and transportation of hazardous material as applicable to potential safety hazards or chemical spills. These include:-
 - a. Chemical and oil storage containers shall be sufficiently strong to prevent leakage.
 - b. Chemicals must not be mixed. Each waste chemical is to be disposed in its own designated container.

The CSDS for the chemicals must be submitted to SMTT when required.
 - 2.1.3 Suppliers must comply with regulation on chemical transportation and handling (Hazards Substances Standard procedure).

- 2.2.1 Suppliers must ensure that all vehicles, equipment or machinery brought in is not emitting excessive smoke, noise or cause pollution in any form.
- 2.2.2 In case of oil leaks (e.g. from vehicles, equipment or machinery), chemical spillage or any other emergency, suppliers **MUST** inform Security Guard to contact relevant facilitate personnel immediately, and carry out the countermeasure to contain it, if they are in the position to do so. (Chemical Emergency Response and Handling)
- 2.2.3 All the hazardous and non hazardous wastes (e.g. chemical contaminated materials, grease lubricants, oils and wastewater etc.) generated during the contractual work must be collected in appropriate containers. Suppliers must responsible for disposal and waste treatment. (Waste Procedure)
- 2.2.4 Suppliers must clean and remove all debris, litters and hazardous wastes generated during the contractual work from SMTT at end of each working day. (Waste procedure)
SMTT reserves the right to deduct any cost incurred for removal of suppliers’ debris from the contractual price.
- 2.2.5 All suppliers must comply with SMTT Environmental Hazardous Substances Standard Procedure. Suppliers must follow the requirement of banned/allowed substances, and the cut off date of the banned/allowed substances (Hazardous Substances Standard Procedure)
- 2.2.6 All direct/indirect suppliers must provide MSDS to SMTT for the chemicals they supply to SMTT or use in SMTT. ICP (Inductively Coupled Plasma) data need to be provided yearly for raw material supplied (only test reports from SGS, ITS and others that qualified by customers will be accepted).
- 2.2.7 In condition that there are changes in the content of the supplied material, it is the responsibilities of suppliers/indirect suppliers to notify SMTT. New CSDS and ICP data shall be attached during the proposal of change.
- 2.2.8 All suppliers must comply to RoHS 2 and REACH requirements and submit declaration reports when requested.
- 2.2.9 If such Banned Substances and allowed substances are present in supplied products, all direct/indirect suppliers must declare the concentration of the chemicals contents in ppm or percentage unit (Hazardous Substances Standard Procedure)

All suppliers must adhere to SMTT Environmental, Safety & Health Policy.

SMT TECHNOLOGIES SDN BHD
PLOT 102, BAKAR ARANG INDUSTRIAL ESTATE,
08000 SUNGAI PETANI, KEDAH DARUL AMAN.
TEL: 04-4229881 FAX: 04-4229885

**We read, understand and acknowledge complying with the above
Environmental, Health and Safety Standing Order**

Signature : _____
 Name / designation : _____
 Company Name : _____
 Company address : _____

 Date : _____

2.2 GENERAL ENVIRONMENTAL CONTROL:

ENVIRONMENTAL, SAFETY & HEALTH SURVEY FORM

SMT TECHNOLOGIES SDN BHD

STANDING ORDER FOR SUPPLIERS

ACKNOWLEDGEMENT SLIP

COMPANY:

I, hereby acknowledge the receipt of SMTT's EHS Policy, Acknowledgement Slip, Standing Order (Guidelines for Security, Safety,

(Person In-Charge)

Health & Environmental Control) and fully understand the content and hereby agree to adhere to the stated requirements.

Company Stamp

Signature & Date

Note: Please return the acknowledgement slip, upon completion, to SMTT Purchasing Department by fax (04-4229885) or e-mail

SMTT Survey:

1. Please tick appropriate policy available in your company?

Environmental (ISO 14001)

YES NO

Safety and Health (OHSAS 18001)

YES NO

If "YES", kindly attach a copy.

2. Is your company plan to implement ISO 14001 and/or OHSAS 18001 within the next 12 months?

Already implemented

Is implementing

Plan to implement

No interest to implement

3. Is there an appointed Management Representative in your company who is responsible for facilitating compliance with the environmental regulations?

YES

NO

4. Does your company communicate the environmental requirements to sub-suppliers?

YES

NO

5. Please list key Environmental and workers' Safety & Health concerns in your company?

Environmental

(e.g. air emission, wastewater discharge, hazardous waste disposal etc.)

Safety & Health

(e.g. machinery hazards, noise, chemicals, heavy loads, etc.)

a) _____

a) _____

b) _____

b) _____

c) _____

c) _____

d) _____

d) _____

e) _____

e) _____

6. Please list the types of environmental permits or registrations that your company is currently holding, if applicable:

a) Industrial wastewater discharge

b) Hazardous waste storage

c) Storage tank

d) Hazardous waste treatment

e) Air emissions

f) Radioactive material

g) Others (please list)

1. _____

2. _____

3. _____

4. _____

5. _____