

Project CLEAN AIR

Clean Air Charter Certification Scheme



Organisers



Project Consultant



Project CLEAN AIR Clean Air Charter – Certification Scheme

Organisers: Hong Kong General Chamber of Commerce
Hong Kong Business Coalition on the Environment
Project Consultant: Business Environment Council

To give recognition to the signatory companies of the Clean Air Charter, the Hong Kong General Chamber of Commerce and the Hong Kong Business Coalition on the Environment, in partnership with the Business Environment Council, are inviting endorsers of the Clean Air Charter to participate in the certification scheme.

Section 1 – Introduction

The Project CLEAN AIR r has successfully received signatories to the *Clean Air Charter* from a wide range of companies of all sizes. To enhance this meaningful commitment, a voluntary certification scheme has been designed to:

- a) Provide practical guidance and assistance, if necessary, to endorsers of the Clean Air Charter seeking improvement in energy conservation and emission reduction;
- b) Independently certify companies for compliance with the Clean Air Charter;
- c) Give recognition to the Charter-compliant companies;
- d) Present successful cases as role models; and
- e) Disseminate Charter compliance information to help encourage more companies to follow.

This information kit serves as a guide to the certification scheme, and outlines the criteria to be used by assessors, the certification process, and input required from companies seeking certification.

Any signatory of the Clean Air Charter can apply for certification. However, given the variety of endorsers from a wide range of sectors that have signed the Clean Air Charter, participating companies are classified into *three groups*, depending on the starting point of the organisations in relation to the compliance with the Charter. The three groups are outlined in **Section 2** and the key commitments of the Charter are included in **Annex 1**.

Independent certification to the Clean Air Charter provides companies and their stakeholders' assurance that the signature commitments are translated into action. An outline of the certification process is included in **Section 3**.

Certified companies shall be eligible to display the Clean Air Charter Certified Company logo and certificate for a period of three years. Specific details of the use of the logo and certificate are described in **Section 4**.

A write-up of the individual company's efforts will also be compiled for inclusion on the Clean Air Charter website as Case Studies to recognize positive contributions and best practices in achieving cleaner air.

An application form for assessment is included in **Annex 2**.

Section 2 – Classification of Applicants

Clean Air Charter Certification will initially be undertaken by independent environmental professionals from the Business Environment Council, and based on demand for certification may be extended to professionals from a wider expert pool.

Given the wide range of companies and sectors that have signed the Clean Air Charter, participating companies will be divided into three groups, depending on the starting point of the organisations and the anticipated time to evaluate their compliance with the spirit and intent of the clean air charter:

Group A: Companies which have little or no knowledge/expertise on energy/emissions reduction, requiring support in the form of advice and consultancy to better understand their Charter commitments and compliance with the Clean Air Charter and to become eligible for certification.

Group B: Companies which have undertaken some energy efficiency/emissions reduction programmes, but do not have comprehensive management and/or reporting systems to demonstrate their achievements and compliance with the Clean Air Charter.

Group C: Companies which have comprehensive management systems and means to identify/verify the implementation of energy efficiency/emissions reduction programmes that are in compliance with the Clean Air Charter.

Scope of Work of the Project Consultant/Certification Agent	Companies in Group A	Companies in Group B	Companies in Group C
Initial Audit			
● Company visit	✓		
● Initial audit	✓		
Consultancy			
● Recommendations	✓		
● Programme development	✓		
● Advice during implementation	✓		
Investigation & Certification			
● Company visit (or re-visit)	✓	✓	✓
● Investigation on performance	✓	✓	
● Report & advice	✓	✓	
● Verification	✓	✓	✓

The project consultant has committed to offer a standard rate of service fee for each group. However, the actual fees will vary based on the nature of scale of the applicants. Additional charges would also be applied to cover traveling time to Mainland China or elsewhere in the region, and to assess companies which have signed the charter as a holding company or group of companies and that now wish to certify individual businesses or business units. Companies are advised to contact the Project Consultant for advice and guidance on the relevant fees.

Section 3 - Certification Process

The approach to certification and the details to be evaluated by the Project Consultant are briefly described below for companies falling into Group A, B or C.

While the focus is ultimately on compliance with the intent of the Charter, it is clear that reaching this goal and becoming certified will be a diverse journey. Each Charter endorser will have their own starting points to define their own performance levels and programmes of implementation.

Accordingly, the certification process has several discrete, but simple steps as follows:

Step 1 – Application

Companies wishing to seek certification should complete the application form in Annex 2. All enquires regarding the application should be directed to the Project Consultant.

Step 2 – Screening

The purpose of screening is to ensure that the company has been appropriately allocated to a group for the purpose of certification. This may take place by telephone or may rely upon the first meeting. The purpose of this step is two-fold, firstly as mentioned above, to ensure that the companies that need support in implementing the Clean Air Charter receive it, and secondly to ensure that a robust and meaningful compliance check is undertaken.

Step 3 – Company Visit (Companies from All Groups)

The first visit will be to initiate the audit or verify, depending on the Group, applicant's compliance of the Clean Air Charter. Irrespective of the case – a suitably senior and knowledgeable representative of the company should be available. The meeting would last between 1-2 hours and would cover in turn each of the key elements of the Charter.

For companies in Group A, the initial visit would be extended to a half day visit in order to undertake an audit of facilities and practices and to identify direct air emissions or energy consumption issues with a view to reducing emissions and improving energy efficiency.

Step 4 – Consultancy support (Group A Companies only)

Following the company visit, an audit report with recommendations would be drawn up by the Project Consultant working in collaboration with the key company representative(s).

The report will outline key measures including, but not limited to, relevant organisational structures and management systems, process of data collection and operational control, as well as other improvement projects to deliver the Clean Air Charter commitments and achieve certification. The report would be delivered within 2 weeks after company visit, aiming to help the company prepare for assessment as described in Step 5 below.

Follow on advice would be provided by telephone and e-mail during the company's subsequent implementation period. However this is limited to 2 hours per company. Should a company require additional services, these can be sought from the Project Consultant or 3rd party organisations with relevant experience in addressing air emissions prevention and control, cleaner production, energy efficiency, etc.

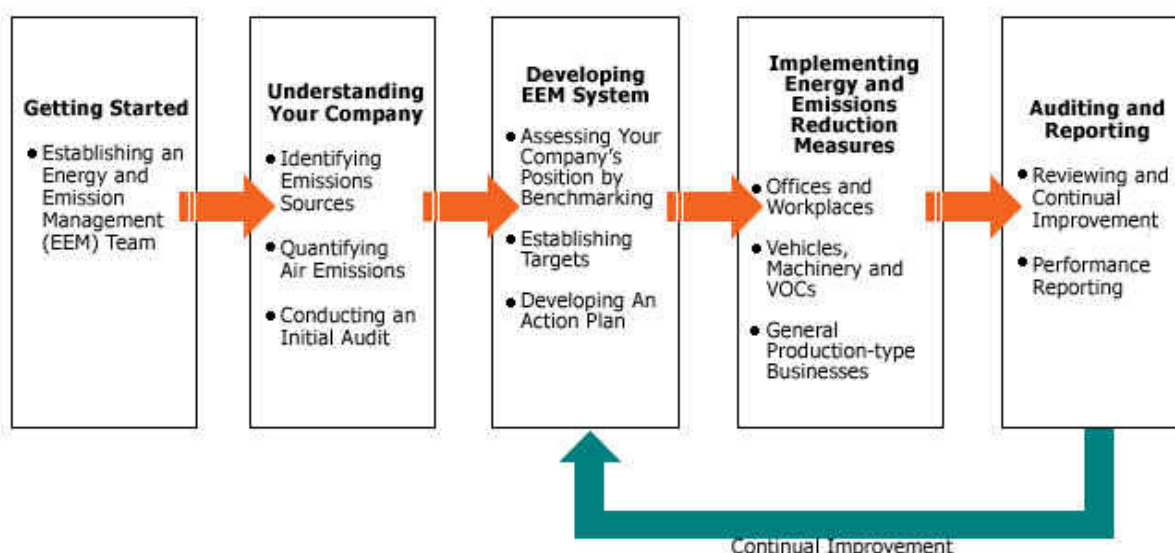
The timeframe for implementation will depend on the schedule and resources of the applying company. However, it is NOT recommended to take longer than 2 months for this process to avoid certification delay.

Advice for companies wishing to implement the Charter is also available in the Clean Air Charter – Business Guidebook, which is available at www.cleanair.hk.

Specifically, the Guidebook provides:

- An approach, and associated references, to enable readers to identify their companies' contributions to air emissions and energy consumption;
- A strategy for establishing corporate emissions reduction or energy saving targets with the support of senior management;
- Examples of energy saving and air emissions control measures; and
- A system for monitoring and reporting performance.

An overview of the Energy and Emission Management (EEM) Strategy is illustrated in the following flowchart. The EEM Strategy can be implemented on its own or as part of a company's Environmental Management System (EMS).



Step 5 – Assessment of Compliance

Much like any examination, certification relies on demonstrating the achievement of key elements of the Clean Air Charter. Certain requirements of the Charter may not apply to all companies. However, in a very broadly sense, all companies should be able to demonstrate their understanding of each Charter commitments and define their positive steps towards implementation of the Charter. Not all work will be expected to be completed – but it is expected that a programme of implementation will be required as a minimum.

The Charter’s Commitments are outlined briefly in the table below, and in more detail with related information on the expected actions of organisations in Annex 1.

Charter's Commitments	Relevant to Business Sectors
1. Operate to a recognized world class standard, or the standards established by the Hong Kong / Guangdong governments on emissions of air pollutants, even if it is not a requirement to do so here.	Industrial operations, power plants and businesses with direct emissions
2. Use continuous emissions monitors (CEMs) at significant sources, e.g. large and medium plants.	Large/medium industrial operations and power plants
3. Publish information on energy and fuel use, as well as total emissions of air pollutants annually and timely, if emissions are significant.	All businesses
4. Undertake to adopt energy-efficient measures in their operations.	All businesses
5. Identify and encourage business-relevant measures to be taken on days when air pollution is high.	All businesses
6. Share air quality expertise in business with others.	All businesses

The Project Consultant will be looking for:

1. Company policy
2. Relevant records of:
 - Air emission reduction or energy audits
 - Energy efficiency team, environmental committee or management committee meetings, with specific evidence of discussion of the Clean Air Charter and the response of the organisation. Determination of relevant Charter elements
 - Objectives and Targets – reduce energy and prevent emissions
 - Evidence of improvements made in terms of direct air emission reductions or energy efficiency
 - Training and education of staff and relevant suppliers and contractors
 - Publicly available information on air emission reduction and energy efficiency performance
 - Written policies and procedures on measures to be taken on high air pollution days
 - Demonstration the company sharing best practice and improvement ideas

Given the air emission and energy focus, the overall Certification is much simpler than that required for an ISO 14001 or similar environmental management system. In essence though the approach and philosophy is similar, while perhaps the requirements are more manageable.

Companies in Group A will receive a consultancy report (Step 4). For companies in Group B, a report will be issued with highlighted areas that are required to be addressed to achieve Charter compliance. Final document review and discussion with representative of the applicant company may be required to confirm readiness to proceed onto the final step. However, in most cases it is expected that these areas will be fairly minor in nature. Again the pace of moving forwards from this final report to certification will be governed by the individual company's implementation programme.

Companies in Group C will, subject to satisfactory assessment, proceed direct onto Step 6 - Certification.

Step 6 - Certification

Upon satisfactory completion of the assessment and subject to the final endorsement of Project Clean Air Secretariat, companies will be verified as meeting the requirements of the Clean Air Charter. A Certificate will be issued according to the terms and conditions laid out in Section 4.

Section 4 - Validity and Use of Certification and Logo

The validity of the Clean Air Charter Certificate and the use of the Clean Air logo shall be 3 years from the date of certification.

The certificate will be issued by the Organisers of Project CLEAN AIR and certified by the Project Consultant.

Sample: Clean Air Charter Certificate



Clean Air Logo



The Clean Air logo can be used by certified companies and displayed in corporate literature. However under no circumstances should the artwork or design of the logo be altered from its original form. The logo shall not be incorporated into, or be used as, a trademark. The Organisers of the Project CLEAN AIR hold the copyright for the Clean Air logo.

Confidentiality

All company information provided as part of an application for the Clean Air Charter Certification shall be held in the strictest confidence. No information shall be disclosed to any third party without the written consent of the applicant.

Annex 1 – The Key Elements of the Clean Air Charter

1. Operate to a recognized world class standard, or the standards established by the Hong Kong / Guangdong governments on emissions of air pollutants, even if it is not a requirement to do so here. (Relevant to industrial operations, power plants and business with direct emissions)
 - Identify the relevant standards
 - How they are operating under the standards
 - If not achieve today the future plans
 - Establishing an energy and emission management (EEM) team
 - Top management and relevant expertise included in the EEM
 - Strategy and policy established
2. Use continuous emissions monitors (CEMs) at significant sources, e.g. large and medium plants. (Relevant to large / medium industrial operations and power plants)
 - Identify significant sources yet including (office, workplace, vehicles, machines, production, etc.) (refer to table 1)
 - Initial audit conducted to understand their current operation condition?
 - Have they benchmarked their current performance?
 - Establishing targets
 - Action plans
 - Audit programs
 - Systematic reviews
 - If not monitoring today, the future plans
3. Publish information on energy and fuel use, as well as total emissions of air pollutants annually and timely, if emissions are significant. (Relevant to all businesses)
 - Is the emission significant? If so, how is it quantified
 - Any environmental report with information on energy and fuel use and emissions
4. Undertake to adopt energy-efficient measures in their operations. (Relevant to all businesses)
 - Have they identified energy-efficient measures
 - Records
 - Have they formulated a plan to implement these measures
5. Identify and encourage business-relevant measures to be taken on days when air pollution is high. (Relevant to all businesses)
 - Identify business-relevant measures
 - How to encourage emissions on days of high pollution (e.g.: use public transport, different process, material or equipment, etc.)
6. Share air quality expertise in business with others. (Relevant to all businesses)
 - Where participants have expertise, training shall be arranged for the staff
 - Training records

Table 1: Summary of the selective key air pollutant emissions sources

Emissions Sources	Air Pollutants			
	Sulphur Dioxide (SO ₂)	Nitrogen Oxides (NO _x)	Particulate Matter (PM)	Volatile Organic Compounds (VOCs)
Fuel Consumption				
Coal and oil-fired power plants	✓	✓	✓	
Diesel oil-fired generators, boilers and furnaces	✓	✓	✓	
Vehicles				
Motor vehicles	✓ ^(a)	✓	✓	✓
Marine vessels	✓	✓	✓	
Petrol filling stations				✓
Typical Manufacturing Industries (emissions from processes)^(b)				
Cement	✓	✓	✓	
Chemical				✓
Construction	✓	✓	✓	
Electronics				✓
Plastics			✓	✓
Printing				✓
Textiles	✓	✓	✓	✓
Toys			✓	✓
Indirect Source				
Office	✓ ^(c)	✓ ^(c)	✓ ^{(c)(d)}	✓ ^(e)

Notes:

- (a) Motor vehicle fuel sold in Hong Kong has a low sulphur content. Much of the diesel sold on the Mainland does not.
- (b) Many different industries operate in Hong Kong and the Pearl River Delta region. These are just some of the more common industry sectors.
- (c) SO₂ and NO_x emissions are generated from energy consumed in offices.
- (d) PM emissions in offices also include dusts from ventilation systems, paper, photocopiers, printers, etc.
- (e) VOCs in offices come from cleaning agents, chemical usage, paints, furnishing, etc.

**Project CLEAN AIR
Clean Air Charter Certification**



Annex 2 – Application Form for Clean Air Charter Certification

Name of Organisation: _____

Contact Person: _____ Job Title: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Nature of Company (Please contact Tel: 27843917 if uncertain):

- | | | | |
|-------------------------------------|---------------|-----------------|---|
| Group (please circle) | A | B | C |
| Business nature (please circle) | Manufacturing | Service Company | |
| Mainland Activities (please circle) | Y | N | |

Brief description of organisation and the sites included in the certification:

Brief description of key Clean Air Charter related systems, activities or measures:

Agreement and Declaration:

On behalf of the above listed organisation, the undersigned hereby agrees to submit relevant information for certification. In addition, we declare that all information submitted for evaluation shall be deemed to be a genuine representation of our initiatives to improve our air related emissions and to improve our energy efficiency.

Authorized signatory and chop:

Date:

On receipt of your application our representative will contact you to arrange the program for certification of your organisation. Should you have any enquiry please contact Tel: 2784 3917.