

Leadtek Research Inc.
Energy and Source Control Procedure

- 1 Purpose:
To effectively manage company energy and source allocation and to prevent waste.
- 2 Scope:
Applicable to Significant energy and source including electricity, water, fuel and etc.
- 3 Definition: not applicable.
- 4 Reference:
 - 4.1 ISO 14001.
- 5 Duties:
 - 5.1 All employees: lighting equipment, air conditioning equipment, information and office affairs machinery.
 - 5.2 Operation personnel: machinery related to assembling & production, logistics & warehousing, product maintenance.
- 6 Flow chart: not applicable.
- 7 Procedure/method:
 - 7.1 Daily management:
 - 7.1.1 Saving electricity: For lighting, air-conditioning and mechanicals inside administrative and work places, below standards are to be followed:
 - 7.1.1.1 Lighting:

All employees shall maintain just sufficient luminance. Luminance standard of administrative and work places are to be planned by General affairs unit.
Correctly use lighting equipment such as choosing appropriate candlepower of electricity-saving light balls. Other non-operational areas (i.e. stairways, aisles) and areas where no one works maintain just sufficient luminance. Actively turn off unnecessary lighting to save electricity.
 - 7.1.1.2 Air-conditioning:

Except for product features, air-conditioning in each office, meeting room and work place shall remain at room temperature. Adjust and turn off air-conditioning when less people present or some leave. Air-conditioners shall do under regular maintenance to improve efficacy and reduce electricity usage.

7.1.1.3 Mechanicals:

Mechanicals shall be shut down when cease to operate or at rest, and act according to 'Machinery operation description' to ensure well function to improve work efficiency and reduce electricity usage.

7.1.1.4 Information and office affairs machinery:

Office computers, copy machines, and print machines shall be shut down when stop working or resting, and go under regular maintenance to preserve well function.

7.1.2 Saving water:

7.1.2.1 Water usage:

Post "save water" signs where appropriate (i.e. next to faucets) to remind employees. Turn off faucets tightly when not using. When faucet is damaged, or toilet tank or pipe found leaking, immediately notify General affairs unit to fix to prevent wasting water.

7.1.2.2 Each water dispensers within the company shall be regularly cleaned and inspected each season according to 'Environment monitor and measure control procedure' to ensure drinking water is sanitary.

7.1.3 Promoting water-saving and electricity-saving information through boards, slangs, emails and intranet.

7.2 Project management:

7.2.1 General affairs units combine total electricity and water usage amount, and suggest improvement goals and programs. Each unit shall also collaborate in analyzing more-consuming energy and source, and provide feasible programs.

7.2.2 Enforcing each unit and all employees to save energy and engage in environment protection according to must-knows published by each affiliate under the Executive Yuan.

7.3 Monitoring: electricity and water usage amount shall be monitored and record shall proceed with 'environment record management procedure.'

8 Relevant docs:

8.1 Document:

8.1.1 Machinery operation description.

8.1.2 Environment monitor and measure control procedure.

8.1.3 Environment record management procedure.

8.2 Form: not applicable.

8.3 Record and others:

8.3.1 Monthly electricity usage analysis statistics.

8.3.2 Monthly water usage analysis statistics.