

版別變更記錄： Version Change Record						
版次 Version	日期 Date	變更內容摘要 Description of Change				
A0	2000/10/16	第一次發行 First Edition				
A3	2004/12/03	1. 修訂 4.2 環管方案編碼原則 2. 刪除 4.3 環管方案表單編碼原則 3. 新增英文版本 1. Modify 4.2 Environmental Programme numbering rule 2. Delete 4.3 Environmental Project table numbering rule 3. Add English translation				
A4	2005/09/14	增加安衛管理方案之說明 Add description of the safety and health management programme.				
A5	2005/12/02	4.1.8 方案追蹤機制中將“不定期”刪除 Delete the word “不定期” from the 4.1.8 the tracking of programme				
B1	2009/12/15	為整合環安衛管理方案編碼原則： To integrate “Environmental, Safety and Health Management Program SOP” coding rules 1.修改 4.2.1 環安衛管理方案編碼原則，其編碼改為 EHSP- XXXX Environmental, safety and health management programme naming rule change to EHSP-xxxx 2.刪除原 4.2.2 安衛管理方案 Delete 4.2.2				
B2	2024/07/16	1. 修改 4.2 環安衛管理方案編碼原則 Revise 4.2 EHS programme coding rule 2. 修改 E-04-A002-F01 環安衛管理方案 Revise E-04-A002-F01 EHS management programme 3. 依現況修改各單位權責 Revise the responsibility for all units				
會審單位： Review Board						
核准 Approved By		審核 Reviewed By		製訂 Prepared By		發行 Issue
WinnieY.Lin		N/A		Monica.Wu		
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備註(Remark) :						

1. 目的 Purpose:

使環安衛管理方案之作業能得到有效之管理，以達成環安衛目標與標的，故訂立此準則以為依循。

To have effective control of environmental, safety and health management programmes for achieving the environmental, safety and health objectives and targets, so establish this instruction as following.

2. 範圍 Scope

所有環安衛管理系統產生之管理方案均適用之。

All management programmes derived from environmental, safety and health management system.

3. 定義 Definition

3.1 管理代表：依環安衛目標與標的內容召集相關人員，研討應如何達成目標與標的，並將其具體作法予以文件化。

Management Representative: Gather relevant persons according to the environmental safety and health objectives and targets, and discuss how to achieve, also documented.

3.2 各部門主管及相關人員：負責環安衛管理方案之擬定與執行。

All Dept director and relevant parties: be responsible for plan and implementation of environmental, safety and health management programmes.

3.3 環安衛單位：協助管理代表確認追蹤管理方案執行進度。

EHS Unit : Support management representative to confirm and track management programme implementation progress.

4. 作業內容及步驟 Operation Contents and steps

4.1 管理方案名詞解釋：

Explanation for column in management programme :

4.1.1 環安衛目標：依環安衛管理目標制定與管理程序所設立，以達成整體環安衛政策。

Environmental, safety and health objective : Set up according to the environmental, safety and health management objective establishment and management procedure to achieve company EHS policy.

4.1.2 目標達成績效：為達成環安衛目標所需設定與執行之事項，此處填寫僅為此一方案達成之績效，並盡可能量化。

Environmental, safety and health target : Items set up and implemented for achieving environmental, safety and health objective, only fill in the performance achieved by this plan, and be measurable as possible.

4.1.3 方案編號：填入該環安衛方案之編號。

Programme No.: Numbers of environmental, safety and health programme.

4.1.4 區域：執行管理方案所涵蓋之區域。

Scope : Covering area of management programme implementation.

4.1.5 現況分析：說明管理方案所欲解決之問題現況。

Status analysis : Explain the program status which will hope to be solved by management programme.

4.1.6 權責單位/人員：主導管理方案執行之單位，並負責與實際執行單位進行協調溝通。

Responsible unit / owner : Conduct the implementation and be responsible for coordination and communication between the executive units.

4.1.7 作業內容/作業步驟說明：須包括時程預訂表，資源及責任分工。

Contents / Operation steps : Include initial schedule, resource and responsibility assignment.

4.1.8 方案時程與管制監控：權責單位依方案預定時程追蹤管理方案進度，以了解執行上有無確實和困難，並將方案執行結果記錄於此。

Program schedule, control and monitor: Responsible unit / owner should track management programme progress according to its schedule to ensure if it is difficult to implement, and then record the results of implementation.

4.2 環安衛管理方案編碼原則：

Environmental, safety and health management programme coding rule:

環安衛管理方案：EHSP-20XXO#

Environmental management programme: EHSP-20XXO#

前兩四碼為西元年度，第五碼為區域代號(瑞光:R、陽光:Y、林口E棟:E、M棟:M、U棟:U)，最後一碼為流水號。

The first four no. means CE year, the fifth code shows location, and the last one no. means S/N (Provide by QA center).

4.3 依據“環安衛管理方案”(E-04-A002-F01)格式之內容填寫其環安衛管理方案時，務必將“如何量測此標的”明確寫出。

Fill out the “Environmental, safety and health management programme” (E-04-A002-F01) according to its format, and “how to measure programme target” should be defined.

4.4 由權責單位定期向單位主管報告方案執行進度，由單位主管依方案執行進度與問題裁示改善對策。

Responsible unit / owner report programme implementation progress to responsible unit manager regularly, manager judge the solutions as programme implementation schedule.

4.5 如經議決方案須修改，則由原擬案單位依審查結果與相關人員研討後，修

定方案呈單位主管核准後實施之。

If programme needs to be corrected, the originator will submit the modification to responsible unit manager for approval before implementation.

- 4.6 如管理方案執行中遇困難無法繼續完成，或目標變動時，及管理方案在當年度未如期完成而須轉下年度繼續完成時，作業原則同4.5。

If there is some difficulty and can't continue, or objective, target change or management programme can't be completed as schedule and will till to next year, the operation rule will as 4.5

- 4.7 管理方案正本交權責單位執行，副本交EHS單位及相關協助單位以利追蹤稽查與配合執行，管理方案及其產生之記錄歸檔須保存三年。

Duty department will implement with the original management programme, the copy will be released to EHS departments for tracking. Management programme and records will be stored for three years.

- 4.8 管理方案執行中所產生之一切相關文件、附件及表單等，附本均須送交EHS單位彙總歸檔以利事後遵循與查詢。

All relevant documents, attachments and forms, the copies will be for EHS department for following track.

5. 使用表單 Table

- 5.1 環安衛管理方案 (E-04-A002-F01)

Environmental, safety and health management programme (E-04-A002-F01)

6. 參考文件 Reference documents

- 6.1 環境考量面及安衛風險鑑別辦法 (E-01-A001)

Environmental aspects, health and safety risk identification SOP (E-01-A001)

7. 附件 Attachment

無

None