

Leadtek Research Inc.
Air Pollution Control Procedure

- 1 Purpose:
To manage air containment released during production and to fit into emission standard.
- 2 Scope:
Applicable to air containment discharged by each production unit (SMT, DIP and maintenance unit) within the factory, collection and control process.
- 3 Definition:
 - 3.1 Air containment: including volatile organic compounds, particulate matter and exhaust gas/heat from incomplete combustion.
- 4 Reference:
 - 4.1 ISO 14001.
- 5 Duties:
 - 5.1 General affairs unit: maintenance of air-collection equipment.
- 6 Flow chart: not applicable.
- 7 Procedure/Method:
 - 7.1 Lowering fixed containment by reducing use of organic solvent principle.
 - 7.1.1 All air containment causing equipment (boiler) shall set up assembling, drainage or assimilate lines to lower aerosphere concentration.
 - 7.1.2 All employees and supplier shall perform regular vehicles checkups to ensure exhaust gas remain under the prescribed limit. When vehicles (belonging to employees or suppliers) cause black smokes, General affairs units and security guards shall immediately correct, persuade in good faith and report when necessary.
 - 7.1.3 Waste solvent shall be stored in specialized container and closed tightly all the time to avoid effusion.
 - 7.2 Maintenance:
 - 7.2.1 Each operational equipment is maintained or replaced by its responsible unit (according to equipment maintenance method).
 - 7.2.2 When air assemble lines or drainage malfunctions, repair immediately; otherwise, equipment and production shall be shut off (prevent product contamination at the

same time).

7.2.3 Recover shall take place within 24 hours after malfunction, or cease to operate.

7.3 Surveillance:

7.3.1 Major air containment discharges shall be under surveillance according to 'Environment Record Management Procedure.'

7.3.2 If inferred air containment exceeds regulatory limit, correction shall be made according to 'Correction Procedure' and 'Precaution Procedure.'

7.4 Declaration:

7.4.1 Fixed containment shall be regularly declared according to the law.

7.4.2 Permission to equipment operation change is legally acquired.

7.4.3 If inferred air containment exceeds regulatory limit, correction shall be made according to 'Correction Procedure' and 'Precaution Procedure,' or enlist as significant environment concerns for further management programs.

7.4.4 Record according to 'Environment Record Management Procedure.'

7.5 Emergent responses to air containment is executed according to 'Emergent Event Management Procedure.'

8 Relevant docs:

8.1 Document:

8.1.1 Environment Record Management Procedure.

8.1.2 Emergency Event Management Procedure.

8.1.3 Correction Procedure.

8.1.4 Precaution Procedure.

8.2 Form: not applicable.

8.3 Record & Others: not applicable.