

Environmental, Safety and Health Management of Procurement Practices

請購作業之環境暨安全衛生管理程序

1. Purpose (目的)

To ensure that employing units fully comply with environmental and occupational safety and health related regulations when engaging in the procurement or rental of machines, containers, equipment, raw materials (chemicals), and personal protective equipment, thereby achieving the concept of “safety first.”

In addition, raw material suppliers are encouraged to jointly participate in environmental protection and hazard prevention actions so that they can be reliably carried out and jointly achieve the goals of improving the environment and occupational safety and health. Applicable to supplier evaluation of all general raw materials or main raw materials of the company.

為確保使用單位於採購、租賃機械、器具、設備、原物料(化學品)、個人防護具等，能充分考量其各項程序均符合環境暨職業安全衛生相關法令規章，以期達到安全第一之理念。

另鼓勵原料供應商共同參與環境保護及危害預防行動，使其能確實地推展，共同達成改善環境暨職業安全衛生之目標標的。適用於提供本公司所有一般原料或主要原料之供應商評鑑。

2. Scope (範圍)

2.1 This SOP is applicable to Company practices involving the procurement and rental of machines, containers, equipment, raw materials (chemicals), and personal protective equipment for production and the operating environment. (excluding general affairs/administration procurement, such as stationery and information equipment; however, other regulations or policies may apply if involves in other regulations or company policy management requirement.)

所有與本公司生產活動、作業環境相關之機械、器具、設備、原物料(化學品)及個人防護具等請購及租賃事宜均屬之。(尚不包含文具用品、資訊設備等總務/行政作業採購，但若涉及其他法令規章或公司政策管理要求者，應依循要求辦理)

2.2 The safety and health management of engineering construction/repair and labor procurement is regulated by the “SA-042 Safety and Health Management of Engineering and Labour Procurement.”

工程施工/修繕、勞務等採購安衛管理另訂於「SA-042 工程及勞務採購安衛管理程序」。

2.3 Contractor management is regulated by the “SA-032 Environmental、Safety and Health Rules for Contractor.”

有關承攬商之管理，依「SA-032 承攬商環境暨職業安全衛生管理辦法」辦理。

2.4 The raw materials for supplier evaluation are divided into two categories:

供應商評鑑之原料分成兩類：

2.4.1 General raw materials: raw materials (such as solvents or filter aids) or catalysts that do not generally participate in the reaction.

一般原料：即一般不參與反應之原料（如溶劑或過濾助劑）或觸媒等。

2.4.2 Main raw materials: raw materials that directly make up the product.

主要原料：即直接組成產品之原料。

3. Definition (定義)

NA

4. Responsibility (職責)

4.1 Requisition unit: (employing, requesting, or supervising units)

請購單位：(使用、需求或監造單位)

4.1.1 Set procurement/rental requirement specifications and content along with labor safety and health specifications that meet actual requirements and comply with relevant regulations.

訂定採購、租賃需求規格內容，且應含括符合相關法規及實際需要之勞工安全衛生具體規範。

4.1.2 Prior to inspection and implementation, confirm whether procured/rented items meet actual requirements and comply with labor safety and health regulations.

驗收、使用前，應確認是否符合所提之勞工安全衛生具體規範及相關需求。

4.2 Procurement staff of Business department:

業務部門之採購承辦人員：

4.2.1 Engage in procurement operations based on the procurement and rental needs and specifications detailed on the acquisition form submitted by the demanding unit and ensure that labor safety and health regulations are detailed in purchase orders, contracts, or other agreements.

依據需求單位所提之採購、租賃需求規格，進行採購流程，並將相關勞工安全衛生具體規範，附於採購單、合約或其它約定文件中。

4.2.2 Help requisition units communicate with suppliers and handle abnormal conditions.

協助請購單位要求供應商配合相關事宜之溝通、及異常狀況處理之對應。

4.2.3 Procurement staff is responsible for issuing and taking back questionnaire of raw material supplier's EHS management.

負責發出及回收供應商之環境暨職業安全衛生調查問卷。

4.3 Inspection staff: Perform inspection procedures based on the requested specifications and items.

驗收人員：依據需求規格項目，進行驗收流程。

4.4 Safety Department:

職安室：

4.4.1 Assist in providing requisition units with labor safety and health regulations that comply with the regulations and practical requirements of relevant machines, containers, equipment, raw materials (chemicals), and personal protective equipment. 協助提供請購單位相關機械、器具、設備、原物料(化學品)及個人防護具等之符合法令規章及實際需要之勞工安全衛生具體規範。

4.4.2 Audit and supervise the implementation of relevant safety and health procurement practices.

稽核督導相關安全衛生請購作業之執行。

4.4.3 Responsible for evaluating matters related to the supplier's occupational safety and health management system.

負責評鑑供應商之職業安全衛生管理系統相關事項。

4.5 Environmental Department:

環保部：

4.5.1 Responsible for assessing suppliers' environmental management system related matters.

負責評鑑供應商之環境管理系統相關事項。

5. General statement or supplementary explanation (一般敘述或補充說明)

5.1 Dangerous machinery: Dangerous machinery, as defined in Article 16 of the Occupational Safety and Health Act proposed by the Ministry of Labor, including secured cranes, mobile cranes, derrick cranes, elevators, industrial lifts, cages, furnaces, pressurized containers, high-pressure gas equipment, and high-pressure gas containers.

危險性機械設備：依勞動部頒布職業安全衛生法第十六條所指定危險性機械設備，如固定式起重機、移動式起重機、人字臂起重桿、升降機、營建用提升機、吊籠、鍋爐、壓力容器、高壓氣體特定設備、高壓氣體容器等均屬之。

5.2 Ionizing radiation equipment: Ionizing radiation equipment, as defined in the Ionizing Radiation Protection Act announced by the Atomic Energy Council, including X-ray examination machines.

游離輻射設備：依原能會頒布游離輻射防護法所定義之游離輻射設備如 X-ray 檢驗機台等均屬之。

5.3 Machinery: Machinery refers to machines and devices applied in production, public construction, laboratory testing, and environmental protection.

機械：係指各種生產、公設、實驗室及環保等相關之機具、器械。

5.4 Containers and equipment: Containers and equipment refer to mobile or fixed containers and equipment applied in production, public construction, laboratory testing, and environmental protection.

器具、設備：係指各種生產、公設、實驗室及環保等相關之移動或固定器具、設備。

5.5 Raw materials (chemicals): Raw materials refer to chemicals applied in production, public

construction, laboratory testing, and environmental protection.

原物料(化學品)：係指各種生產、公設、實驗室及環保等使用相關之化學品。

5.6 Personal protective equipment: Personal protective equipment refers to work apparel that protects workers from disasters and health risks.

個人防護具：為防止災害或健康障害為目的，由勞工直接著用在身上從事工作。

6. Procedure (程序)

6.1 Requisition:

請購：

6.1.1 Requisition units that wish to purchase/rent machinery, containers, equipment, raw materials (chemicals), personal protective equipment and construction/renovation shall submit a purchase order along with the “FSA900 Safety and Health Requisition Form” to the Safety Department for review.

請購單位若欲進行採購、租賃機械、器具、設備、原物料(化學品)、個人防護具及工程施工/修繕等時，應提出請購單，並同時檢附「FSA900 請購安全衛生需求表」送交職安室審查。

6.1.1.1 The “FSA900 Safety and Health Requisition Form” shall be submitted for new purchases and rentals. For materials or products that were previously purchased/rented, the form can be excluded. The Procurement Department only have to place orders based on the specifications of the previous purchase order. (However, the form must be resubmitted in the instance of a change in more than 10 years, model, or relevant laws and regulations.)

「FSA900 請購安全衛生需求表」之提出，應用於新採購、租賃項目，對於已列料號或同品再購/租時，可省略再提出，採購部門僅需依前次之需求規格購置即可。(但若超過 10 年、不同型式規格、法令要求等變更時，皆須考量重新提出)

6.1.2 Qualification validation for safety and health regulations:

安全衛生具體規範專業資格確認：

6.1.2.1 Application for safety and health laws and regulations related qualification:

When the procurement of machinery constitutes hazardous workplace or hazardous machinery defined in the Labor Inspection Act, machinery qualifications shall be reviewed and approved by a certified inspection agency or an inspection agency appointed by the central authority prior to application. 安全衛生法令規章相關證照申請：若採購機械設備達勞動檢查法所定危險性工作場所及危險性機械設備範圍時，應經檢查機構或中央主管機關指定之代行檢查機構審查或檢查合格後，方能使用。

6.1.2.2 A Chinese safety data sheet (SDS) shall be provided for chemical procurement

and specified in the labor safety and health regulations.

化學品之採購，應檢附中文為主之安全資料表 SDS，並於勞工安全衛生具體規範中載明。

- 6.1.2.3 Containers containing hazardous objects or substances shall be procured in accordance with the “SA-027 Hazard Awareness Procedure”, and hazard labels shall be specified in the labor safety and health regulations.

採購以容器盛裝之危險物及有害物，應依「SA-027 危害通識計劃書」規定，並於勞工安全衛生具體規範中載明應有危害標示。

- 6.1.2.4 When purchasing professional protective equipment or tracking instruments and equipment, requisition units shall adhere to the recommendations provided by the Safety Department and specified these recommendations in the labor safety and health regulations.

請購單位於請購專業防護裝備或監測儀器設備時，應會同職安室針對實際作業需求，提供相關建議，並載明在勞工安全衛生具體規範。

- 6.1.2.5 When purchasing or renting cranes, requisition units shall specify the specification in the labor safety and health regulations and ensure that the cranes comply with CNS 14965.

請購單位於請購、租賃高空作業車時，應於勞工安全衛生具體規範中載明其構造規格，應符合國家標準 CNS 14965 之規定。

- 6.1.2.6 When installing or replacing anti-explosion machinery, requisition units shall specify the functionality of the equipment in the labor safety and health regulations and ensure that the equipment complies with CNS 3376 series, or the equivalent specification IEC 60079, NEC. Model certification and qualification labels must be visible on the equipment.

請購單位於安裝或更換防爆機具設備時，應於勞工安全衛生具體規範中載明其性能，應符合國家標準 CNS 3376 系列或同等規格 IEC 60079、NEC 認證合格，並張貼型式認證合格標識。

- 6.1.2.7 When purchasing ionizing radiation equipment, requisition units shall specify supplier qualification in the labor safety and health regulations (approved by the Atomic Energy Council) and request the supplier to provide the documents required for import licensing and application registration.

請購單位於請購放射性、可發生游離輻射設備時，應於勞工安全衛生具體規範中載明販賣商資格（行政院原子能委員會銷售許可證），並要求販賣商提供辦理輸入許可及使用登記及其他必要之文件。

- 6.1.2.8 When renting machinery, containers, equipment, and personal protective equipment, requisition units shall specify relevant safety management regulations in the labor safety and health regulations, such as automatic inspections during the rental period, certification for dangerous machinery, operator credentials and professional training qualifications, safety protective

devices, and safety protective measurements.

請購單位租賃機械、器具、設備及個人防護具時，應於勞工安全衛生具體規範中載明其安全管制規定，如使用期間之自動檢查、危險性機械之合格證、入廠人員之證照或專業訓練資格、安全保護裝置、安全防護措施之有效性等。

6.1.3 Depend on the actual situation, requisition units shall request suppliers to provide safety and health training or information (e.g., training courses, SOPs/methods, troubleshooting, and substance safety data sheets) to serve as internal propaganda. Relevant matters shall be handled in accordance with “SCI-020 Change Control.”
請購單位應依實況，要求供應商提供有關之安全衛生訓練或資訊(例如訓練課程、作業程序/方法、異常處理、物質安全資料表等)，並做為內部宣導告知之用。相關要求請參照「SCI-020 變更管制」辦理。

6.1.4 Matters concerning contracted operations shall be handled in accordance with “SA-032 Environmental、Safety and Health Rules for Contractor.” The contracting department shall ensure that contractors follow and sign the “FSA634 Contractor Safety and Health and Environmental Protection Declaration.”
若為承攬作業時，參照『SA-032 承攬商環境暨職業安全衛生管理辦法』辦理，工程承辦部門應要求承攬商遵守辦理，並簽署「FSA634 承攬商安全衛生環保承諾書」。

6.2 Procurement:

採購：

6.2.1 Once the “FSA900 Safety and Health Requisition Form” is reviewed by the Safety Department, it shall be submitted to the procurement department within three days. The procurement department shall request a quote/negotiate prices based on the safety and health requirements and specifications detailed in the purchase order and the “FSA900 Safety and Health Requisition Form.”

職安室審核完畢「FSA900 請購安全衛生需求表」後應於三天內送交採購部門，採購部門依照請購單及「FSA900 請購安全衛生需求表」之相關安全衛生需求規格，進行相關之詢/議價。

6.2.2 Once the procurement department selects an appropriate supplier, safety and health requirements and specifications shall be detailed in relevant purchase orders, contracts, and other agreements and suppliers shall confirm their compliance with the terms and conditions.

採購部門選擇適合供應商後，依循相關安全衛生需求規格，附於採購單、合約或其它約定文件，作為供應商必要承諾遵行條款。

6.3 Inspection:

驗收：

6.3.1 Requisition units shall ensure that purchases conform to labor safety and health regulations prior to inspection and use, and perform inspection on the purchases according to relevant requirements and specifications.

請購單位於驗收、使用前，應確認其是否符合勞工安全衛生具體規範，並依據需求規格項目進行驗收。

6.3.2 During the procurement or change of equipment and machines, operators shall ensure that existing safety and health protection and control facilities, electrical capacity, operating environment, and operation or maintenance SOPs comply with safety and health requirements. All matters shall be handled in accordance with the pre-trial inspection regulations detailed in the “SCI-020 Change Control.”

當設備機台等新購/變更時，應確認周遭原有安全衛生防護及控制設施、用電負荷、作業環境、操作或維修標準程序等皆符合安全衛生要求，相關流程應參照「SCI-020 變更管制」試車前安全檢查辦理。

6.3.3 The inspection of chemicals shall requiring suppliers to implement the container GHS label and demand SDS, SA will be checked from time to time.

化學品驗收時，要求供應商落實容器 GHS 標示並索取 SDS，職安室將不定期巡查。

6.3.4 New procurement or change to relevant procurement specifications of personal protective equipment shall be handled in accordance with “SA-034 Use of Personal Protective Equipment.” Purchases can only be made once approved by the Safety Department.

新購或變更採購規格之個人防護用具時，依 SA-034 個人防護用具使用管理辦法應由職安室完成評估後始可採購。

6.4 Safety Department shall conduct irregular audits. All matters that fail to meet specifications shall be handled in accordance with “EV-008 The management procedure of environmental, occupational safety and hygiene deviation improvement.”

職安室將不定期稽核，若未依上述規定辦理，將依『EV-008 環境暨職業安全衛生異常矯正及預防措施管理程序』辦理。

6.5 Survey of environmental and occupational safety and health management systems for raw material suppliers:

原料供應商之環境暨職業安全衛生管理系統調查:

6.5.1 In order to investigate the environmental impact and risk assessment and hazard prevention control status of each raw material supplier, the business department will send a supplier questionnaire (FORM FQA080) and attach the company's environmental safety and health policy and related environmental protection

information. It is also responsible for taking back the questionnaire and passing it to the quality assurance, occupational safety office and environmental protection department for evaluation. The quality assurance department shall inform the occupational safety and environmental protection department of any returned parts after reviewing the form FQA080.

為調查各原料供應商對環境的衝擊及風險評估、危害預防之管制狀況，由業務部門寄發供應商問卷調查表(FORM FQA080)及附上本公司之環境安全及衛生政策及相關環保訊息，並負責收回問卷傳予品保、職安室與環保部以進行評鑑。品保部於供應商問卷調查表(FORM FQA080)經審視後如有退件應通知職安與環保知悉。

6.5.2 The supplier's production process may have an impact on environmental protection, safety and health, and the questionnaire will be assessed by the occupational safety office and the Ministry of Environmental Protection. Finally, the Office of Safety and Safety and the Ministry of Environmental Protection sorted and sorted them into the Supplier Environmental and Occupational Safety and Health Management Survey Classification Form (FORM FEV103) based on the scoring results to provide a reference for business departments to select suppliers.

供應商之生產過程中可能對環境保護及安全衛生造成影響，由職安室與環保部評估收回之調查表。最後由職安室與環保部依據評分結果，分類整理後填入供應商環境暨職業安全衛生管理調查分類表(FORM FEV103)提供業務部門選擇供應商之參考。

6.5.3 Supplier evaluation criteria:

6.5.3.1 has obtained ISO14001 environmental management system certification.

6.5.3.2 Environmental protection mark has been obtained.

6.5.3.3 has obtained ISO45001 occupational safety and health management system certification.

6.5.3.4 has obtained TOSHMS occupational safety and health management system certification.

供應商評鑑標準:

6.5.3.1 已取得 ISO14001 環境管理系統認證。

6.5.3.2 已取得環保標章。

6.5.3.3 已取得 ISO45001 職業安全衛生管理系統認證。

6.5.3.4 已取得 TOSHMS 職業安全衛生管理系統認證。

7. Related documents (相關文件) :

7.1 SOP:

7.1.1 SA-042 Safety and Health Management of Engineering and Labour Procurement.
SA-042 工程及勞務採購安衛管理程序

7.1.2 SA-032 Environmental 、 Safety and Health Rules for Contractor.

SA-032 承攬商環境暨職業安全衛生管理辦法。

7.1.3 SA-027 Hazard Awareness Procedure.

SA-027 危害通識計劃書。

7.1.4 SCI-020 Change Control.

SCI-020 變更管制。

7.1.5 SA-034 Use of Personal Protective Equipment.

SA-034 個人防護用具使用管理辦法。

7.1.6 EV-008 The management procedure of environmental, occupational safety and hygiene deviation improvement.

EV-008 環境暨職業安全衛生異常矯正及預防措施管理程序。

7.1.7 SCI-101 Raw Material and Packaging Material Supplier Qualification

原料及包材供應商評鑑程序

7.1.8 E.H.S. Manual 環境暨職業安全衛生手冊

7.2 Form:

7.2.1 FSA900 Safety and Health Requisition Form.

採購安全衛生需求表。

7.2.2 FQA080 Suppliers Self Quality Assessment Questionnaire

7.2.3 FEV103 供應商環境暨職業安全衛生管理調查分類表

7.3 Other:

7.3.1 Appendix I. Safety and Health Procurement Flowchart.

附件一、安全衛生購置作業流程圖。

7.3.2 Appendix II. Suggestions for Safety and Health Regulations.

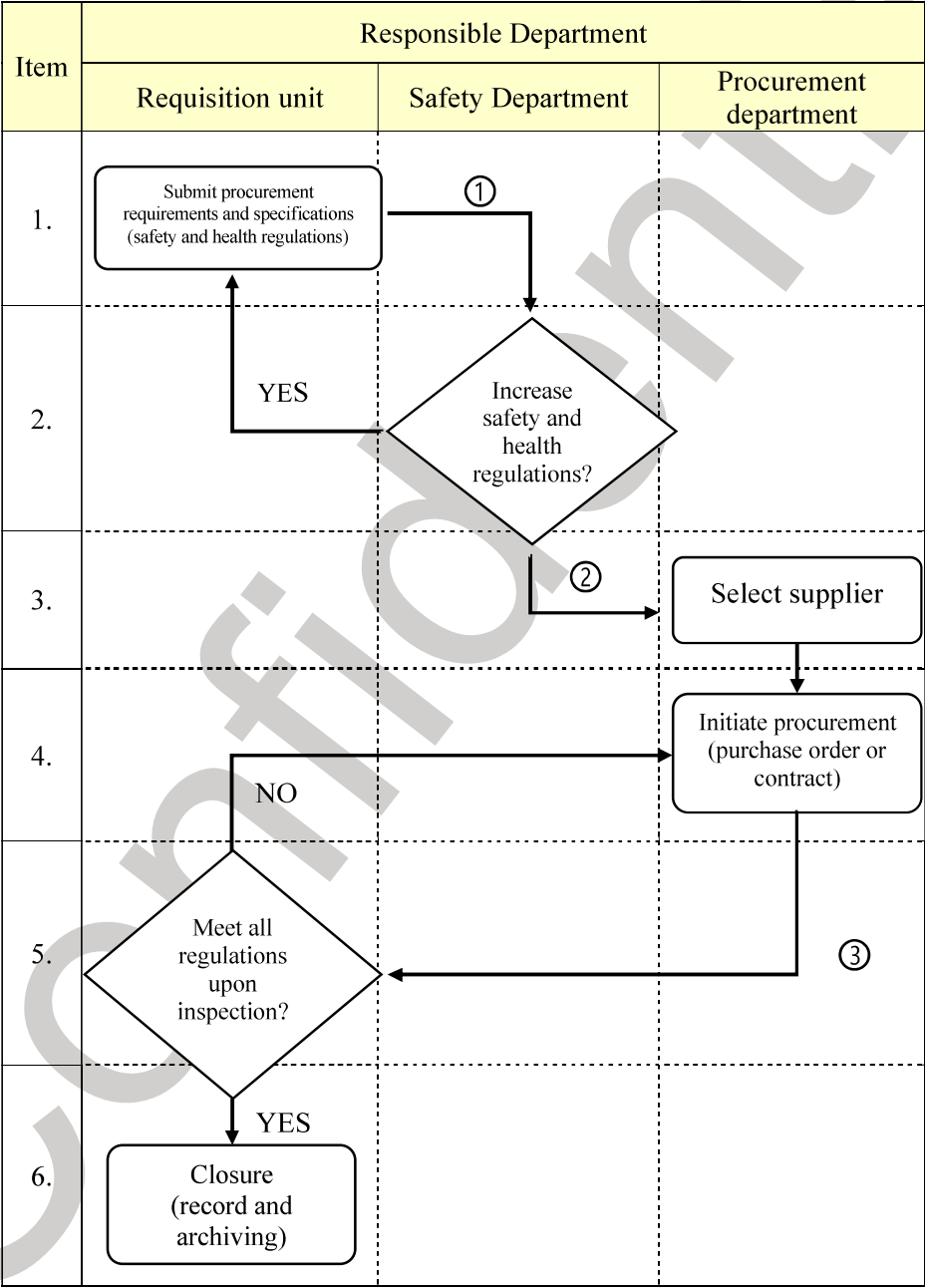
附件二、安全衛生具體規範建議事項。

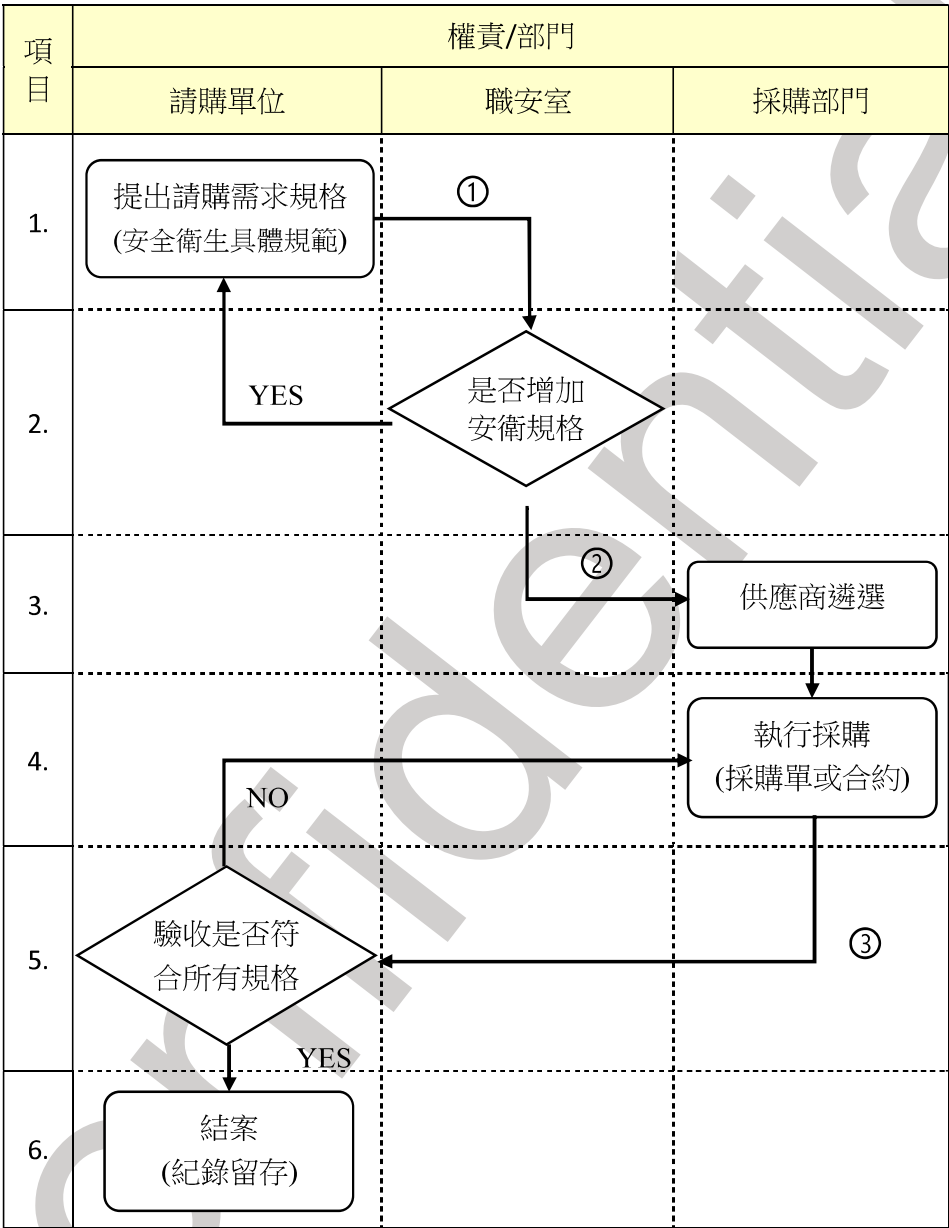
7.3.1 Appendix I. Safety and Health Procurement Flowchart

附件一、安全衛生購置作業流程圖

Safety and Health Procurement Flowchart

安全衛生購置作業流程圖





7.3.2 Appendix II. Suggestions for Safety and Health Regulations

附件二、安全衛生具體規範建議事項

Safety and Health Regulations

安全衛生具體規範

Category 類別	Regulations 規範項目
Machinery and Equipment 機械、設備類	<ul style="list-style-type: none">● Machinery and equipment shall satisfy safety and protection requirements, including installation and wiring diagrams, and provide operation and maintenance SOPs or instruction, education and training etc. 機械設備應裝設或具備安全防護需求、組裝圖及配線圖等，並提供操作及維護作業標準或說明書、教育訓練等。● Machinery and equipment on-site installer qualifications, installation techniques or standards, safety levels of operation tools, safety and health control, test methods and standards. 機械設備於現場組裝之人員資格、施工工法或標準、施作工具之安全等級、安全衛生管制、測試方法及基準等。● Machinery and equipment component material safety. 機械設備零件材質之安全。● Machinery and equipment safety performance validation documents and test reports. 機械設備安全性能驗證文件或測試報告。● Transport, loading/off-loading, and handling safety. 運輸、裝卸及搬運之安全。● Warranty and after-sales services. 保固及售後服務。● Other relevant regulations and international standards. 其他應符合之法規或國際規範等。
Chemicals 化學品類	<ul style="list-style-type: none">● Hazardous substances handler qualifications, container material and specifications, hazardous labels, and chemical safety sheets SDS etc. 危害物質之運送人員資格、容器材質及規格、危害標示及安全資料表SDS等。● Safety packaging during transport, on-site off-loading and handling safety. 化學品在運輸中之安全包裝，以及在廠(場)內卸貨及搬運上之安全。● Provision of chemical products' safety data sheets (SDS) within three years. 需提供三年內的化學品之安全資料表SDS。● Separate storage of gas canisters and residual gas canisters. 氣體鋼瓶灌氣容器與殘氣容器應分開存放。● Use of fixtures during the transportation of gas canisters. 氣體鋼瓶運送時，應使用固定架。● Gas canister outlets secured and locked with canister caps. 氣體鋼瓶的鋼瓶帽，應緊鎖固定。● Gas canisters shall be refilled within one year. 氣體鋼瓶需為一年內填充。● Tire blocks, traffic cones, and emergency lights shall be used during tanker off-loading operations. 槽車卸貨時須使用輪檔及三角錐，並開啟故障燈。● Operators shall wear appropriate personal protective equipment. 人員操作時應配戴何規格之個人防護具。● Acquisition of permits for the use of restricted chemicals. 是否為管制性化學品，取得相關許可申請。

CONFIDENTIAL

QA Authentication: Cara Chiang

Personal protective equipment 個人防護具類	<ul style="list-style-type: none">● Personal protective equipment shall have appropriate certification (e.g., at least one of the following, CNS, ISO, CE, OHSA, ANSI, JIS, or GB). 具備相關安規認證(CNS、ISO、CE、OHSA、ANSI、JIS或GB…等其一)。● Appropriate chemical resistance material shall be selected depends on different chemicals 依化學品種類挑選符合抗化性之材質● Ergonomic, appropriate size, and comfortable. 符合人體工學，正確尺寸及配戴的舒適性。● Provision of material certification and safety test reports. 提供材質證明及安全測試報告。● Application/user instruction manuals. 穿戴/使用說明書。● Repair/maintenance manuals. 維護/保養說明書。。● Other relevant regulations and international standards. 其他應符合之法規或國際規範等。
---	--