

**SME Development Fund (SDF)/
Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund)
(Organisation Support Programme) (OSP)**

Final Report on Approved Project

Project ref. no. : D13 002 012
Project title : A Support Programme for Assisting Hong Kong
SMEs to Effectively Achieve Hazardous Substances
Compliance through Adoption of IECQ QC 080000
Hazardous Substances Process Management System
Period covered : From 20/02/2014 to 19/08/2015
(dd/mm/yy) (dd/mm/yy)

1. Project Details

(Please mark with "*" if any of the following project details is different from that in the project proposal appended to the project agreement.)

Project Summary (in about 150 words)

The Hong Kong Green Manufacturing Alliance (HKGMA) of the Federation of Hong Kong Industries (FHKI), in association with the Hong Kong Productivity Council (HKPC), have launched a 18-month support Programme, aiming to spur industry-wide actions on the awareness and adoption of the IECQ QC 080000 Hazardous Substance Process Management (HSPM) Systems for SMEs.

The scope of the Support Programme includes:

- a) Enhancing SMEs Awareness on IECQ QC 080000 HSPM System;
- b) Providing Guidance for SMEs to Adopt IECQ QC 080000 HSPM System;
- c) Providing Support to SMEs for Responding Product Non-compliance and Product Recalls; and
- d) Conducting Outreach Dissemination on IECQ QC 080000 HSPM System to Industries.

Project Objective(s) (in about 80 words)

The Support Programme aims to help SMEs :

- i) understand the importance and added-value of an effective hazardous substance management system;
- ii) acquire a thorough understanding of the IECQ QC 080000 HSPM System;
- iii) learn the principles and essentials of implementing an IECQ QC 080000 HSPM System; and
- iv) adopt the IECQ QC 080000 HSPM System in order to enhance their market competitiveness.

Grantee/Collaborating Organisation/Implementation Agent

Grantee : Federation of Hong Kong Industries

Collaborating Organisation(s) :

Implementation Agent(s) : Hong Kong Productivity Council

Key Personnel

	<u>Name</u>	<u>Company/Organisation</u>	<u>Tel No. & Fax No.</u>
Project Co-ordinator :	Nicole Yuen	Federation of Hong Kong Industries	Tel: 2732 3138 Fax: 2721 3494
Deputy Project Co-ordinator :	Florence Lee	Federation of Hong Kong Industries	Tel: 2732 3138 Fax: 2721 3494

Project Period

	<u>Commencement Date</u> (day/month/year)	<u>Completion Date</u> (day/month/year)	<u>Project Duration</u> (No. of months)
As stated in project agreement	20/02/2014	19/08/2015	18
Revised (if applicable)			

2. Summary of Project Results

Project Deliverables

(Please list out the project deliverables as stated in the project proposal appended to the project agreement and provide details related to the actual result achieved for each of them.)

	Project deliverable	Quantifiable target number (e.g. 100 participants)	Actual result achieved (e.g. 90 participants)	Reasons for not achieving the target, if applicable (e.g. The total number of registered participants was over 120. However, some of them did not show up eventually. Will strengthen promotion and try to make up for the shortfall in the following two seminars.)
a)	2 Seminars	400 participants for 2 seminars in total	<p>Total number of enrolment: 350</p> <p>Seminar 1: 219 Seminar 2: 131</p> <p>Total number of participant: 230</p> <p>Seminar 1: 144 Seminar 2: 86</p>	<p>The total number of registered participants for Seminar 1 and 2 was 219 and 131 respectively. The final attendance rate was 65.7% and 65.6%, and the relatively low attendance rates might be due to the organisation of other free seminars about the topic of environment protection on the same day.</p> <p>In fact we have already adopted sufficient promotional channels with diversity to promote the event including</p> <ol style="list-style-type: none"> 1. FHKI's eDM with a recipient database of 3,000 members each time 2. FHKI's Magazine and e-weekly circular 3. HKPC's eDM with a recipient database of 12,699 each time 4. Green Manufacturing Network website and news of HKPC 5. Promotion via the following supporting organisations: <ul style="list-style-type: none"> - Hong Kong Trade Development Council (TDC) - The Hong Kong Electronic Industries Association - Hong Kong Apparel Society Limited - Hong Kong Electrical Appliances Manufacturers Association - Hong Kong Import & Export Trade Employee Association - The Federation of Hong Kong Watch Trades & Industries Ltd - The Hong Kong & Kowloon Electric Trade Association - The Toys Manufacturers' Association of Hong Kong 6. Promotion via visited companies <p>To ensure registrants would attend the seminars, we have sent a follow-up e-mail with the event's detail to each applicant after registration, and a reminder e-mail to each applicant before the event.</p> <p>To maximise the outreach of the seminar content to the industry practitioners, we have circulated selected presentation materials of the seminar to those unattended participants for reference.</p>

b)	10 Industry Consultation Visits	Visit 10 companies	10 companies were visited with best practices and insights collected for the development of the e-fact sheets	N/A
c)	10 e-Fact sheets	Publish 10 e-Fact sheets	10 e-Fact sheets were published	N/A
d)	A bilingual Practical Guide	Publish 1,000 hard copies and online electronic version	1,000 hard copies and online electronic version were published	N/A
e)	2 Workshops	100 – 160 participants for 2 workshops in total	Total number of enrolment: 170 Workshop 1: 79 Workshop 2: 60 Workshop 3: 31 (organised under the sponsorship from FHKI and HKPC) Total number of participants: 117 Workshop 1: 52 Workshop 2: 42 Workshop 3: 23	N/A
f)	Outreach Dissemination to 10 industry/trade associations or professional institutes	Disseminated to 10 trade/industry associations or professional bodies	10 trade/industry associations or professional bodies were outreached.	N/As

Details of the deliverables (e.g. date, duration, venue, speaker, topic discussed, etc.)

(Please list out in table format if necessary.)

a.) Task 1 - Organising Seminars

- Task 1 is to organise 2 seminars to provide knowledge to participants on the importance of effective hazardous substances management and the requirements of the internationally recognised IECQ QC 080000 HSPM System

- Two seminars were successfully organised

- Seminar 1

Date: 10th October, 2014

Total number of Participants: 144

Total number of Enrolment: 219

Venue: Conference Hall, 4/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, HK

Topic discussed and speakers (in Chinese):

1. IECQ QC 080000 HSPM 認證如何有助本地企業提高有害物質的管理水平 (講者: 香港通用檢測認證有限公司國際認證服務部營運經理鄭偉合先生)
2. 推行有效化學品管理 (講者: 利興紙品印刷集團綜合管理部總經理李可立先生)
3. 玩具業的新挑戰: 化學安全 (講者: 福達企業資源系統有限公司業務總監林立群先生)
4. 提升產品有害物質化學品的管理(講者: 通力電子控股有限公司 SQA 部長景春鋒先生)
5. 中小企 IECQ QC 080000 HSPM 支援計劃簡介 (講者: 香港生產力促進局助理顧問陳樹添先生)

- Information was also uploaded to the website of Hong Kong Green Manufacturing Alliance (<http://www.gma.org.hk/questcms/main/main.php>) and Green Manufacturing Network of Hong Kong Productivity Council (http://www.gmn.hkpc.org/en_event3_details.asp?id=288) for widespread experience sharing.

- *Seminar 2*

Date: 20th March, 2015

Total number of Participants: 86

Total number of Enrolment: 131

Venue: Conference Hall, 4/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, HK

Topic discussed and speakers (in Chinese):

1. IECQ QC 080000 HSPM的最新動態 (講者：國際電工委員會電子元器件質量評定體系(IECQ)合格評定機構委員會副主席及第五工作小組 (有害物質流程管理) 召集人 游天鴻先生)
2. 電子業如何有效實施有害物質管理 (講者：沃科聲公司可持續發展高級經理 余錦輝先生)
3. 玩具業管理有害物質的挑戰 (講者：孩之寶遠東有限公司化學技術經理 杜鴻溢先生)
4. 中小企 IECQ QC 080000 HSPM 支援計劃簡介 (講者：香港生產力促進局助理顧問陳樹添先生)

- Information was also uploaded to the website of Hong Kong Green Manufacturing Alliance (<http://www.gma.org.hk/questcms/main/main.php>) and Green Manufacturing Network of Hong Kong Productivity Council (http://www.gmn.hkpc.org/en_event3_details.asp?id=300) for widespread experience sharing

b.) Task 2 – Conducting Industry Consultation Visits

- Task 2 is to conduct 10 visits to pioneer companies to collect their successful experience on the implementation of IECQ QC 080000 HSPM system

- All visits to 10 companies have been conducted.

- The visited companies are listed below:

Fook Tin Technologies Ltd.
Gibson Innovation Limited
Golden Cup Printing Co. Ltd.
Hasbro, Inc.
Leo Paper Group
Print-Rite Holdings Limited
SGS Group
Techtronic Industries Company Limited
Tonly Electronics Holdings Limited
Tusen Lee Group (Holdings) Co., Ltd.

- The project team has uploaded e-Fact sheets to the Internet to share their experience with local SMEs via the website of Green Manufacturing Network of Hong Kong Productivity Council (http://www.gmn.hkpc.org/file/file/Guidebook/QC08000/E-Fact_sheet_final_Eng.pdf) and Hong Kong Green Manufacturing Alliance (http://www.gma.org.hk/questcms/userfile/File/QC080000/1506033_Eng.pdf).

c.) Task 3 – Preparation of a Practical Guide

- Task 3 is to compose a practical guide, which aims to serve as a “step-by-step” reference for SMEs on the implementation of the IECQ QC 080000 HSPM System.

- The project team has uploaded practical guide to the Internet to share their experience with local SMEs in the website of Green Manufacturing Network of Hong Kong Productivity Council (http://www.gmn.hkpc.org/file/file/Guidebook/QC08000/guidebook_eng.pdf) and Hong Kong Green Manufacturing Alliance (http://www.gma.org.hk/questcms/userfile/File/QC080000/1506142_Eng.pdf).

- 1,000 hard copies of the guidebook have been printed and disseminated to participants of seminars, workshops, and via the outreached associations of this programme.

d.) Task 4 – Organising 2 Workshops on Product Non-compliance and Recall Issues

- Task 4 is to organise 2 workshops on product non-compliance and recall issues.

- Both workshops were successfully organised.

- *Workshop 1*

Date: 22nd January, 2015

Total number of Participants: 52

Total number of Enrolment: 79

Venue: Conference Room, 31/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon, HK

- Topic discussed and speakers (in Chinese):
 1. 國際有害物質管理發展趨勢及IECQ QC 080000 HSPM 標準解讀 (講者: 香港生產力促進局助理顧問陳樹添先生)
 2. 企業案例分享 - 孩之寶遠東有限公司 (講者: 孩之寶遠東有限公司經理 - 化學技術 (中國) 杜鴻溢博士)
 - Information was also uploaded to the website of Hong Kong Green Manufacturing Alliance (<http://www.gma.org.hk/questcms/main/main.php>) and Green Manufacturing Network of Hong Kong Productivity Council (http://www.gmn.hkpc.org/en_event3_details.asp?id=298) for widespread experience sharing
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- *Workshop 2*

Date: 8th May, 2015

Total number of Participants: 42

Total number of Enrolment: 60

Venue: Conference Room, 31/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon, HK

- Topic discussed and speakers (in Chinese):
 1. 國際有害物質管理發展趨勢及IECQ QC 080000 HSPM 標準解讀 (講者: 香港生產力促進局助理顧問陳浩賢先生)
 2. 業界應對有害物質要求的策略和經驗分享 (講者: 香港生產力促進局助理顧問陳浩賢先生)
 3. IECQ QC 080000 HSPM認證與實行經驗分享 (講者: 福田科技有限公司營運總監洪練昌先生)
 - Information was also uploaded to the website of Hong Kong Green Manufacturing Alliance (<http://www.gma.org.hk/questcms/main/main.php>) and Green Manufacturing Network of Hong Kong Productivity Council (http://www.gmn.hkpc.org/en_event3_details.asp?id=298) for widespread experience sharing
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- *Workshop 3 (Additional Workshop organised under the sponsorship from FHKI and HKPC)*

Date: 22nd September, 2015

Total number of Participants: 23

Total number of Enrolment: 31

Venue: Conference Room, 31/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon, HK

- Topic discussed and speakers (in Chinese):
 1. IECQ QC 080000 HSPM 有害物質過程管理體系簡介(講者: 香港生產力促進局助理顧問 陳浩賢先生)
 2. IECQ QC 080000 HSPM 認證如何有助本地企業提高有害物質的管理水平 (講者: 香港通用檢測認證有限公司產品經理 梁嘉銘先生)
 3. 香港綠色管理網絡 - 「一站式綠色資訊與技術交流平台」(講者: 香港綠色管理網絡秘書處 劉熙瑤小姐)
 - Information was also uploaded to the website of Green Manufacturing Network of Hong Kong Productivity Council (http://www.gmn.hkpc.org/en_event3_details.asp?id=315) for widespread experience sharing
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Milestones (in chronological order)

(# Please indicate if the milestone is completed (C), deferred (D) or not achieved (N). If it is deferred, please indicate the revised completion date. For those milestones which are deferred or not achieved, please also provide the reasons under item 2.4.)

	<u>Milestone</u> (as set out in the approved project proposal appended to the project agreement)	<u>Original target completion date</u>	<u>Revised completion date</u> (if applicable)	<u>Status</u> (C/D/N) #
(a)	Organising 2 Seminars	31/12/2014	20/03/2015	C See note (a)
(b)	Industry Consultation Visits for 10 Pioneer Companies	31/03/2015		C
(c)	Preparation of 10 e-Fact Sheets	31/05/2015	19/08/2015	C See note (b)
(d)	Preparation of a Practical Guide	31/05/2015	19/08/2015	C See note (b)
(e)	Organizing 2 Workshops on Product Non-compliance and Recall Issues	30/06/2015		C
(f)	Industry Outreach for Dissemination	19/08/2015		C

Future Plan for Promoting the Project Deliverables (Nil if not applicable)

The project deliverables are maintained online on the Green Manufacture Network of HKPC and also the Hong Kong Green Manufacturing Alliance of FHKI for public access. The remaining copies of Bilingual Practical Guidebook will continue to be distributed to the industries through various channels such as seminars/training on associated topics, client visits and meetings, and so on.
