

Getting Started – Responsible Care Programme

Step 1	Express interest on Responsible Care signatory application via email to SCIC at secretariat@scic.sg
Step 2	SCIC will follow-up with the company to brief about Responsible Care
Step 3	Responsible Care signatory application form for completion: <ul style="list-style-type: none"> - The contact of the RC co-ordinator appointed - Tentative Responsible Care programme implementation timeframe
Step 4	Application form to be reviewed and endorsed by the Responsible Care Committee
Step 5	Application approval letter sent by SCIC
Step 6	CEO/MD to sign the Responsible Care Commitment Letter via face-to-face meeting at SCIC office: <ul style="list-style-type: none"> - Company formally registered as a SCIC RC Member Company upon signing of the RC Commitment Letter

A guide for the role as a RC Co-ordinator

<p>Summary of Obligations as a Responsible Care signatory:</p> <p>Focal contact with SCIC on all Responsible Care related matters.</p>	
<p>1) Submission of annual Key Performance Indicators (KPI)</p>	<ul style="list-style-type: none"> • Captures data on safety, emissions and use of resources • Notification email with the KPI submission form would be sent by SCIC in Feb • 2-months' timeframe would be provided for completion and return to SCIC • Information submitted would be kept confidential within SCIC office
<p>2) Submission of self-evaluation forms</p>	<ul style="list-style-type: none"> • Notification email with the self-evaluation forms for all 6 Responsible Care codes would be sent by SCIC in July • Company to conduct a self-evaluation on its implementation status for relevant codes via the completion of the self-evaluation forms with supporting documents for management practices indicated practice in place • 3-months' timeframe would be provided for completion and preparation of submission package and return to SCIC. • Submission package would be reviewed by the panel of judges (a team of industry practitioners and representatives from MOM, NEA & SCDF)
<p>Summary of Obligations as a Responsible Care signatory:</p> <p>Internal leader in overseeing company's implementation progress</p>	
<p>1) Oversee company's implementation progress</p>	<ul style="list-style-type: none"> • Form an internal team and evaluate company's existing practices • Develop progressive implementation plans and monitor implementation status and areas of improvements