

Legal and other requirements

1.0 Purpose

The purpose of this procedure is to identify, update and have access to all legal and other requirements to which KSPH&IDCL subscribes and that are related to environmental aspects associated with products, activities and services of KSPH&IDCL.

2.0 Scope

All areas, activities and operations carried out by KSPH&IDCL.

3.0 Associated and reference documents

- a) ISO 14001:2004 clause 4.3.2
- b) IMSP 02 – Control of records
- c) IMSP 28 – Management Review
- d) Register of EMS legal and other requirements

4.0 Definitions

Statutory requirements: Statutory requirements are those that are stipulated by statutory instruments that form a part of National, Regional and International legislations.

Regulatory requirements: Regulatory requirements are those imposed by Regulatory bodies.

Legal requirements: The term Legal requirements include both Statutory and Regulatory requirements. They include, all legal constraints and requirements, including obtaining licenses, consents and ensuring compliance with the conditions imposed on KSPH&IDCL which are related to its Products, Environmental aspects and operations.

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Other requirements: Clause 4.3.2 of ISO 14001 refers to “Other requirements to which the organization subscribes, that are applicable to the environmental aspects of its activities, products or services. Other requirements include Industry codes of practice, non-regulatory requirements, agreements with trade associations, organization’s own requirements (Corporate requirements).

Note: Product also means services.

4.0 Responsibility

Sl. No.	Activity	Responsibility	
		Primary	Secondary
1	Identify and update Register of Legal and Other Requirements	MR	-
2	Review and approve the Register of Legal and Other Requirements	MR	-
3	Communication of legal and other requirement to concerned personnel	MR	ISO Coordinator
5	Communicate the new legal requirements to top Management & Functional Heads.	MR	MR

5.0 Procedure

5.1 MR shall identify and update the applicable EMS legal and other requirements (legislation, regulation, notifications, directives) pertaining to product, activities and services by utilizing one or more of the following resources:

- Corresponding websites.
- Web sites of MoEF (www.envfor.nic.in)
- Liaison / Communication with PCB / Website of KSPCB
- Liaison with other group companies / External consultants

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- 5.2 MR shall revise the Register of legal and other requirements in case of receipt of any external communication from the above sources relevant to EMS legislations applicable to KPSHC.

- 5.3 MR with due delegation to the ISO Coordinator, shall ensure that relevant legal and other requirements are communicated to the concerned personnel (including contract employees) in accordance with procedure for communication.

- 5.4 MR shall ensure that inputs from Register of legal and other requirements are used during internal training to personnel working for and on behalf of KSPH&IDCL.

- 5.5 If situation necessitates, MR shall communicate the significance of the change in legal and other requirements to the top management.

6.0 Records

Sl. No	Name of the Record	Form No.	Custodian	Retention Period
1	Register of EMS legal and other requirements	None	MR	Till next update

Approved by : Managing Director