SECTION E2- IDENTIFYING LEGAL & OTHER REQUIREMENTS

OBJECTIVE

To identify, provide access to and comply with the regulatory requirements applicable to the environmental aspects of the organization's activities, products and services.

RESPONSIBILITIES

The Director-in-Charge or QE Manager is the Owner of this procedure and has overall responsibility and authority for its establishment, successful implementation and maintenance.

DEFINITIONS

Other Requirement – Code of Practice, Customer Requirements, Corporate Requirements.

PROCEDURES

1. Identify Legal and other Requirements

1.1 The QE Manager shall take the following steps to identify legal and other requirements that are applicable to the environmental aspects of the organization's activities, products or services:

(a) Identify all aspects of the organization's activities, products and services through Procedure E1: Aspect/Impact Identification, Risk Assessment & Control.

(b) Identify all local environmental laws and legal & other requirements that are applicable to the organization's activities, products and services.

(c) Identify conditions on all licenses, etc.

(d) Identify customer requirements pertaining to environmental requirements.

2. Access

The QE Manager shall have access via the internet (MOM, NEA, BCA, Corenet and other relevant web sites) or government publications, or obtain documents of acts, legal and other requirements that are applicable to the organization's environmental aspects of activities, products and services.

3. Legal Register

The QE Manager shall prepare and maintain a Legal Register containing all applicable environmental laws, regulations, policies, and other environmental requirements to which the organization subscribes, and make them available to all departments/users via intranet.

4. Updating

4.1 Several ways shall be adopted to keep updated with the environmental laws and regulations. These include media, internet, publications, by subscription to updating services, etc.

4.2 The QE Manager shall track updates or changes and identify legal and other requirements that affect or are applicable to the organization at 12 monthly intervals. Legal register, environment aspect evaluation, related operation control monitoring and measurement plan should be updated when applicable.

4.3 The Legal Register shall be updated when there are changes to the legal and other requirements that are applicable.

5. Compliance

5.1 The QE Manager shall initiate actions / controls to ensure compliance with the requirements identified including any subsequent new requirements or changes.

5.2 Periodic check and monitoring shall be conducted to evaluate the compliance with all the requirements. Refer to Procedure E6: Monitoring & Measurement.

REFERENCE

Form EC2.A - Legal Register