

<b>Legal and other requirements</b>
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**1.0 Purpose**

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

**2.0 Scope**

All areas, activities and operations carried out by KSPHC.

**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 KSPHC 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	EMR MR	-
2	Review and approve the Register of Legal and Other Requirements	ED	-
3	Communication of legal and other requirement to concerned personnel	EMR MR	EMS Coordinators
5	Communicate the new legal requirements to top Management & Functional Heads.	EMR MR	EMR MR

#### 5.0 Procedure

5.1 **EMR** 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](http://www.envfor.nic.in) )
- Liaison / Communication with PCB / Website of KSPCB
- Liaison with other group companies / External consultants

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- 5.2** **EMR** 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** **EMR** MR with due delegation to the CC-EMS and EMS Coordinators, 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** **EMR** 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 KSPHC.
- 5.5** If situation necessitates, **EMR** 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	<b>EMR</b> MR	Till next update

**7.0 Revision details**

This document supersedes and replaces EMSP 04. This document being part of the integrated management system, it is designated as IMSP 20 and the revision status is set to "0".

<b>Approved by : Chairman and Managing Director</b>
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