	<b>ENVIRONMENTAL, OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM PROCEDURE</b>	Doc. No. : EOHSP-03
		Rev. No. : 00
	<b>IDENTIFICATION OF LEGAL AND OTHER REQUIREMENTS</b>	Date : 02.04.12
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### 1.0PURPOSE:

To establish, implement and maintain a procedure for identification of legal and other requirements to which KFL subscribes & to identify how legal & other requirements are applicable to identified environmental aspects & OH&S hazards covered under the scope of EOHS Management system.

### 2.0 SCOPE:

This procedure covers the method to identify and have access to applicable Legal and other requirements related to activities, processes, product and services of KFL.

### 3.0 RESPONSIBILITY:

Legal Team Members (LTM). (EOHS-ML-14) The legal Team Members consists of:

EOHS MR, DGM -HR, AM-Safety, Officer Admin

### 4.0 DEFINITION:

**4.1 Legal Requirements:** These are regulatory requirements as defined by the Central or State regulatory authorities to which the KFL is liable to identify and comply with.

**4.2 Other Requirements:** Any customer specific requirements, statutory requirements by financial bodies, corporate specific requirements & any other agreements with public authorities. (Ex: Customer requirements)


### 5.0 PROCEDURE:

**5.1** The details of the List of Applicable legal requirement & other requirements to be complied by LTM, along with frequency of retrieval and personnel responsible for maintaining the records are defined in the Legal Register (EOHS-RG-01)

**5.2** Dept. Head responsible for compliance to legal requirement shall obtain information on legal requirement, by referring to any of the following agency.

- **Notification from State / Central Government bodies like MPCB, CPCB, MOEF, Explosive Department, Inspectorate of Factories and Boilers, Electrical Inspectorate etc.**
- Information in Newspapers.

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Date	02.04.2012	02.04.2012	02.04.2012

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- Communication with National Safety Council and Confederation of Indian Industry & Authorized Publishers.
- Subscription / contact with Bureau of Indian Standard, Book Supply Bureau, etc.
- By referring to various Factories Acts & Rules Book
- Through visiting website given below to get information on latest updates and also through member-

[www.envfor.nic.in](http://www.envfor.nic.in)

[www.peso.gov.in](http://www.peso.gov.in)

[www.cpcb.nic.in](http://www.cpcb.nic.in)

**5.3** The application for renewal of Consents / License / Authorization under Government statutory requirements shall be submitted in advance as specified in the Acts / Rules. Renewal frequency mentioned in list of legal & other requirements may subject to change / alter as per Notification / Intimation from the government authorities from time to time. Responsible persons shall communicate relevant information on legal and other requirement to all concerned.

**5.4** The following are the other requirements pertaining to the Environmental aspects / OH&S Hazards of the activities, processes, products & services, which are to be complied with:

**Customer Specific Requirements** – Marketing & Quality Departments are responsible for receiving the requirement from the Customer and forwarding to concerned department to ensure fulfilment.


**Statutory requirement by Financial Institutions** – Some of the financial institutions, Banks, Insurance companies may require the organization to comply with certain statutory norms. Finance dept shall identify and comply with those requirements and they are responsible for receiving and responding to fulfilment of above.

**Corporate specific Requirements** – MR shall identify any corporate specific requirements and to incorporate the same and periodically check for compliance.

**Agreement with public Authorities** – Public authorities like social bodies OR Industrial development authorities may require the organization to comply with their requirements. HR is responsible for receiving and responding to ensure fulfilment of such requirements.

**5.5** Legal & other requirements applicable to environmental aspects & OH&S Hazards are determined during significant impact / risk study. Description of legal requirements & how

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 <b>KALYANI</b>	<b>ENVIRONMENTAL, OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM PROCEDURE</b>	Doc. No. : EOHSP-03
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legal & other requirements applicable to environmental aspects & OH&S hazards are also described in the significant impact / risk study.

**6.0 Document / Record reference:**

S. No.	Document /Record Description	Reference No.
1.	Legal Register	EOHS-RG-01
2.	List of Legal Team Members	EOHS-ML-14

**7.0 ISO / OHSAS ref:**

Clause ref 4.3.2 of ISO 14001: 2004 & OHSAS 18001:2007

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