	ENVIRONMENTAL, OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM PROCEDURE	Doc. No. : EOHSP-12
		Rev. No. : 00
	EVALUATION OF COMPLIANCE	Date : 02.10.2016
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1.0 PURPOSE:

To establish, implement & maintain a procedure to evaluate and update applicable Environmental, its Compliance obligation including legal and other requirements applicable to EMS Management System of KFL.

2.0 SCOPE:

Evaluation of its compliance obligations including its legal & other requirements applicable to all the activities, products & services covered under the scope of EMS Management System.

3.0 RESPONSIBILITY:

Legal Team Members

4.0 PROCEDURE:

4.1 The Legal team of KFL periodically carry out the evaluation of its Compliance obligation including all legal & other requirements once in Six months. Periodicity of evaluation of compliance will vary for different legal & other requirements. The associated records are maintained.

4.2 The method adopted in evaluating its Compliance obligations is briefed below. Each of the identified legislation such as act / rule / consent / other requirement is studied for every condition in the format specified for evaluating the compliance. Each of the condition is rated for compliance using the following grades.


1. Fulfilled - Fully complied.
2. Not relevant - any condition in the legal consents, which is not applicable to KFL.
3. Still Open - but can be rectified by taking corrective action.
4. Not fulfilled - This requires an action plan to achieve the compliance through the Management Program.

5.3 The evaluation of requirements to be carried out once in Six Months or whenever any new legal requirement is introduced by State Pollution Control Board or Central Pollution Control Board / any other regulatory authority and is applicable to the firm.

The evaluation covers

- Licence, consents, authorization
- Notifications, publications by government authorities and reply

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Signature			
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Date	02.10.2016	02.10.2016	02.10.2016

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- Compliance to other requirements
- Updating on legal requirements and other requirements

5.4 The application for renewal of consents/authorization under government statutory requirements will be given in advance as specified in the Act / Rule. Renewal frequency mentioned in the table may be altered as per the notification / intimation from the government authorities from time to time.

5.5 Corrective Action: This includes the steps taken to rectify the non-compliance observed against any of the applicable legal / other requirements. When the applicable condition is rated as 3 or 4 it is reviewed for the appropriate corrective action and action plan or if necessary EMS management program is initiated with the responsibility and target date.

5.0 Document / record reference:

S. No	Document /Record Description	Reference No.
1	Legal Register	EMS-RG-01

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