

ABE Integrated Management System Legal & Other Requirements	IMS	Dept: ENV Issue: 01, Rev:4	Ref: ABE-EM-LR-01 Last Revision: May '16
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1	31-05-04	Revised-1	Binil	MG
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LEGAL AND OTHER REQUIREMENTS PROCEDURE

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LEGAL AND OTHER REQUIREMENTS PROCEDURE

1.0 PURPOSE AND SCOPE

The purpose of this procedure is to define the mechanism for identifying and maintaining current legal and other requirements and regulations applicable to ABE operations and activities, and for maintaining access to up-to-date editions of those requirements.

The scope of this procedure is to inform employees about the availability of all legal and other requirements that ABE subscribes.

2.0 DEFINITIONS AND ABBREVIATIONS

ABE	:	Albanna Engineering
DM	:	Dubai Municipality
CEO	:	Chief Executive Officer
MR	:	Management Representative
PO	:	Process Owner
EO	:	Environmental Officer

3.0 RESPONSIBILITY

Environmental Officer is responsible for subscribing and maintaining legal and other requirements in co-ordination with Process Owner.

PO will raise purchase requisition for procurement of these documents. Purchase department is responsible for purchase of the documents.

4.0 PROCEDURE

4.1 EO will maintain up-to-date listing of applicable environmental legal and other requirements through the maintenance, access and review of the relevant references such as:

4.1.1 Local Legislation

- UAE Federal Law
- Dubai Municipality Local Order
- Dubai Municipality Technical Guidelines
- Dubai Municipality News Bulletins

4.1.2 International Standards

- ISO 14001 Standards
- OHSAS 18001 Standards

4.1.3 Other Requirements

- Customer Interest
- Interest of local residents

4.2 EO may undertake additional activities as appropriate to ensure that all applicable legal and other requirements are available. These additional activities include downloading documents from the 'world wide web' etc.

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- 4.3 Legal requirements with respect to the test records shall be maintained and ensure that the sample test is being conducted as per the local authority requirement.
- 4.4 The access to, or copies of applicable legal and other requirements will be readily available for reference in ABE library.
- 4.5 PO & EO will communicate legal and other requirements to all areas and departments. A matrix shall be prepared by the EO, with details of DM Regulations and its relevance against ABE activities.

5.0 RECORDS

- 5.1 Following records will be generated and maintained up-to-date.
 - List of applicable local legislations (with revision status).
 - *Environmental Standards & Allowable Pollutants Limits*
 - *Test reports of Waste disposal samples*
 - *List of approved waste disposal transporter.*

6.0 DISTRIBUTION AND AVAILABILITY

- Chief Executive Officer
- Department Heads
- Controlled Copy Holders of IMS Manual

7.0 ATTACHMENTS

NIL