



Consolidated Construction Consortium Ltd

PROCEDURE NO. : **CSP- 4.3.2**

**PROCEDURE FOR
IDENTIFICATION OF LEGAL
AND OTHER REQUIREMENTS**

REV.NO. 0

DATE: 16-04-2008

PAGE 1 OF 5

**PROCEDURE FOR IDENTIFICATION OF LEGAL AND
OTHER REQUIREMENTS**

0	16-04-2008	First issue
REV. NO.	DATE	BRIEF RECORD OF REVISIONS

PREPARED BY : HEAD - HSE

SIGNATURE

NAME

: S N NARAYANAN

APPROVED BY : DIRECTOR (OPERATIONS)

SIGNATURE

NAME

: V G JANARTHANAM

**PROCEDURE FOR
IDENTIFICATION OF LEGAL
AND OTHER REQUIREMENTS****1.0 OBJECTIVE**

To identify and update the legal and other requirements applicable for Occupational Health & Safety and Environmental management, communicate the same to all concerned and project sites.

2.0 SCOPE

This procedure covers all activities performed at project sites and offices.

3.0 RESPONSIBILITY

As defined in the procedure.

4.0 PROCEDURE**4.1 Identification of Legal & Other Requirements**

4.1.1 Head - HSE management is responsible for organizing the updating and maintenance of the records of all applicable legislations and regulations and communicates to relevant persons.

4.1.2 PC, PM and SE are responsible for identifying the applicable legal requirements of the particular States and Central Government in India or the Country in which any project being executed.

4.1.3 The Legal & Other requirements that safeguard welfare of the general environment vide MOEF, CPCB and local regulatory mechanisms are considered for ISO 14001. The Legal & Other requirements that safeguard welfare of the employees and general work environment vide Factories Act, 1948 and such other Acts are considered for OHSAS 18001. Being Construction activity, the client specific requirements are also verified through ROR for compliance towards ISO 14001 and OHSAS 18001 requirements

4.1.4 Head - HSE organizes for identification of applicable legislative, regulatory and other requirements by assessing the information obtained from,

- a) CPCB & local PCBs Acts, rules, regulations and notifications.
- b) Consents/authorizations/licenses obtained under various Acts.
- c) Discussions with safety & environmental professional during meetings, seminars and conferences.



Consolidated Construction Consortium Ltd

PROCEDURE NO. : **CSP - 4.3.2**

**PROCEDURE FOR
IDENTIFICATION OF LEGAL
AND OTHER REQUIREMENTS**

REV.NO. 0

DATE: 16-04-2008

PAGE 3 OF 5

- d) HSE related legislative and other books like Building and Other Construction workers (Regulation of Employment and Condition of Services) Act., and other publications.
- e) Meetings with clients/customers to whom construction activity is carried out.
- f) Information received from industrial associations and also interacting / hiring professional services.
- g) Meetings with construction engineers to bring in clarity on other requirements viz CCCL policy guidelines.

4.1.5 The applicable legal and other functional requirements shall be listed in the Register of Regulations (ROR) and maintained by Head - HSE at Head Office and PM/SE at Site to ensure compliance.

4.1.6 All sites shall maintain the list of competent persons and their responsibilities as stipulated in regulatory requirements and also their responsibilities

4.1.7 PM/SE/SS to ensure that all the relevant permits / consents / licenses / authorizations are available and renewed.

4.1.8 Head - HSE to ensure the communication of legal and other applicable requirements including specific conditions, if any, to the concerned persons.

4.1.9 PC/PM/SE to identify local applicable legal requirements related to the environmental aspects specific to the location of the site by interacting with the local authorities. The site ROR is updated by PM / SE and sent to Head - HSE.

4.1.10 PM/SE/SS to send compliance report quarterly to Head - HSE management.

4.1.11 Head - SCM to ensure that whenever an item /service is purchased or sub-contracted the applicable legal requirements shall be clearly spelt out in the purchase order /sub-contract order. The indenter to ensure communication of such requirements in the indent clearly.

4.1.12 Head - HSE to communicate nonconformities with respect to legal & other requirements to the management and advice PC concerned to take necessary corrective action immediately.

4.2 Updating of ROR (periodically visiting www.envfor.nic.in and www.bis.org.in)

4.2.1 Head - HSE to organize the assessment of the revisions, new additions /deletions to various legislative, regulatory and other requirements based on the information received from sources listed under clause 4.1.3 at least once in six months and update the ROR.



Consolidated Construction Consortium Ltd

PROCEDURE NO. : **CSP - 4.3.2**

**PROCEDURE FOR
IDENTIFICATION OF LEGAL
AND OTHER REQUIREMENTS**

REV.NO. 0

DATE: 16-04-2008

PAGE 4 OF 5

- 4.2.2 Head - HSE to ensure that concerned departments are communicated / informed about the changes for ensuring compliance to the revised ROR.
- 4.2.3 PC/PM to ensure that whenever there is a change in the process, technology and equipment it shall meet the applicable HSE regulatory guidelines by taking timely actions before procurement and installation at project sites.



Consolidated Construction Consortium Ltd

PROCEDURE NO. : **CSP - 4.3.2**

**PROCEDURE FOR
IDENTIFICATION OF LEGAL
AND OTHER REQUIREMENTS**

REV.NO. 0

DATE: 16-04-2008

PAGE 5 OF 5

