



## Legal & Other Requirements

IMS-P-03

Revision No. 5

Dated 01-11-2020

Page 1 of 3

### 1.0 Purpose:

- a. The purpose of this procedure is to define mechanism and responsibilities for identifying and acquiring legal and other IMS and EnMS requirements, which are applicable to PCL.
- b. To identify responsibility and mechanism for compliance to applicable laws and other requirements.

### 2.0 Scope:

This procedure is applicable to the activities of PCL.

### 3.0 Overall Responsibility:

Assistant Manager IR in legal cell or his designated person is responsible for:

- a. Ensuring that an updated list of all applicable laws and other requirements to which PCL complies is developed and maintained.
- b. Ensuring that an updated list of concerned agencies that provide sources of laws and legal requirements is maintained.

MR or his designated person is responsible for:

- a. Ensuring that PCL complies with all applicable laws and requirements.
- b. MR Confirms continued compliance of regulatory requirements to top management of PCL once every year.

### 4.0 Procedure:

S.NO	ACTIVITY	RESPONSIBILITY
4.1	<b>Identification/ List of concerned regulatory agencies</b>  An updated list of all concerned agencies with their addresses, phone numbers, fax and contact person are made on IMS-F-06 and is maintained by AM. IR.	AM. IR or his designated person



## Legal & Other Requirements

IMS-P-03

Revision No. 5

Dated 01-11-2020

Page 2 of 3

4.2

### Identification of Legal and Regulatory Requirements

- 1.1 AM. IR ensures that agencies concerned with IMS and EnMS are contacted by sending letters/ e-mails/ Fax/ visits in order to obtain the laws/ other requirements, which are relevant to the IMS and EnMS. These laws may also be obtained from the gazette of published laws or obtained from websites.
- 1.2 Record of such communication is kept in 'Communication with regulatory bodies' folder by AM. IR or his designated person.
- 1.3 AM. IR or his designated person maintains a list of all current laws and other requirements applicable to PCL.
- 1.4 AM. IR ensures applicable laws are available and known to concerned persons.

AM. IR or his designated person

4.3

### Update of Legal and Regulatory Requirements

- 1.1 AM. IR ensures that all applicable laws are kept current. Changes to laws and regulations are annually/or as and when required basis identified by contacting concerned agencies.
- 1.2 Any change to the law is communicated to the concerned individual by AM. IR

AM. IR or his designated person



## Legal & Other Requirements

IMS-P-03

Revision No. 5

Dated 01-11-2020

Page 3 of 3

4.4

### Ensuring and Reporting Compliance

- MR ensures that all legal requirements are verified once a year.
- MR ensures that PCL continues to meet all legal requirements.
- MR informs / confirms to top management once every year that PCL continues to comply with legal requirements. (done and recorded in Management Review minutes.
- MR or his designated person maintains records of verification / evaluation / review showing legal compliance.

MR or his designated person

## 5.0 Records

Record No.	Record Name	Maintained by	Retention Period
IMS-F-06	Register of Laws and Regulations	MR or his designated person	Ongoing