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| **INTEGRATED SYSTEM PROCEDURE**  LEGAL AND OTHER REQUIREMENTS |

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| **Author** | | | |
| Name: Ali Raza Gohar | |  | **Signature** |
| Designation: QHSE Team Lead | |  |
| Date: 30-12-2019 | |  |
| **Review** | | | |
| Name: Muhammad Shaheedullah | |  | **Signature** |
| Designation: Compliance Manager | |  |
| Date: 30-12-2019 | |  |
| **Approval** | | | |
| Name: Ahsan Abid | Designation: GM Unit-1  Date: 30-12-2019 |  | **Signature** |
| Name: Shahid Sultan Butt | Designation: GM Unit-2  Date: 30-12-2019 |  |  |
|  |  |  |
| Name: Waseem Ahmed | Designation: GM PCC  Date: 30-12-2019 |  |  |
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1. **Purpose**

This procedure shows that Bin Rasheed Colors and Chemicals (BRCC) & Pakistan Coating Chemicals (PCC), is committed to complying with all applicable regulations and laws. This procedure defines the mechanism to identify and keep up to date with the relevant regulatory and legal requirements that applicable to the quality, health, safety and environmental requirements of its activities and products and services.

1. **Scope**

This procedure is applicable and implemented throughout the Bin Rasheed Colors and Chemicals & Pakistan Coating Chemicals to meet the requirements of all applicable laws and regulations.

1. **Responsibility**
   1. Compliance Team
   2. Concerned HODs
2. **Procedure**
   1. Compliance team in coordination with Concerned HODs uses variety of the techniques to identify applicable legal [*National and Local Regulations & Laws*] and other requirements [*Mandatory or voluntary codes of conduct and performance standards (e.g. Approved Codes of Practice) (either internally or externally created) that the BRCC & PCC have committed to*], interpret them, and determine their impacts on operations of the organization. There are many sources for obtaining information about applicable laws or regulations. These sources include:
3. Commercial services (with updates offered on-line, on CD-ROM, or in paper form)
4. Regulatory agencies (federal, provincial and local)
5. Trade groups / associations
6. Internet
7. Public libraries
8. seminars and courses
9. Newsletters / magazines
10. Consultants and attorneys
11. Customers, vendors and other companies
    1. As it is necessary “in house” and “offsite” resources, such as consultants and attorneys, may be called upon to assist the Compliance team in identifying applicable laws and regulations or in developing programs in response to the applicable laws and regulations. The effort whether made “in house” or “offsite” is coordinated by the Compliance team.
    2. Once the applicable environmental requirements have been identified and adopted into the appropriate operations, Compliance team communicate these requirements (and methods for complying with them) to employees, on-site contractors and others, as needed.
    3. All managers /departmental heads are to make sure that applicable rule(s)/ regulation, code matter(s)/ communication sent/ received on any legal or regulatory matter, internal/external, be copied to Compliance team and if warranted be discussed in the meeting, to avoid any lacking of central update at Compliance Office.
    4. Compliance team maintains a List of ‘’Applicable Legal and Other Requirements’’ compiled initially and as are included and or deleted from time to time against information updates received from internal / external sources.
    5. Compliance team monitors the compiled information sources on a regular basis to ensure that new issues are identified on a timely basis, through conduct or commission, of periodic regulatory and corporate policy compliance, audits internal / external to access the effectiveness of this procedure.
    6. Compliance team will compile and maintain copies of applicable laws & regulations, where copies of such laws and regulations are not maintained at the office, Compliance team will ensure that ready access is available from other sources.
    7. All the applicable laws and regulations are to be considered while setting the Objectives and Targets.
12. **Associated Documented Information**
    1. Applicable Legal and other Requirements Lists

**Amendment History Record**

| **Revision Number** | **DCR Number** | **Section** | **Amended Text** |
| --- | --- | --- | --- |
| 1 | ISP-017 | 3.1  4.1  4.2  4.3  4.4  4.5  4.6  4.7 | ~~Management Representative (MR)~~ with QHSE Team Lead |
| 1 | ISP-017 | 3.2 | ~~DMR is~~ removed as MR/DMR are replaced with QHSE Team Lead |
| 1 | ISP-017 | 1.0 | ~~Product with~~products and services |
| 1 | ISP-017 | 5.0 | ~~Record~~ with Documented Information |
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