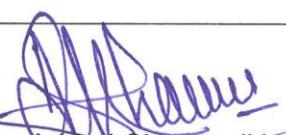
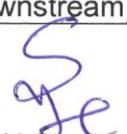


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## **IDENTIFICATION AND COMPLIANCE TO LEGAL & REGULATORY REQUIREMENTS**

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## Document Change Note

Rev. No	Rev. Date	Comments / Changes
00	8-12-2022	New Issue
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## 1 PURPOSE

AMNS is committed to ensuring compliance to all applicable laws and regulations. The purpose of this procedure is to ensure that all applicable legal, regulatory and other HSE requirements are identified, made available, understood and that there is ongoing compliance to those requirements.

This procedure also intended to identify the changes in legal and regulatory requirements time to time and addresses compliance to those changes.

## 2 SCOPE

This procedure shall apply to AMNS business activities, processes and related work areas including contractors to meet –

- Legal and regulatory requirements of Central Government
- Project specific HSE requirements
- ISO 45001 and ISO 14001 standard requirements
- AMNS HSE Policy
- [IS 14489 Code of practice on occupational safety and health audit](#)

## 3 DEFINITIONS

**Legal and regulatory requirements:** These requirements encompass international, national, regional and local documented regulatory obligations covering occupational health, safety and environmental protection. Non- compliance to these requirements lead to penalties/ prosecution by government authorities.

**Standards/ Guidelines:** These requirements encompass internationally recognized standards/ guidelines/ best practices which by adoption and implementation can lead to prevention of incidents.

## 4 RESPONSIBILITIES

All employees are responsible for complying with applicable legal and regulatory requirements.

Divisional Heads through Contracts/Project Managers have overall responsibility to ensure that company operations are conducted in compliance with all legal, regulatory and internal project HSE requirements.

Identification of applicable HSE requirements	: HSE Head
Preparation of annual compliance calendar	: HSE Manager
Regulatory Notification	: HSE Head
Follow Up	: HSE Department at project sites
Training	: HSE Department
Record Keeping	: HSE Department

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## 5 DESCRIPTION

### 5.1 IDENTIFICATION OF APPLICABLE HSE LEGAL AND REGULATORY REQUIREMENTS

The HSE Head shall identify relevant legal and regulatory and other HSE requirements applicable to various project activities handled by AMNS and shall advise management for compliance. Necessary resources to identify legal requirements are made available to HSE Head along with the services from Human Resource / Industrial Relations Department and online services of regulatory bodies of local Government to identify current relevant requirements of the law.

Other HSE requirements include internal minimum HSE standards, industry codes of practice and agreements with public authorities shall be identified and summarized.

The identified applicable legal, regulatory and other HSE compliance requirements including important milestone dates requiring any action to be taken are translated in to an annual compliance calendar such as:

- Filing/renewal dates for all air/water/waste permits.
- Filing dates for any hazardous wastes.
- Sampling/filing dates for any water sampling events, exposure monitoring requirements etc.
- Dates for safety meetings
- Deadline dates for statutory reports
- Dates for any monthly/annual system checks (fire systems, safety devices, emergency drills, equipment/lifting gear certifications, personnel competency certificates).

This calendar shall be prepared by the HSE Manager at site and approved by Project Head. The compliance calendar shall be reviewed during safety committee meetings and half yearly by management team for compliance verification.

#### 5.1.1 IDENTIFICATION OF CHANGES TO REQUIREMENTS

The HSE Head shall identify changes to legal, regulatory and other HSE requirements, and to advise management on how these changes may impact operations//project. Necessary resources to identify changes to legal requirements are made available to HSE Head along with the services of Human Resource / Industrial Relation department to identify changes to current relevant requirements of the law.

#### 5.1.2 COMMUNICATION AND AVAILABILITY FOR READY REFERENCE

All applicable legislations and relevant documents are kept at HSE department for ready reference. Applicable regulatory and legal requirements are incorporated in HSE plans for respective project/ contract and are accessible to all head of departments and project sites and to other employees up on request.

Any changes or amendments shall be communicated to all concerned.

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The HSE Manager at project site shall ensure that all the aspects listed in the Risk Assessment Register have been checked for applicable regulations and/or other requirements.

The HSE Manager at project sites shall ensure that all HSE related required licenses, permits or approvals are available and up to date and records shall be maintained.

Applicable regulatory requirements for the project shall be incorporated in HSE induction to communicate all employees for their role in compliance.

## 5.2 COMPLIANCE TO LEGAL AND REGULATORY REQUIREMENTS

All employees are responsible for complying with applicable legal and regulatory requirements.

The Project Head has overall responsibility to ensure that company operations are conducted in compliance with all legal, regulatory and internal/ Project HSE requirements.

Non-compliance to legal, regulatory and other HSE requirements (If any) will be documented and communicate to management/ relevant personnel for corrective actions. This can be accomplished using several processes, including:

- Use of the Safety Observation Report (SOR)
- Use of the internal Incident Notification process for incidents and near misses, requiring analysis (including Root Cause analysis) and management corrective action plans.
- Results of internal inspections and audits requiring management corrective action plans.
- Response to letters/ notices of violation from government/ regulatory inspectors, requiring management corrective actions. In cases where written response to government/ regulatory agencies is required, the Project Head shall authorize the letter in consultation with central HSE Department.

## 5.3 ACTS/ LAWS/ REGULATIONS APPLICABLE TO CONSTRUCTION INDUSTRY

<b>S. No.</b>	<b>NAME OF ACT/ RULE/ LAW/ REGULATION</b>
1	The Factories Act, 1948 (Amended 1987 & 2001) and the State Factories Rules of respective States
2	The Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Central Rules, 1998
3	The Building and Other Construction Workers' Welfare Cess Act, 1996 & Rules 1998
4	The Workmen's Compensation Act, 1923 & Rules 1924
5	The Motor Transport Workers Act, 1961 & Rules, 1964
6	The Electricity Act, 2003
7	The Indian Electricity Rules, 1956
8	Central Electricity Authority regulations 2010
9	The Dangerous Machines (Regulation) Act, 1983
10	The Static and Mobile Pressure Vessels (Unfired) Rules, 1981 (Amended 2002)
11	The Petroleum Act, 1934
12	The Petroleum Rules, 2002
13	The Environment Protection Rules, 1986 (Amended 2006)

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14	The Environmental (Protection) Act, 1986 and Amendment 2009
15	Environment (Protection) Second Amendment Rules - "Environmental Standards" 1999
16	The Chemical Accidents (Emergency Planning, Preparedness & Response) Rules, 1996
17	The Ozone Depleting Substance (Regulation and Control) Rules, 2000
18	The Public Liability Insurance Act, 1991 & Rules, 1991
19	Motor Vehicles Act, 1988
20	Motor Vehicles (Central) Rules, 1989
21	The Contract Labour (Regulation & Abolition) Act, 1971
22	BOCW Act, 1996
23	BOCW Rule, 2009
24	The Occupational Safety, Health And Working Conditions Code, 2020
25	The Hazardous Wastes (Management and Handling) Rules 2016
26	Gas Cylinder Rules, including Amendment Rules, 1993 (2016)
27	Battery Management and Handling Rules, 2001 (2016)
28	The Noise Pollution (Regulation & Control) Rules, 2000
29	Water Act 1988
30	Bio-medical waste Rules 2003
31	Municipal solid wastes rules 2000
32	Plastic waste rules 2011
33	E-waste (Management & Handling) Rules 2016
34	National Ambient Air Quality Standards (NAAQS) 2009
35	Construction and demolition waste management 2016
36	Bio-medical Waste Management Rules 2016
37	Gujarat Factory Rules, 1963

## 6 TRAINING

All employees shall receive training in legal and regulatory requirements applicable to their position/ task through Safety Induction and other training sessions on HSE MS.

## 7 RECORD KEEPING

Records maintained under this procedure are mentioned below:

<b>S. No.</b>	<b>Title</b>	<b>Location</b>	<b>Retention period</b>
<b>01</b>	Annual compliance calendar	HSE Department	Until the completion of Project
<b>02</b>	Training	HSE Department	Until the completion of Project
<b>03</b>	Law and regulatory documents	HSE Department	Until the completion of Project
<b>04</b>	Legal requirements master register	HSE Department	Until the completion of Project