

**Revision History**

Description	Last Rev No.	Current revision No.	Amendments made
SW/HSE/P04-Rev00	NA	00	New Document
SW/HSE/P04-Rev01	00	01	The Corporate HSE function was removed.

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**1. PURPOSE AND SCOPE**

The purpose of this procedure is to define the process to

- a) Identify and have access to applicable legal and other requirements.
- b) Relate these requirements to the HSE hazards-risks / Aspect-impact.
- c) Evaluate the compliance status to identified legal and other requirements.

**2. APPLICABILITY**

This procedure applies to Sterling & Wilson Projects and Operations & Maintenance

**3. DEFINITION**

**3.1 Legal requirements** are

- Occupational Health and Safety, Environment, and Fire protection legislation
- Conditions in permits, licenses, or other forms of authorization,
- Orders issued by regulatory agencies,
- Judgments of courts or administrative tribunals

**3.2 Other requirements** are those requirements related to HSE to which the organization has a voluntary subscription apart from legal compliance

- Customer requirements specific to HSE
- Corporate Procedures and Policies

**4. RESPONSIBILITIES & ACCOUNTABILITIES**

4.1 Access and identification: HR/ HSE Dept.

4.2 Compliance with the requirements: Concerned project teams, HR & HSE

4.3 Register of Regulation update: MA, HR officer and HSE

4.4 Communication of requirements to all concerned: MA

**5. DESCRIPTION OF PROCEDURE:**

The procedure of updating, maintaining a list, implementing required measures, and complying with legal and other requirements are defined in the below table.

**LEGAL REQUIREMENTS AND OTHER REQUIREMENTS, EVALUATION OF COMPLIANCE**

<b>Input</b>	<b>Process</b>	<b>Output</b>	<b>Responsibility</b>
Identify HSE Legal requirements applicable to the project for preparation of Legal and Other Requirements register for site/ office			HR/ HSE
	Determination of legal requirements includes: - Legislation (national, regional), including statutes and regulations; - decrees and directives; - orders issued by regulators; - permits, licences or other forms of authorization; - judgments of courts or administrative tribunals; - treaties, conventions, protocols		
	And Other requirements include: -the organization's requirements; - contractual conditions (including Lender's requirements); - employment agreements; - agreements with interested parties;		
	Selection of applicable Legal and other requirements in the task management module in the Online HSE Portal	Formation of Legal Register & other requirements in the HSE Portal	HSE / PM
Assess the Legal requirements as per project, state, and country legislation			
	Updating of approvals, consents, authorization, licenses, and permissions related etc. in HSE Portal		HR/ HSE /PM
	Evaluate and Categorize the activities for compliance	Implement and evaluate the	HR/ HSE /PM

**LEGAL REQUIREMENTS AND OTHER REQUIREMENTS, EVALUATION OF COMPLIANCE**

		compliance	
Review of new rules or amendments in a year			
	Verify and review to incorporate the new laws, amendments, and notifications in the HSE Portal	Update the Legal Register & other requirements in HSE Portal	Business HSE/ HR
Communication of compliance Obligations			
	Inform the concerned project personnel about the requirements.	Consider compliance obligations while preparing the procedures, implementing controls, designing processes	PM/HSE
	Communicate to vendors, suppliers, and contractors	Along with PO/WO	PM/HSE/SCM
Evaluation of compliance status in the HSE Portal			
	Review compliance, consents, authorization, licenses, and permissions related etc. due dates in HSE Portal thru Action Item	Revalidate compliance through concerned stakeholders	PM/HSE
		The site legal register is available in the approved task tab in the task management module of the Online HSE portal.	PM/HSE

**LEGAL REQUIREMENTS AND OTHER  
REQUIREMENTS, EVALUATION OF  
COMPLIANCE**

**6. Format Applicable**

<b>Sl. No.</b>	<b>Document No.</b>	<b>Title</b>
1	SW/HSE/F460	Legal Register
2	NA	Updated copies of legislations - Acts/Rules/Notifications
3	As per Contract	List of customer requirements
4	NA	Evaluation of Compliance Report
5	NA	Analysis reports / Inspection reports
6	NA	Reports submitted to Statutory authorities
7	NA	Competent authority certificates
8	SW/HSE/F501	Monitoring schedule