


Vacman Cleaning Ltd	
Environmental Management System	

Procedure Title: Maintenance of Register of Applicable Legislation and Other Requirements, and Evaluation of Compliance		Procedure No: 19
Date issued: 03.04.04	Last revised: 29.4.05	Revision No: 05.0
ISO 14001 reference: 4.3.2, 4.5.2, 4.4.6		
O M reference: All		
Related procedures:		
<ul style="list-style-type: none"> ▪ Procedure 24 - EMS Audit ▪ Procedure 1 - Communications ▪ Procedure 13 - Training ▪ Procedure 12 - Resource/Consumables Use ▪ Procedure 15 - Waste Management ▪ Procedure 14 - Transport and Travel ▪ Procedure 5 - Energy Management ▪ Procedure 16 - Water Management ▪ Procedure 2 - Contractor management on-site ▪ Procedure 4 - Emergency response ▪ Procedure 7 - Environmental complaints ▪ Procedure 9 – Site Management ▪ Procedure 18 - Environmental Aspects and Impacts ▪ Procedure 20 - Objectives and Targets 		

1. Purpose


- 1.1 To identify, maintain and anticipate all legal and other requirements relevant to the environmental aspects of Vacman cleaning Ltd's activities, products and services, and make certain that all such requirements are periodically evaluated to ensure compliance.

2. Scope

- 2.1 This procedure relates to all the activities, products and services of the company, at each of it's locations, that give rise to environmental impacts governed by legal or other requirements.

3. Definitions

- 3.1 Register of Applicable Legislation and Other Requirements – all relevant legislation and other requirements applicable to the Company's environmental aspects.
- 3.2 HSE – Health & Safety Executive
- 3.3 EHOs – Environmental Health Officers


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4. Responsibilities

- 4.1 The Managing Director is ultimately responsible for ensuring appropriate mechanisms are in place to ensure legal compliance in all activities, products and services.
- 4.2 The Managing Director, or nominated representative is responsible for establishing and maintaining the Register of Applicable Legislation and Other Requirements (which is only pertinent to *environmental aspects*).
- 4.3 The Managing Director, or nominated representative, is responsible for evaluating compliance with legal and other requirements.
- 4.4 It is the responsibility of Site Supervisors /Managers to appraise themselves of the Register of Applicable Legislation and Other Requirements and to ensure day to day compliance.
- 4.5 All employees have a responsibility to advise the Managing Director of current or future relevant legislation or other guidelines that should be included on the Register.

5. Procedure

- 5.1 All relevant legislation and other requirements applicable to the Company's environmental aspects will be compiled into a Register of Applicable Legislation and Other Requirements.
- 5.2 The introduction of new legislation and changes to current legislation will principally be monitored through following sources of information may include:
 - relevant publications (e.g. ENDS and other trade press)
 - Professional bodies, Institutions, Associations, etc., (CIWEM, IEMA etc.)
 - liaison with regulators (Scottish Environmental Protection Agency, HSE, EHOs, etc.)
 - www.envirowise.gov.uk
 - www.environment-agency.gov.uk
 - www.theacorntrust.org
 - other networking (e.g. seminars, conferences, workshops, etc).
- 5.3 A subscription to at least one professional manual will be maintained on an on-going basis. Regular updates will be inserted into the manuals within one calendar month of receipt.

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- 5.4 Each update received will be screened for its relevance to the company and a record of the screening retained electronically (see attached example of “review of applicable legislation” form). The Register of Applicable Legislation and Other Requirements will be amended, where necessary, within one calendar month.
- 5.5 The introduction of new legislation, changes to existing legislation, or new government agendas, charters or policies considered by the Managing Director or nominated representative, to be of particular relevance and importance to the Agency will be cascaded to relevant employees as quickly as practicable. Communication may be in the form of an e-mail, link or article provided on the intranet, dissemination through working groups, or articles in the company newsletter or other internal publications.
- 5.6 Awareness of and compliance with legislation and other requirements will be evaluated by one or more of the following:
- audits
 - document and/or records review
 - facility inspections/tours
 - staff interviews
 - Management Review.
- 5.7 Compliance will be evaluated during each internal audit, and at the time of the Management Review.
- 5.8 Records, in the form of audit reports or Management Review documents, detailing the outcome of these compliance evaluations will be retained by the Managing Director.

6. Further References

Croner's Environmental Management

GEE Environmental Compliance Manual

Scottish Environmental Protection Agency Guidance

HSE Guidance

Government Domestic Policy

Envirowise Website

7. Record Forms

EMS – review of new applicable legislation.

EMS – review of new applicable legislation form

Date of ECM update:				
Reviewed by:				
New Legislation : UK	Details	Relevance to Vacman's significant aspects		Action
		Internal operation	Contractor activity	