Control of Legal & Other Requirements

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1. Purpose

This procedure describes the process for;

- identifying relevant CSR legislation and other obligations,

- keeping the information up-to-date,

- confirming compliance with these identified legal and other environmental requirements.

2. Responsibilities

The MSM is responsible for producing and updating the listing and for the compliance confirmation process (The support of internal specialists or external consultants may be used).

3. Related Documents:

- CSR Manual

- CSR risk assessment questionnaire

- CSR legislation register

4. Procedure:

All relevant legislation and other requirements applicable to Business West's environmental aspects will be documented and managed using the Register of Legal & Other Requirements (WR-02).

The introduction of new legislation or changes to existing legislation and requirements shall be monitored by using external sources of information such as:

- Relevant publications

- Professional Bodies, Institutions, Associations

- Non Governmental Organisations

- Liaison with regulators

- Reference to websites

- Other networking (e.g. seminars, conferences, workshops)

- Customers

Changes to existing or new other requirements shall be identified by the MSM or by the Audit Manager.

The MSM shall update the Register (WR-02) within one month of the notification of any of the above changes.

Following the introduction of new or changed requirements, the information shall be cascaded to all relevant staff, through the CSR Team, via e-mail, intranet or the Company Update.

A check of compliance to all the requirements is carried out at least annually by the MSM and Audit Manager. The result of the check is recorded on the CSR legislation register.

Any issues of non-compliance shall be recoded on the CSR Issues Log (WR-04) and dealt with in accordance with the Environmental Non-conformances procedure (WP-04).

Compliance confirmation shall be reported at Management Review.