

EP02 – Recording and Keeping Legislative, Regulatory and Policy Requirements

What is this?

This is a written procedure that outlines what is required to be followed to ensure that all relevant environmental legislation is identified and recorded. Also, that copies of all regulatory requirements (including planning permissions, waste management licences and/or exemptions, permits, abstraction and discharge licences and EPA Part 1 authorisations) are kept secure, legible and available for reference, including any policy requirements from external bodies.

What does the managing director have to do?

The managing director must ensure that the responsible manager has sufficient expertise/experience and access to the necessary resources to address the requirements of this procedure.

What does the responsible manager have to do?

The responsible manager must ensure that:

- All legislative requirements are identified and made accessible
- A register and/or copies of all relevant environmental legislation that effect the company's operations are kept at each site
- The legislative requirements are reviewed whenever they are aware of a change, or at least on an annual basis
- Any changes to the register are communicated to all senior employees (managers and supervisors)
- A register and/or copies of appropriate codes of practice and guidance notes are kept at each site
- These records are clearly listed within the EMS.

Note: The responsible manager may use the advice and support of environmental consultants to assist in maintaining these records. Site managers and supervisors must inform the responsible manager of any changes to legislation etc that they are aware of.

Associated documentation

EMS Section

- Legal and Other Requirements

Appendix A

- Register of Environmental Legislation

Appendix B

- Register of Codes of Practice & Guidance Notes

