




Bangladesh Power Development Board
INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018
STANDARDS)

LEGAL AND OTHER REQUIREMENT

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1.0 Purpose

The purpose of this procedure is to define and determine all actions, steps, controls and desired outputs used to identify and review the legal and other requirements associated with the products and services of BPDB

2.0 Scope

The scope of this procedure covers all the activities related to identification and review of legal and other requirements associated with the environment, health and safety of BPDB.

3.0 Terms and Definitions

IMS – Integrated Management System (ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018)

4.0 Roles and Responsibility

N/A

5.0 Procedure

BPDB identifies its applicable legal requirements from local laws (rules and acts). Other requirements including requirements from local govt. bodies associated with its environment, health and safety (i.e. DoE, DIFE etc.). Once the legal and other requirements have been determined, BPDB follows this procedure to evaluate fulfilment of its compliance obligations. BPDB determines the frequency of evaluation of legal and other requirements, action to be taken and maintains knowledge and understanding of its license and permit status. BPDB retains documented information as evidence of the results.

BPDB determines, at a sufficiently detailed level, the legal and other requirements identified under the needs and expectations of its interested parties that are applicable to its quality services, environmental aspects and OH&S hazards, and how they apply to the organization. These include legal requirements that BPDB has to comply with and other requirements that the organization has to or chooses to comply with. Mandatory legal requirements related to an organization's IMS can include, if applicable:

- Local regulations
- Customer requirements

Legal and other requirements also include other interested party requirements related to its IMS which the organization has to or chooses to adopt. These can include, if applicable:

- agreements with any party
- requirements of investors like banks, or other financial institutions

5.1. Identifying and Communicating Applicable Legal and Other Requirements

Designation	Activity
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IMS Coordinator / MR	<ol style="list-style-type: none">1) Identifying activities, materials, and equipment used.2) Obtaining/procuring relevant legislation/federal law, ministerial order etc.3) If the legislation is in Bengali, get it translated to English.4) Finding the applicability of articles from the legislation.5) Wherever clarifications are required, they are clarified with the consultant.6) Communicating the legislation/regulatory provision (internally).7) Maintaining records of communication.8) Review periodically the Legal and Other requirements to ensure relevance to the system's and ensure compliance.9) Identifying applicable legal regulatory and other requirements related to QHSE.10) Obtaining necessary legislation, standards etc.11) Obtaining necessary licenses permits etc. and entering in the Register of Legal and Other Requirements12) Communicating to relevant staffs and contractors on the requirements and maintaining records.
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5.2. Accessing and Updating Legal and Other Requirements

Designation	Activities
IMS Coordinator / MR	<ol style="list-style-type: none">1) Regularly contacting local Govt. website etc. for updates. Also, by registering with OSHAD and other agencies who are responsible for issue of official journals, circulars, notifications, standards and other requirements concerning the quality, health, safety and environment2) Accessing Ministerial Decrees and Federal laws through website of Government of Bangladesh.3) Track the change of law and gazette notifications by visiting the BG PRESS web site (http://www.bgpress.gov.bd/index.php) on periodic basis and also from company legal advisor, respective Bangladesh Government Authorities of such changes.4) Registering with government bodies and other agencies that are responsible for issue of standards etc.5) For addressing the changes step No. 1 to 4 (section 5.1) is followed as specified under the responsibility of IMS

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5.3. Bangladesh legal requirement and Govt. Agency

Regulation/Law	Description	Government Agency
Boiler Act_1923 And Boiler attendant rules	To consolidate and amend the law relating to steam-boilers	Office of the Chief Inspector of Boilers
Factories Act_1979	Require registration and licensing of factories or any class or description of factories	Deputy Inspector General Factories
Fire Resist & Extinguish Regulations 2014	To combat incidents of fire accident and make the rescue process easier	Bangladesh Fire Service & Civil Defense
Noise Pollution Rules_2006	Acceptable sound limit	Department of Environment
Petroleum Rules_1937 (as amended in 1989)	Guidelines for production, import, export, hoarding and sale of Petroleum products	Ministry of Power, Energy and Mineral Resources
Petroleum Act_2016	Guidelines for production, import, export, hoarding and sale of Petroleum products	Ministry of Power, Energy and Mineral Resources
Petroleum Rules_2018	Guidelines for production, import, export, hoarding and sale of Petroleum products	Ministry of Power, Energy and Mineral Resources
Gas Cylinder Rules_1991	Guidelines for using pressurized cylinder	Department of Explosive
Natural Gas Safety Rules_1991	Guidelines for using pressurized cylinder	Department of Explosive
Motor Vehicle Rules 1984	Guidelines for using motor vehicle	Bangladesh Road Transport Authority
Explosive Rules_2004	To regulate the manufacture, possession, use, sale, transport and importation of explosives	Department of Explosive
Waste Management Guidelines_2008	Guidelines for managing different types of waste	Ministry of Environment & Forest
Bangladesh Environmental Conservation Rules, 1997	Guideline on Air emission and waste water discharge, drinking water standard etc.	Department of Environment

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Regulation/Law	Description	Government Agency
Pressure Vessel Rules, 1995	Guideline on Pressure vessel testing and storage vessels etc.	Department of Explosive
Acid Control Act_2002	License for production, import, hoarding and sale of Acid	District Commissioner Office
BERC Act_2003	License for energy regulation and electricity production	Bangladesh Energy Regulatory Commission
Bangladesh National BuildingCode_2006	Guidelines for construction & maintenance of building/structure	Ministry of Housing & Public Works
Electricity Rules_1937	Supply & Use of Electrical energy	Bangladesh Energy Regulatory Commission
Electricity Act_2018	Supply & Use of Electrical energy	Bangladesh Energy Regulatory Commission
Bangladesh Labour Law_2006 (as amended in 2018)	Terms and Conditions of Employment, Employee Representative and Industrial Relations	Ministry of Labor & Employment
Labor rules_2015	Terms and Conditions of Employment, Employee Representative and Industrial Relations	Ministry of Labor & Employment
Medical Waste Rules_2011	Guidelines for management of medical wastes	Department of Environment
Hazardous waste and ship breaking waste rules_2011	Guidelines for management of hazardous wastes	Department of Environment

5.4. Legal and Other Requirements


The Legal and other requirements Register of all applicable legal requirements shall content the following as a minimum:

- 1) ISO 9001:2015
- 2) ISO 14001:2015
- 3) ISO 45001:2018

5.5. Evaluation of Compliance

Compliance to legal and other applicable requirements shall be through the following:

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- Periodic inspections/audits;
- Internal audit; and
- Thorough Evaluation of all the applicable legislation as deemed necessary by IMS Coordinator
- Group Integral audit
- Compliance status of the legal and other requirements shall be discussed during the management review meeting
- BPDB Legal Register shall be reviewed annually.

5.6. Nonconformity for evaluation of compliance

Occurrence of following is considered as nonconformity but not limited to the following:

1. Applicable legal and other requirements not identified
2. Register of legal and other requirements not updated / maintained
3. Applicable legal and other requirements not implemented effectively
4. Enforcement action
5. Failure to carry out evaluation of legal requirement at least annually.

Nonconformity may occur while conducting normal business or may be discovered during internal or external audit. Whenever nonconformity is detected, corrective, and preventive actions must be taken as per the Corrective Action Procedure.

It is to be ensured that sampling technique should not be adopted if the evaluation of legal requirement is done during internal audit. It is mandatory to carry out evaluation of all the applicable legal requirements as defined in the legal register.

To avoid improper evaluation of legal requirements (sampling), a full cycle evaluation of legal requirements shall be planned independently at least on an annual basis.

5.7. Documentation

Legal and Status of Licenses and Permits are maintained by the IMS Coordinator.

6.0 References

- a) Legal Register
- b) Status of Licenses and Permits

7.0 Appendix

None

8.0 Revision History

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SI No.	Revision Number	Section	Change Made	Date of Revision

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