

Fact-sheet - How to establish a Legal register?



What is the objective?

One of the priorities of an organization when implementing an EMS¹, is to have a **system in place to control the compliance** with the legal requirements and to be **up-to-date** with the local laws and regulations (in case of a change in the law, new regulation enforced, etc.). The management should have **tools and procedures** to monitor the legal compliance. A recommended tool to help the factory to remain up to date with the legal obligations and to accurately track its compliance performance and status is the **legal register**.



How to achieve this objective?

Step 1: Create a template for the legal register as per the model below.

Step 2: The legal requirements applicable to the factory are identified and specific information is collected (ex: the legal standards to comply with for the discharge of wastewater, etc.).

Step 3: Then, indicate in the legal register the compliance status of the factory: dates of validity of licenses/permits obtained, parameters to test when applicable, frequency of tests, etc.

Legal register											
Factory name:			Objective of this document:								
Responsible person:											
Date of last update:											
Legal requirements			Factory compliance status								
Legislation	Chapter/ section/ schedule	Article/ Specific requirement / Standards	License/ Permit / Certificate obtained?	License / Permit / Certificate valid until?	Date for application for renewal for License, etc.?	Parameters to test	Frequency of testing/monitoring?	Date of last test	Tested parameters are within the limits as per law?	Date for next test?	Responsible person
Environmental Conservation Rules (ECR 97)	Schedule 4 - Standards for Sound	The ambient noise level must be within the limits as per law. Standards to comply with in Industrial area: at day: 75 dB and at night: 70 dB				Noise level to test in 4 points outside the factory: North, South, East, West at day and at night (unit: dB)	Once a year	25/01/2017 (test report from Qtex) test report.pdf	YES	25/01/2018 (Qtex to be contacted end of 2017)	R. Hossain, Compliance Manager
Environmental Conservation Rules (ECR 97)	7- Procedure for issuing Environmental Clearance Certificate. & 8. Validity period of Environmental Clearance Certificate.	As per the SCHEDULE – 1 Classification of industrial units or projects based on its location and impact on environment, The factory is in RED category so the Environmental Clearance Certificate is requested. Each Environmental Clearance Certificate shall have to be renewed at least thirty days before expiry of its validity period.	YES	20/06/2018	20/05/2018						R. Hossain, Compliance Manager

Step 4: A member of the management has to be clearly designated to be in charge of the legal register and to monitor the updates in the legislation (the responsible person must be an internal employee). Then this person has to update the legal register as soon as there is a change in the legislation² and when there is an update in the compliance status (for example: new test conducted on-site, license renewed so date of expiry to be changed, etc.).



- **Determine** the frequency of the update of the legal register (once a month at least!);
- **Make sure** no legal requirement is missing in your legal register;
- **Highlight** in the legal register the dates for application of renewal of legal documents & dates of tests to be performed again (cells in yellow in the example above).

¹ An environmental management system (or commonly referred to as an EMS) is a set of practices and processes helping organizations to manage their environmental impacts and improve environmental performance caused by their products, services and activities. An environmental management system provides structure to environmental management and covers areas such as training, record management, inspections, objectives and policies.

² The factory can be informed about changes in the legislation through newsletter/emails sent by the industrial association (ex: BGMEA in Bangladesh, GMAC in Cambodia, etc.) or checking the government websites and communications.

