




Sterling Chemical Malta Ltd

PROCEDURE: LEGAL REQUIREMENTS AND OTHER REQUIREMENTS

REVISION HISTORY

Revision Date	Revision Number	Section affected	Change description
21.02.2014	00		First issue

Procedure Number: MPA_4.3.2	Edited by: RSGA	Approved by. Top Management
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1. PURPOSE

This procedure describes the methods for identifying and updating the legal and other requirements applicable to the environmental aspects of STERLING CHEMICAL MALTA LTD, and for maintaining access to these requirements.

2. SCOPE

This is a requirement for a procedure that explains how the organization obtains information regarding its legal and other requirements, and makes that information known to key functions within the organization. The intent of this element is to identify the environmental legal and other requirements that pertain to its operations and activities so that the organization can ensure that they **are taken into account in the HSE**. In doing so, the organization must also determine how these requirements apply to the significant aspects. This procedure applies to all relevant legal and other requirements applicable to the environmental aspects of ACTIVE PHARMACEUTICAL INGREDIENTS of CSTERLING CHEMICAL MALTA LTD and its suppliers and contractors. Legal requirements include those specified in legislations / regulations and technical memoranda that are legally binding. Other requirements include contract requirements, business codes, guidance notes, code of practices, other technical memoranda and other practice notes produced by overseas government agencies as well as professional institutions.

3. REFERENCE DOCUMENTS

The documents to implement and get a sense of this procedure are following

- updating material related to environmental legislation consulted on site: www.mepa.org.mt;
- UNI EN ISO 14001;
- UNI ISO 14004;
- **MRA_4.5.1-1**: Register of auditing environmental aspects
- **MRA_4.5.1-2**: Register of Legal and Other Requirements


4. DEFINITIONS

- | | | |
|---------------|---|---|
| RSGA | – | Environmental Management Representative |
| EMS Committee | – | Environmental Management System Committee |

5. PROCEDURE

5.1 The EMS Committee shall identify the relevant legal and other requirements applicable to the environmental aspects of STERLING CHEMICAL MALTA LTD, and determine how these requirements apply to its environmental aspects. The RSGA / member of EMS Committee shall maintain a Register of Legal and Other Requirements, and ensure all information listed in the Register are available and accessible.

5.2 Information in the Register(s) for each requirement shall include but not be limited to:

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- Title and description of the legal / other requirement;
- The application of the requirement; and
- The relevant licenses / compliance records required

5.3 The RSGA together with the EMS Committee shall review and update the register(s) every 3 months or when relevant information becomes available. The RSGA or his / her delegate(s) shall regularly source updated information from the websites of Environmental Protection Department (www.mepa.org.mt), the Government Gazette and trade publications etc.

5.4 The RSGA does the procedure indicated in the environmental aspects MPA_4.3.1, when the legislation changes the framework of the environmental aspects (quality, quantity and significance);

5.5 The RSGA performs audits to verify the application of legislation on environmental aspects

5.6 The RSGA shall ensure that the most up-to-date copies of the requirements are available to the relevant employees. The RSGA shall control the hard copies of documents (e.g. code of practices, technical memoranda, etc.) according to the control procedures in MPA_4.5.1. Directions shall also be provided for the soft copies of the requirements on the relevant websites where they are available on Internet.

5.7 The RSGA shall ensure that the applicable legal and other requirements are considered in establishing, implementing and maintaining the EHS system.

6. RECORDS

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Register of Legal and Other Requirements (MRA_4.5.1-2)	RSGA keeps the Master Copy	Two previous versions
Register of auditing environmental aspects (MRA_4.5.1-1)	RSGA keeps the Master Copy	Two previous versions

7. RESPONSIBILITY


7.1 HSE committee:

The HSE Committee shall establish and review the Register(s) of Legal and Other Requirements.

7.2 Environmental Management Representative

The EMR shall work together with the member of EMS Committee to maintain and update the Register of Legal and Other Requirements, and ensure that the updated register is available to relevant staff and the relevant requirements listed in the Register are accessible.

7.3 Top Management

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The (Top Management) shall approve the Register of Legal and Other Requirements.

7.4 Function / Departmental Manager

The Function / Departmental Manager shall inform the member of EMS Committee of any changes to the requirements relevant to their functions or departments, so as to ensure that up-to-date copies of the legal and other requirements relevant to their function / departments are accessible.

8. APPENDIX

Nil