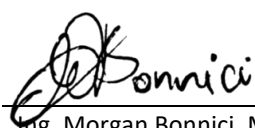


ADM EP 01 EHS Legal Requirements and Compliance Procedure

Change History

Revision No.	Description of Change	Date
0	First issue.	23.05.2012
1	Included reference to evaluation of compliance by competent Authorities.	24.10.2012
2	Included reference to evaluation of compliance by operators and changes to method of internal evaluation of compliance by Compliance Unit.	31.10.2012
3	Included reference to review of internal procedures and any related controlled documents.	19.11.2012
4	Change in CEO appointment.	16.10.2013
5	Change in CEO appointment.	26.06.2014
6	Change in signatories. Transferred responsibilities of COCC to the Department Manager – Operations Division.	04.09.2014
7	Updated signatories. Updated Department Manager – Operations Division Responsibilities (Section 4). Updated reference to MJCL website for updating environmental register (Section 5.1). Removed details on Competent Authorities inspection reports since this will be handled in ADM EP03 (Section 5.2).	22.04.2015
8	Change in logo.	30.07.2015
9	Included reference to Tal-Kus Transfer Station. Transferred responsibilities of Management Representative to DMOD. Removed reference to the Audit Plan.	31.07.2017
10	Included method to identify, determinate and evaluate compliance of H&S legal requirements and others applicable in with ISO45001:2018. Integrated flowchart to the EHS legal process.	10.09.2019
11	Change in Author, Reviewer & Approver. Update in the job title 'Compliance Manager' to 'Managing Professional – Compliance & Management Systems', 'Compliance Officer' to 'Junior/Professional – Compliance', 'Manager – Health and Safety' to 'Professional- Health and Safety/ Professional- Health and Safety Head of Maintenance' and 'Senior Manager Health and Safety' to 'Manager – Health and Safety, Fire Prevention and Maintenance.' Updated records retention of listed records. Added reference that findings of checks, audit against legislation and audit against permit are presented and discussed during a Management Review Meeting. Added reference of WS241 and WS111.	13.04.2022

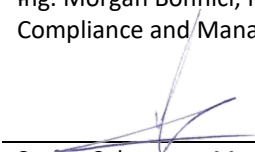
Written by:



Mr. Morgan Bonnici, Managing Professional
Compliance and Management Systems

Date: 13.04.2022

Reviewed by:



Stefan Salomone, Manager – Health & Safety, Fire
Prevention and Civil Maintenance

Date: 13.04.2022

Approved by:



Mr Richard Bilocca
Chief Executive Officer
WasteServ Malta Ltd.

Richard Bilocca, Chief Executive Officer

Date: 20.04.2022

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1 PURPOSE

The purpose of this procedure is to establish a consistent method for:

- Identifying and having access to the applicable legal (and other) requirements to which WasteServ subscribes to its environmental aspects and health & safety hazards and risks.
- Determining how the requirements apply to the WasteServ Facilities' environmental aspects and health & safety hazards and risks.
- Periodically evaluating compliance with EHS requirements.

2 SCOPE

This procedure applies company wide.

3 REFERENCE DOCUMENTS

- ADM QP05 Corrective Action Procedure
- ADM QP28 Management of Change Procedure
- ADM EP03 Inspection Report Handling Procedure
- Controlled Document 160 Compliance Checks Yearly Planner
- Controlled Document 207 H&S Yearly Planner
- Controlled Document 229 HS Local Legislation & Regulation Register
- Controlled Document 230 HS Legislation and Regulation Compliance Register
- Controlled Document 255 Environmental Legislation Register
- WS241 Environmental Legislation Audit
- WS111 Compliance Audit Review
- Compliance Report

4 RESPONSIBILITIES

The personnel responsible for the procedure are identified in the list below. All responsibilities are clearly defined in **Section 5 Method**.

- Managing Professional – Compliance & Management Systems
- Manager – Health and Safety, Fire Prevention and Maintenance (MHSFPM)
- Professional – Health and Safety/ Professional – Health and Safety Head of Maintenance (PHS/PHSHOM)
- Junior Professional/Professional – Compliance
- Head of OBU

5 METHOD

The attached flowchart depicts the activities involved in the process.

6 RECORDS

Records considered critical for this procedure are treated as follows:

Reference Document	Person responsible for maintaining the Document	Document Storage Location	Duration of time Records are kept
WS241 Environmental Legislation Audit	Managing Professional – Compliance & Management Systems	Soft Copy: Root Folder	This record is to be kept for 10 years.
WS111 Compliance Audit Review			
Compliance Report			
Controlled Document 255 Environmental Legislation Register			
Controlled Document 160 Compliance Checks Yearly Planner			
Controlled Document 229 HS Local Legislation & Regulation Register	Manager – Health and Safety	Soft Copy: Root Folder	These records are kept for 40 years
Controlled Document 230 HS Legislation and Regulation Compliance Register			

