

I. PURPOSE:

The following presents the procedure for identifying and having access to the legal and other requirements which are directly applicable to the aspects activities, products and services. The procedure has been developed in accordance with the requirements of ISO 14001 and OH&S 18001. Legal requirements consist of state, federal and local regulations and laws.

The term “other requirements” refer to mandatory or voluntary codes of conduct and performance standards (either internally or externally created) that the facility has committed to.

II. SCOPE :

The following describes the procedures for identifying and providing access to legal and other requirements associated with the manufacturing operation.

V. PROCEDURE:

Responsibility

Action

1. Identifies and has access to, the legal and other requirements.
2. Utilizes any combination of published sources (paper and electronic form) including: the BNA, PA CODE, Federal Register, Pennsylvania Bulletin, professional manufacturers associations, Code of Federal Regulations, etc.
3. Maintains a matrix file of applicable environmental, safety and health regulations. The matrix will be updated annually, with supporting technical expertise, as determined by a Compliance Group.
4. Conducts or commissions periodic regulatory and corporate policy compliance audits by second or third party auditors to assess the effectiveness of this procedure.