

PROCEDURE FOR LEGAL AND OTHER REQUIREMENTS

Approved by:

Planning & Development Director:



ADWEA HSE PROCEDURE MANUAL

PROCEDURE FOR LEGAL AND OTHER REQUIREMENTS

Written by:

HSE SPECIALIST

Date:

Reviewed by:

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Date:

Approved by

PLANNING & DEVELOPMENT
DIRECTOR

Date:

Effective Date:



**ABU DHABI WATER AND ELECTRICITY
AUTHORITY (ADWEA)**

Effective Date : 18.06.2009

Volume	Chapter	Version
19	15	2

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1 PURPOSE

The purpose of this document is to develop a system to ensure that the health, safety and environmental legal requirements of the United Arab Emirates / [ABU DHABI –EHS law](#) and all ratified protocols and agreements are incorporated in ADWEA's health, safety, and environmental management system (HSEMS).

2 SCOPE

This procedure is applicable to all documents developed by ADWEA such as HSE procedures, policies, and operating procedures.

3 DEFINITIONS & ACRONYMS

ADWEA	Abu Dhabi Water and Electricity Authority
May	A requirement subject to the discretion of the authorized person
MR	Management Representative
Procedure	Specified way to carry out an activity or a process
Shall	A mandatory requirements
Should	A requirement to be met to the greatest extent practicable
Standard	A National or International Standards, manufacturer specifications, drawings or equivalent.
Statutory Requirements	Laws, Regulations applicable in the United Arab Emirates, Codes issued by the Regulation and Supervision Bureau, Licenses, ADWEA Policies, Etc.

4 REFERENCES

ISO 14001:2004, Environmental Management Systems.
[OHSAS 18001:2007](#), Occupational Health and safety management [standard](#)
ADWEA HSE Management System Manual

5 RESPONSIBILITY

As defined in the procedure.

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6 PROCESS

The following steps are to be followed:

6.1 Identify legal requirements related to health, safety, and environment

ADWEA technical standards and procedures

No.	Action	By
1.	List of ADWEA's standards and procedures concerning health, safety, and environment.	HSE Specialist

UAE legislation

No.	Action	By
2.	Maintain a list of current Laws, and supporting implementation Decrees and guidelines documents relating to HSEMS.	HSE Specialist
3.	Obtain and retain on file a current official Arabic transcript of each document.	HSE Specialist
4.	Obtain and retain on file an English translation of each Arabic document. Translations shall be obtained either directly from the issuing Ministry, from internal Legal Department translation, or from a legal firm registered in UAE.	HSE Specialist
5.	Interpret, upon request, HSEMS legal requirements.	HSE Specialist

International HSEMS Standards

No.	Action	By
6.	Obtain and retain on file a current copy of ISO 14001 and OHSAS 18001.	HSE Specialist

6.2 Incorporate legal requirements into ADWEA HSEMS

No.	Action	By
7.	Review legal requirements and International Standards related to ISO 14001 and OHSAS 18001	HSE Specialist
8.	Incorporate these requirements into the development of ADWEA's HSE Policy, HSEMS Procedures, Specifications and Guidelines.	HSE Specialist
9.	Develop area-level HSEMS document control that incorporates ADWEA's HSEMS requirements.	HSE Specialist



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6.3 Obtain HSE-related licences, permits and approvals, as required.

No.	Action	By
10.	Develop appropriate document controls to: <ul style="list-style-type: none"> Obtain all necessary HSE-related licenses, approvals and permits for the respective facilities/assets. Meet the conditions of HSE-related licences, approvals and licences. Ensure timely renewal of HSE-related licences, approvals and permits. 	Legal Advisor
11.	Retain on file a current copy of all HSE-related licences, approvals and permits.	Legal Advisor

6.4 Track changes to HSEMS legal & other requirements. Incorporate changes into the ADWEA HSEMS documents.

No.	Action	By
12.	Co-ordinate ADWEA's input to the Emirate's regulating authorities in the process of drafting new HSE laws, and changes to existing related laws.	HSE Specialist
13.	Identify changes in HSEMS legal requirements.	HSE Specialist
14.	Update and communicate the changes in HSEMS legal & other requirements to all concerned <u>including persons working under the control of ADWEA, and other relevant interested parties.</u>	HSE Specialist
15.	Identify changes in International ISO 14001 and OHSAS 18001 Standards.	HSE Specialist
16.	Review and update ADWEA's HSE Policy, HSEMS Procedures, Specifications and Guidelines to incorporate these changes, and changes in HSEMS legal requirements.	HSE Specialist
17.	Review and update HSEMS control documents to incorporate changes in ADWEA's HSEMS requirements.	HSE Specialist