**Standard Operating Procedure (SOP)**

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| Name of the Factory |  | | | | | | |
| Address |  | | | | | | |
| Title Of the SOP | To monitoring the Environmental Law, regulation, code required for operation. | | | | | | |
| Purpose | To ensure proper monitor and manage all environmental law by governmental authority for updating all legal documents/permits in time as required which applicable. | | | | | | |
| Objectives | To identify the Environmental law, regulation, code and maintain the procedure. | | | | | | |
| Organization  /Monitoring Body |  | | | | | | |
| Communication |  | | | | | | |
| Procedures | 1. Responsible person will check the Environmental law, regulation & code. 2. Keep the update documents. 3. Notify the all department to carry out the necessary steps. | | | | | | |
| Applicable License/Permits  /Regulation | Name of the law,  regulation, rule or act | Year | Applicable sectors of  The factory | Conformity | Address | Monitoring Interval | Authority |
| National Industrial policy | 1991  amendment-  2016 | All units | Yes | http://www.moind.gov.bd | Monthly | Industrial Ministry |
| National Environmental  Policy/  Environment conservation act | 1997 amendment-  2002, 2003, 2005, 2008, 2010, 2017 | All units | Yes | http://www.doe.gov.bd | Monthly | DOE |
| Environmental  conservation rule  Schedule-  2,3,4,6,910,11,12,  amendment-  12/2000, 9/2002, 50/2010. | 1995,  amendment-  2000,  2002, 2010 | Washing, Sewage  treatment and storage,  wastewater treatment and  disposal, store | Yes | http://www.doe.gov.bd | Monthly | DOE |
| Bangladesh Bio Safety policy - 2012 | 2012 | All units | Yes | http://www.doe.gov.bd | Monthly | DOE |
| Electricity Act – 1910. | 1910 | Sub-station | Yes | http://www.berc.org.bd | Monthly | BERC |
| Bangladesh energy  regulatory act, 2003 | 2003  Amendment- 2005, 2010 | Utility (Generator) | Yes | http://www.berc.org.bd | Monthly | BERC |
| Boiler Act, 1923 | 1923 | Utility (Boiler) | Yes | http://www.boiler.gov.bd | Monthly | Office of The Chief Inspector of Boilers |
| Ozone depletion  substances rule | 2004,  amendment-  2014 | Administration and office  areas | Yes | http://www.doe.gov.bd | Monthly | DOE |
| Noise pollution rules | 2006 | Utility and processing  zone | Yes | http://www.doe.gov.bd | Monthly | DOE |
| Medical waste disposal  rule | 2008 | Medical center and first  aid facility | Yes | http://www.doe.gov.bd | Monthly | DOE |
| Bangladesh labor law  2006,  amendment | 2006,  amendment of  2013 | All units | Yes | http://www.mole.gov.bd | Monthly | Ministry of Labor and Employment |
| Validity of SOP | Issued on Effective from Next Revised date  01.01.2022 01.12.2022 31.12.2022 | | | | | | |
| SOP approved by | | | | | | | |