**Standard Operating Procedure (SOP)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the Factory |  | | | | | | | |
| Address | . | | | | | | | |
| Title Of the SOP | To monitoring the Environmental and social regulations and permits required for operation. | | | | | | | |
| Purpose | To ensure proper monitor and manage all legal social/environmental rules and regulations by governmental authority for updating all legal documents/permits in time as required | | | | | | | |
| Objectives | To identify the regulations, imposing responsible people, and maintain the procedure. | | | | | | | |
| Organization  /Monitoring Body |  | | | | | | | |
| Communication |  | | | | | | | |
| Procedures | 1. Responsible person will check the permits and regulation. 2. Keep the update documents. 3. Notify the all department to carry out the necessary steps. | | | | | | | |
| Applicable License/Permits  /Regulation | Name of the Permits | License  No. | Date of obtain | Date of Expiry | Application Date | Monitoring Interval | Law References | Renewal Authority |
| Environment Clearance Certificate (ECC) | 57006 | 19.11.2019 | 18.11.2020 | - | Monthly | Environmental Conservation Rules, 1997 (No 7&8),  Bangladesh Environment Conservation Act, 1995 (No 12), | DOE |
| Environment Clearance Certificate (ECC) for captive power plant | CPP-0699 | 15.11.2022 | 14.11.2023 |  | Monthly | Environmental Conservation Rules, 1997 (No 7&8),  Bangladesh Environment Conservation Act, 1995 (No 12), | DOE |
| Generator license | - | - | - | 10.12.2019 | Monthly | BERC Act, 2003 (Section 27&28) BERC License Regulation, 2006, Regulation 15(9) & 15(10) | BERC |
| Trade license | 20182617218002026 | 15.07.2022 | 30.06.2023 | - | Monthly | Not Found | Ashulia Union Parishad |
| Fire License | DD/Dhaka/25353/2015 | 23.07.2022 | 30.06.2023 | - | Monthly | Fire Prevention and Extinction Act- 2003 (No.-4) | Bangladesh Fire Service & Civil Defense |
| Substation License | 27.014.0000.0003.01.15.144/1 | 19.09.202015 | - | - | - | Bangladesh electricity act 1937. (No.-32) | EACEI |
| Boiler License | BA.B.-6214 | 04.09.2022 | 03.08.2020 | - | Monthly | Boilers Act, 1923. (No-9) | Office of the Chief Inspector of Boilers |
| Boiler License | BA.B.-4881 | 04.09.2019 | 03.08.2020 | - | Monthly | Boilers Act, 1923. (No-9) | Office of the Chief Inspector of Boilers |
| Boiler License | BA.B.-10482 | 23.10.2019 | 22.10.2020 | - | Monthly | Boilers Act, 1923. (No-9) | Office of the Chief Inspector of Boilers |
|  |  |  |  |  |  |  |  |
| Factory License | 11822/  Dhaka | 07.07.2019 | 30.06.2020 | - | - | Bangladesh Labour Law-2006 | Ministry of Industries |
| Validity of SOP | Issued on Effective from Next Revised date  01.12.2022 01.12.2022 31.12.2022 | | | | | | | |
|  | | | | | | | | |