



LEGAL REQUIREMENTS PROCEDURE

IMS

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1 Purpose

The purpose of this procedure is how to achieve, update, and the application of legal and regulatory requirements in the HS&E management system.

2 Scope

This procedure includes all relevant legal requirements and other requirements applicable to hazards, risks, and the HS&E management system.

3 Responsibility and Authority

The HS&E expert is responsible for the preparation, updating, and distribution of copies of legal requirements in the HS&E management system.

4 References

ISO 14001: 2015
ISO 45001: 2018

5 Definitions

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6 Legal Requirements

6.1 General

To effectively stay updated on new legal requirements related to hazards, risks, and the Occupational Health and Safety (HS&E) management system, it is crucial to establish a comprehensive and proactive plan. This plan should include subscribing to industry-specific regulatory bodies, legal advisories, and professional organizations that provide regular updates and bulletins on legislative changes. Implementing a robust monitoring system to track changes in regulations through trusted online databases and government websites is essential.

Usually, the Mandatory legal and regulatory requirements related to the health, safety, and environment management system in this company include the following:

- a) Legal requirements can include:
 - 1) legislation (national, regional, or international), including statutes and regulations;
 - 2) decrees and directives;
 - 3) orders issued by regulators;
 - 4) permits, licenses, or other forms of authorization;
 - 5) judgments of courts or administrative tribunals;
 - 6) treaties, conventions, protocols;
 - 7) collective bargaining agreements.
- b) Other requirements can include:
 - 1) the organization’s requirements;
 - 2) contractual conditions;

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- 3) employment agreements;
- 4) agreements with interested parties;
- 5) agreements with health authorities;
- 6) non-regulatory standards, consensus standards, and guidelines;
- 7) voluntary principles, codes of practice, technical specifications, charters;
- 8) public commitments of the organization or its parent organization.
- c) requirements from governmental entities or other relevant authorities;
- d) international, national, and local laws and regulations;
- e) requirements specified in permits, licenses, or other forms of authorization;
- f) orders, rules, or guidance from regulatory agencies;
- g) judgments of courts or administrative tribunals.
- h) product, or service requirements
- i) Requirements for the transportation of goods

A comprehensive plan (IMS-F-LR-01) detailing the procedures for how, who, and when access to the new version of legal requirements will be managed has been created and will be executed to ensure the timely acquisition of new legal requirements.

The plan (IMS-F-LR-01) to access new updates of legal requirements, as followed by the Health, Safety, and Environment (HSE) expert, includes several structured steps:

6.2 Subscription to Updates:

The HSE expert subscribes to updates from relevant regulatory bodies, professional organizations, and legal advisories to receive notifications about any changes in legal requirements related to hazards, risks, and HS&E management systems.

6.3 Regular Monitoring:

The HSE expert routinely monitors trusted online databases and government websites to track any amendments or new regulations. This process is scheduled at regular intervals, such as monthly or quarterly, to ensure no updates are missed.

6.4 Professional Development:

The HSE expert participates in industry seminars, webinars, and training sessions that focus on recent legislative changes. These events provide valuable insights and interpretations of new requirements.

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6.5 Communicating associated legal requirements

Upon identifying new legal updates, the HSE expert communicates (IMS-P-CU-14) these changes to the relevant departments within the organization through the distribution of legal requirements (IMS-F-LR-02).

This involves preparing detailed reports and holding informational sessions to ensure all stakeholders are informed.

6.6 Consultation with Legal Experts:

The HSE expert collaborates with legal professionals specializing in HS&E laws to understand the implications of new requirements and integrate them effectively into the organization’s policies and procedures.

6.7 Policy and Procedure Updates:

The HSE expert leads the process of updating the organization’s HS&E management system to comply with new legal requirements. This includes revising documentation, training programs, and operational procedures.

6.8 Regular Reviews and Audits::

To ensure ongoing compliance, the HSE expert conducts regular internal audits and reviews of the HS&E management system. This helps identify any gaps and ensure continuous improvement in line with the latest legal standards.

6.9 Records of updating legal requirements

The organization maintains and retains records of accessing and updating legal and other requirements to demonstrate compliance with the implementation of these requirements (IMS-F-LR-01 & 02).

7 Duration and place of records

The retaining condition of documented information is as the following table.

Document name	Normal retention Period	retention location	Periods of stagnant retention	Location of stagnant retention	Rid of outdated records
Distribution of legal requirements	Until the review	HS&E Process	One year	HS&E Process	destroy
Form access to legal and other requirements	Until the review	HS&E Process	One year	HS&E Process	destroy

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Documents attached

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Form access to legal and other requirements

(IMS-F-LR-01)

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Distribution of legal requirements

(IMS-F-LR-02)
- 9

Related Documents

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Communication Procedure

(IMS-P-CU-14)