

Legislation & Legal Compliance

Aim

The aim of this procedure is to ensure that the Organisation has a documented means of evaluating compliance with relevant legislation and regulations (legal requirements) associated with its operations.

Scope

This procedure covers the identification, correction and prevention of regulatory violations

Responsibility

The Directors ensure that staff comply with the requirements set forth in the permit conditions and laws and regulations associated with the operations of the Organisation.

The general manager monitors compliance with the permit conditions and laws and regulations and reports any non-compliance to management.

Staff are responsible for knowing and complying with the laws and regulations pertinent to their individual areas of responsibility as well as the requirements of the Organisation's Management System.

Method

The general manager shall, on an annual basis, assess the business processes to ensure their regulatory compliance. The results of this review shall be recorded in the [Compliance Log](#).

The results of this report will be sent to the Management Review Meeting for its update and action.

Managers & Supervisors are responsible for correcting all deficiencies identified through either internal or external inspections, internal audits, or as a result of new or modified regulations and permit conditions.