

INSERT COMPANY LOGO	Company name: "ABCD Ltd."	XX/XX/XXXX
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	LEGAL COMPLIANCE PROCEDURE	

LEGAL COMPLIANCE PROCEDURE

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1.0 Purpose

The purpose of this procedure is to:

- Identify and manage applicable legal requirements and other relevant regulations that the organization intends to follow regarding environmental, health, and safety aspects.
- Establish methods to ensure the update and compliance with applicable legal requirements.
- Define responsibilities and competent roles.
- Ensure that Employees can access the relevant legal and regulatory documentation.

Failure to comply with legal requirements can result in legal consequences, such as fines, penalties, or legal actions. Legal requirements vary by jurisdiction and may apply to different aspects of life, including business operations, personal conduct, and more. It's important for individuals and organizations to be aware of and adhere to these requirements to avoid legal problems.

This process aligns with the requirements outlined in the following clauses of ISO 9001:2015:

- Clause 4.2.1 - "Understanding the Needs and Expectations of Interested Parties"
- Clause 4.2.3 - "Determining the Scope of the Quality Management System"
- Clause 9.1.2 - "Customer Satisfaction."

2.0 Scope

This procedure applies to all departments, activities, and services that may have an impact on the quality of the products/services of the Organization.

3.0 Terms and definitions

A legal requirement is a rule, regulation, or obligation established by a government authority or legal system that individuals, organizations, or entities are required to follow. Legal requirements can encompass a wide range of areas, including but not limited to:

- Laws = Statutes enacted by legislative bodies, such as federal, state, or local governments.
- Regulations = Rules and guidelines issued by government agencies or regulatory bodies to implement and enforce laws.
- Local laws and regulations = Laws adopted by municipalities or local governments.
- Contracts = Agreements that legally bind parties to specific terms and conditions.
- Standards = specifications that dictate acceptable practices, often in fields like building construction or product safety. Example: ISO standards, SA8000, Halal, Kosher, etc.
- Customers' requests

4.0 Process

4.1 Identification of applicable legal requirements

Every employee can provide the information that a new legal requirement or and other type of requirement might be applicable to the Organization.

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The CEO is responsible for allocating the necessary human and financial resources to identify, select, assess the applicability of current legal requirements, and ensure their communication throughout all levels of the organization.

The Quality Specialist identifies, documents, and selects pertinent legal requirements at both national and local levels that could influence the quality of the company's products and services. This is accomplished primarily through the following methods:

- Internal Audits: During internal audits, compliance needs to specific requirements can be identified.
- The organization does internal audits to ensure compliance with legal requirements and quality, environmental, health, and safety standards. These audits are defined in the annual audit program and carried out by qualified auditors.
- Context Analysis: This includes legal requirements and any other necessary requirements to meet the expectations and needs of interested parties.
 - Consultation with Professionals: Seeking guidance from qualified experts.
 - Requests from Clients, Suppliers, and Interested Parties: Responding to specific requests for compliance.
 - Industry Bulletins, Communications, and Publications: Information from Industry Associations, Partners, and Regulatory Authorities.
 - Online Resources: Utilizing specialized websites, online databases, and newsletters for information.
 - Training and Seminars: Participation in relevant courses and seminars.

4.2 Writing the list of legal prescription in the dedicated form

The organization maintains a legal prescription register. This document includes the source of the prescription, a detailed explanation of why the organization must comply with it, and a brief overview of the actions taken to ensure compliance.

4.3 Corrective and preventive actions

Management, with support from the Quality Specialist, determines the actions necessary to implement legal requirements within defined timeframes. The CEO ensures the allocation of the required human and financial resources.

5.0 Records

Legal requirements are written in the Legal Compliance Register

Actions are written in the Event-Action tracker.