

Quality, Health, Safety, Environmental & Energy Manual:

Document No: SM- 52

Statutory & Regulatory Compliance

To detail the responsibility and means by which statutory and regulatory compliance is achieved for all appropriate obligations pertinent to the company's activities in accordance with the relevant BS EN ISO standard. In addition, any other requirements placed upon the company by customers (contractual), and other interested parties e.g. local authorities or pressure groups.

Procedure

- 1.0 **Quality, Health, Safety, Environment and Energy Management:** The Quality, Health Safety and Environmental (QHSE) Manager has the responsibility for the maintenance of a register of applicable statutory and regulatory obligations placed upon the company by its activities. They have the duty to advise senior management where compliance is incumbent upon the company.
- 1.1 This will, in part, be achieved through professional membership of IEMA (Institute of Environmental Management & Assessment) and IOSH (Institution of Occupational Safety and Health), and various management and health and safety at work support programmes.
- 1.2 Membership of organisations such as The British Safety Council, the UK Material Handling Association (UKMHA) and other similar bodies, who will by virtue of membership, advise on current and future legal issues.
- 1.3 Where more detail is required specific Legislation, Regulations, Guidance Notes and Approved Codes of Practice will be obtained from the HSE or appointed agents, or in the case of environmental legislation the Environmental Agencies.
- 1.4 Where appropriate British Standards may be obtained.
- 1.5 Update of the register (Library of Legislation) is constant and ongoing. Any need or requirement which is highlighted as 'applies' to TMHUK on this register will be written into the company QHSE Manual and subject to audit annually.
- 1.6 **Product:** The Senior Manager of Technical Operations has the responsibility for the identification of applicable statutory and regulatory obligations placed upon the company by virtue of its activities in respect of Product. He/she has the duty to advise senior management where compliance is incumbent upon the company. He/she will maintain a library of documents necessary to ensure compliance, for example UK law, European Directives, British Standards etc.
- 1.7 **Employment Law:** The Senior Human Resources Manager has the responsibility for the identification of applicable statutory and regulatory obligations placed upon the company by virtue of its activities in respect of Employment law. He/she has the duty to advise senior management where compliance is incumbent upon the company. He/she will maintain a library of documents necessary to ensure compliance and will do so by subscription to advisory bodies.
- 1.8 **Contractual:** Will be agreed between the customer and TMHUK, such requirements will be entered into the contractual document/details as appropriate.
- 1.9 **Other interested parties:** Where identified and agreed will be the subject of ad-hoc documents/instructions e.g., Service Messages notifying all concerned of "Other Requirements".

Date of Issue: August 2023	Page 1 of 2	Revision 5
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Records

2.0 The library of Acts, Regulations and associated documentation under the control of the respective Manager is ongoing and will be maintained in perpetuity.

2.1 All other records generated will be retained according to their respective procedures.

