



Specialists in Roofing  
and Waterproofing

# Legal Compliance Procedure

## Legal Compliance

### Introduction

The purpose of this procedure is to ensure that the company is aware of, and in compliance with, all legislative requirements which are applicable to the business operations and the use of its products.

The procedure also considers other statutory regulations and appropriate industry standards and codes of practice.

### Procedure

#### Identification of applicable legislation

The company uses the following sources to identify appropriate legislation:

- Environment Agency [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)
- National Archives [www.legislation.gov.uk](http://www.legislation.gov.uk)
- HSE website [www.hse.gov.uk](http://www.hse.gov.uk)
- Browns Health & Safety [www.brownshealthandsafety.co.uk](http://www.brownshealthandsafety.co.uk)
- QEH Systems [www.qehsystems.co.uk](http://www.qehsystems.co.uk)
- Sarah Ramos HR Consulting
- Trade bodies [www.nfrc.co.uk](http://www.nfrc.co.uk)

The company is registered to receive updates from HSE to advise of changes to legislation and other associated information.

#### Legislation register

- All applicable legislation, and other requirements, are listed on the register (DOCAA).
- The register records the nature of the regulations which are considered to be applicable to the business.

#### Review

- The legislation register is reviewed by the Managing Director at least once every 12 months.
- Any additional or updated legislation identified are indicated by modifying the register.

#### Updates

The changes are reported to the appropriate members of staff who are responsible for ensuring that actions are taken to ensure compliance.

Actions are recorded on the register and updated when complete.

System updates are completed when legislation changes affect the current processes/procedures.

#### Legal compliance

Evaluation of compliance with identified requirements is completed through:

- Internal audits
- Feedback from regulatory authorities
- Complaints from outside parties
- Monitoring of processes



**Robert Speroni**  
**Managing Director**  
**Reviewed: August 2018**