



LEGAL AND OTHERS REQUIREMENTS

P17
Rev. 01
20/06/20XX

Responsible Sector
Quality/Environment/OH&S Manager

Approval:
Quality Manager

CONTROL OF REVISIONS

Initial emission: 10/01/20TT

Revision 01: 20/06/20XX – Included requirements of Quality

1. Responsibilities

Survey: Quality, Environment and Occupational Health and Safety Sector.

Analysis: Quality, Environment and Occupational Health and Safety Managers, with the assistance of the Legal Consultant.

Monitoring and updating: Manager of Quality, Environment and Occupational Health and Safety

2 Survey and Monitoring of legislation

The analysis of legislation and other legal requirements occurs through access to the Codex System, being registered in the "Control of Legislation" Worksheet.

The Legal Adviser is responsible for updating the legislation.

The legislation is monitored and updated monthly with an update of the legislation spreadsheet. Through the Códex System reporting tool, it is informed whether or not, in the monthly period elapsed, changes in the relevant legislation (revocation / alteration of relevant text, appearance of a new standard, etc.).

New and modified documents can be filtered by the "New / changed items" tool, for clarity.

3 Compliance with Legislation

For compliance with legislation, the field related to verification of compliance with the legislation in the spreadsheet is kept up to date.

Periodic verification is done according to the deadlines defined in the column "Term" of the spreadsheet. In the case of the insertion of new items in the spreadsheet, the verification of attendance must be made throughout the month in which the update occurred.

The proof of attendance must be mentioned in the column "evidence / actions" and a record of them must be kept.

Organizational Units, through their managers, are responsible for adapting their activities.

For cases in which compliance with the legal requirement implies investments, Managers must submit the investment request to the Board. The Quality, Environment and Occupational Health and Safety Managers are responsible for controlling with the competent government agency the deadline for the implementation to be carried out, if necessary.

4 Periodical Evaluation of Compliance

For the periodic assessment of compliance with legislation and other requirements, the verification of obligations is kept up to date, through the existing control in the Spreadsheet.

Periodic audits are also carried out to assess compliance with legal and other applicable requirements, including licenses required for the operation.