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BANGOR
UNIVERSITY

Environmental Management System

Managing Legal Compliance

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ISO 14001:2015 Clauses
6.1.3; 8.1

Managing Legal Compliance

Procedure Scope

This procedure details the methodology for identifying environmental legislative requirements applicable to Bangor University, for ensuring that the University's Environmental Management System Legal Register is kept up to date, and for monitoring and communicating legal compliance issues to relevant staff.

Activity	Related Document(s)	Responsible Person(s)	Frequency	Method	Purpose
Updating and Maintenance of Register of Legal and Other Requirements	Register of Legal and Other Requirements Environmental Awareness and Communication	Campus Wellbeing	Monthly	<p>Updates are received and assessed as they arrive via subscription to 'Legislation Update Service'.</p> <p>The Register of Legal and Other Requirements is amended as necessary.</p> <p>If changes require updates to operational procedures, these will be made, and the relevant staff notified and/or trained.</p> <p>If changes require obtaining authorisations / registering exemptions etc., these will be obtained.</p>	<p>a) Ensure the Register is up-dated in line with changes to relevant legislation and other compliance obligations</p> <p>b) Monitor conformance and compliance with the relevant legislation</p>

Review of Register of Legal and Other Requirements	Register of Legal and Other Requirements	Campus Wellbeing	Annually	The Register will be audited, with details of any changes and non-conformances presented to CEPT.	<ul style="list-style-type: none"> a) Assess ongoing suitability of the Register b) Review Non-Conformances
Managing non-conformance/non-compliance and related issues	Non-conformance and Corrective Action Procedure	Campus Wellbeing / Campus Services	As required or every 3 years	<p>The procedure for managing non-conformance is set out in the Non-conformance and Corrective Action Procedure</p> <p>Non-compliances will be communicated to senior management / relevant personnel as appropriate for corrective action and to ensure legal compliance is maintained.</p> <p>If an Incident, such as a serious accident, or a serious breach of regulation necessitating the involvement of the competent regulatory authority occurs, the external auditors will be immediately notified.</p>	<ul style="list-style-type: none"> a) Review Non-Conformances b) Ensure ongoing compliance and conformance