

QMS Procedure

Legal & Compliance Requirements



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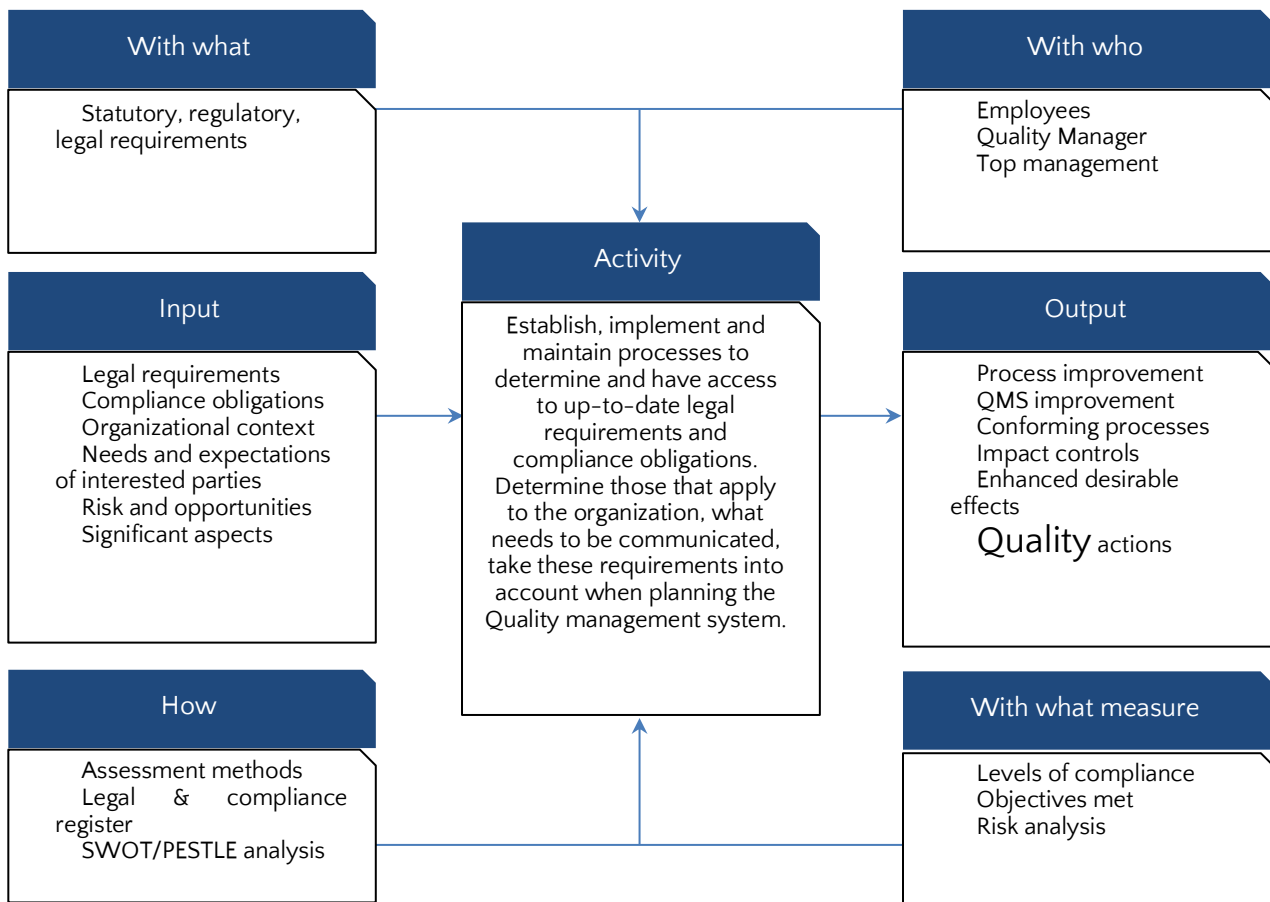
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1 Legal & Compliance Requirements

1.1 Introduction & Purpose

The purpose of this procedure is to outline Future Energy Partners' methodology for identifying, complying with and monitoring Quality compliance obligations and legal requirements. The compliance and legal requirements relate to the Quality aspects that are identified when analyzing the context of our operations and product life cycle(s).

1.1.1 Process Turtle Diagram




1.1.2 References

Standard	Title	ISO Clauses	Manual Sections
BS EN ISO 9001:2015	Quality management systems	N/A	N/A

1.1.3 Terms & Definitions

Term	Definition
Documented Information	Information (3.8.2) required to be controlled and maintained
Compliance Obligation	Legal and other requirements our organization has committed to comply with
Legal Requirement	Legal requirements that an organization has to comply with

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1.2 Application & Scope

1.3 Compliance Obligations

1.3.1 General

The CEO is responsible for ensuring this information is kept up-to-date and communicating relevant information on compliance obligations to Future Energy Partners and other interested parties. It is the responsibility of each manager to ensure all personnel who perform functions which affect; quality, are aware of the legal requirements.

1.3.2 Evaluating Obligations

All relevant legislation and other compliance requirements applicable to Future Energy Partners Quality aspects are compiled into a Legal & Compliance Register. Applicable Legislation

The introduction of new legislation, changes to existing legislation, or new government agendas, charters or policies are considered by the CEO Monitoring Compliance Obligations

Continuous systematic and formal monitoring of implementation of the environmental aspect process and its output takes place against appropriate performance indicators to ensure process compliance and effectiveness. Monitoring may take a variety of forms and range from self-assessment and internal audits to detailed reviews by independent external experts where required.

1.3.3 Updating the Legal & Compliance Register

The Legal & Compliance Register is updated quarterly and communicated to relevant staff whose responsibilities or actions can affect compliance. Each update received is reviewed for relevance a record of the review is retained. The register is amended and communicated, where necessary, within one calendar month.

1.4 Legal & Other Requirements

1.4.1 Evaluating Legal Requirements

The CEO identifies any relevant mandatory and voluntary compliance obligations and legal and other requirements and to determine how impacts associated with non-compliance should be mitigated.

The CEO is responsible for ensuring this information is kept up-to-date and communicating relevant information on compliance, legal and other requirements with in our organization and to other relevant stakeholders or interested parties. Details are recorded in the Legal & Compliance Register for management review.


1.4.2 Monitoring Legal Requirements

The introduction of new legislation, changes to existing legislation, or new government agendas, charters or policies considered by the CEO, to be of particular relevance and importance to Future Energy Partners is then cascaded to relevant employees as quickly as practicable.

1.4.3 Updating the Legal & Compliance Register

The Legal & Compliance Register is updated quarterly and communicated to relevant staff whose responsibilities or actions can affect compliance. Each update received is reviewed for relevance a record of the review is retained. The register is amended and communicated, where necessary, within one calendar month.

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1.5 Training

Future Energy Partners provides regular training courses in the impact management process and its application with in our organization.

2. Specific training sessions aimed at providing an overview of the management framework.
3. The training is facilitated by the management and the CEO;
4. Additional ad-hoc training will be provided as required;

Instruments providing training on appropriate controls include job descriptions, inductions, policies, procedures, terms of reference, charters, performance planning and review programmes.

1.6 Communication & Participation

Communications concerning changes in our compliance obligations and legal requirements may be in the form of an email, link or article provided on the intranet, dissemination through working groups, or articles in the company newsletter or other internal publications. Awareness of and compliance with legislation and other requirements is evaluated by one or more of the following methods:

1. Internal compliance audits;
2. Document and/or records review;
3. Facility inspections/tours;
4. Staff appraisals and meeting;
5. Management Review.

1.7 Forms & Records

All documentation and records generated by the Quality compliance obligations and legal requirement management framework are retained and managed in accordance with the *Documented Information Procedure*.

Title & Description
Risk & Opportunity Register
SWOT Analysis Template
PESTLE Analysis Template
Legal & Compliance Register

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