



**The Inspection Technology and
Quality Assurance National Institute**

**LEGAL AND OTHER
REQUIREMENTS PROCEDURE
ITQAN-MP-04**

According to ISO 9001:2015 ISO 14001:2015 and ISO 45001:2018 requirement

ITQAN Institute



LEGAL AND OTHER REQUIREMENTS PROCEDURE

Document ID	LEGAL AND OTHER REQUIREMENTS PROCEDURE ITQAN-MP-04
Date	Aug 2023
Prepared by	Training Operation Officer
Reviewed by	ITQAN Management
Approved by	ITQAN Managing Director
Version	1.0
Responsible	

COPYRIGHT

This procedure is the property of Inspection Technology and Quality Assurance National Institute. No part of this procedure may be reproduced in any form by print, photocopy, microfilm, or any other means wholly or in part or disclosed to any person outside Inspection Technology and Quality Assurance National Institute without the written permission of the Director. Any query about this document should be addressed to the Management Representative of Inspection Technology and Quality Assurance National Institute

LEGAL AND OTHER REQUIREMENTS PROCEDURE

1. PURPOSE

The purpose of this enhanced procedure is to establish a robust system for:

- a. Clearly identifying legal requirements within the defined scope of work,
- b. Thoroughly evaluating and ensuring compliance with these regulations.

2. SCOPE

This procedure applies comprehensively to all process activities within the purview of the Inspection Technology and Quality Assurance National Institute (ITQAN), ensuring a consistent approach to compliance management.

3. RESPONSIBILITY

3.1. Managing Director Oversight:

The Managing Director is vested with ultimate accountability for steering the compliance management process. This leadership role includes active involvement in:

- Methodically identifying and categorizing specific legal and other requirements pertinent to the institute's operations.
- Ensuring that the necessary resources, systems, and structures are in place to achieve and sustain compliance.
- Monitoring and promptly communicating the outcomes of compliance evaluations to relevant stakeholders.
- Providing executive direction for corrective actions when non-compliance is identified.

3.2. Collaborative Role of QHSE Management Representative and Designated Members:

In collaboration with other designated members, the Quality, Health, Safety, and Environment Management Representative (QHSE MR) plays a vital role by:

- Collaboratively identifying, documenting, and interpreting legal and other requirements that directly impact the institute.
- Orchestrating seamless compliance evaluations as per the Managing Director's directives and organization-wide standards.
- Championing corrective actions based on evaluation findings, ensuring prompt resolution of any deviations.
- Facilitating transparent communication channels to cascade compliance-related information across teams.
- Spearheading initiatives to foster institutional awareness and understanding of compliance requisites.

4. DEFINITION

- **Stakeholders:** Individual(s) or group(s) directly concerned with or impacted by an institute's performance in terms of Quality, Environment, and Safety.
- **Legal Requirements:** Explicit statutory, governmental, or internationally mandated obligations meticulously related to the institute's services offerings. This includes legislations, regulations, and official directives that govern the institute's activities.
- **Other Requirements:** Comprehensive obligations that extend beyond legal mandates, embodying contractual commitments, voluntary standards, and industry norms that the institute consciously adheres to.
- **Unwavering Compliance:** The consistent fulfilment and proactive adherence to both legal and other requirements, exemplifying the institute's steadfast commitment to operating within established norms.

5. PROCEDURE

5.1. Identification of Legal and Other Requirements

5.1.1. Identification of Relevant Regulations

Relevant legislation, statutory requirements, governmental regulations, employment rules, and other applicable mandates shall be meticulously identified across different locations in the Kingdom of Saudi Arabia by the Quality, Health, Safety, and Environment (QHSE) Management Representative.

5.1.2. Evaluation and Documentation of Applicable Requirements

The QHSE Management Representative shall assess the applicability of identified requirements. Those determined to be relevant shall be meticulously recorded in the Legal Register (ITQAN/MD/01), which serves as a comprehensive repository of such requirements.

5.1.3. Information Management and Communication

The QHSE Management Representative will ensure the continuous update of information. Pertinent legal and other requirements shall be effectively communicated to all concerned personnel within the institute and other relevant stakeholders.

5.1.4. Awareness Responsibility of Department/Unit Heads

Every Department/Unit Head assumes the responsibility of ensuring that personnel engaged in activities affecting Quality, Environment, and Safety regulations are well-versed in the relevant legal requirements.

5.1.5. Method of Identification

Legal requirements, as mentioned in 5.1.1., will be identified through the following means:

- Specifications from governmental entities and relevant authorities.
- Stipulations outlined in permits, licenses, and other forms of authorization.
- Mandates, regulations, and guidance provided by regulatory agencies.
- Rulings from courts or administrative tribunals.
- Agreements, treaties, conventions, and protocols.

Additionally, the institute will adhere to a spectrum of other requirements that include, but are not limited to:

- Internal institutional prerequisites.
- Conditions stipulated in contractual agreements.
- Provisions within employment agreements.
- Commitments made to interested parties.
- Agreements established with health authorities.
- Non-regulatory standards, consensus standards, and guidelines.
- Voluntary principles, code of practices, technical specifications, and charters.
- Public commitments made by the institute.
- National, foreign, regional, or international standards.

5.2. Evaluation of Compliance

5.2.1. Compliance Evaluation Process

The evaluation of compliance with identified legal and other requirements will be conducted by the QHSE Management Representative, as applicable. This evaluation shall be performed every six months, or as required by specific mandates.

5.2.2. Domain of Evaluation

The QHSE Management Representative will ensure that the institute's legal and other requirements is aligned with the local rules and regulations, including those set forth by the Chamber of Commerce, Customs, PME, and Labour Laws. This ensures harmonious integration of ITQAN's operations with the regulatory landscape.

6. ASSOCIATED DOCUMENTS

- Legal Register

(ITQAN/MD/01)