

1.0 Purpose

- 1.1 The purpose of this procedure is to describe the process to establish a method to identify and have accessible the applicable legal and other requirements to which *YOUR COMPANY* subscribes and that relate to its energy use, consumption and efficiency.
- 1.2 This procedure provides a system to determine how the requirements apply to *YOUR COMPANY's* and to ensure that they are considered when establishing, implementing and maintaining the EnMS.

2.0 Responsibilities

- 2.1 *The ISO management representative* is responsible for the implementation and maintenance of this procedure covering legal and other requirements and including Regulatory tracking.

3.0 Definitions

- 3.1 None

4.0 Equipment/Software

- 4.1 None

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5.0 Instructions

- 5.1 The energy management team participates in regularly scheduled *monthly* meetings to perform initial reviews, identify legal and other requirements and direct the implementation phases.
- 5.2* Review activities begin with the preparation of a process flow diagram for each process and function, such as FD-442-001 *for process #1*.
- 5.3 The diagram, FD-442-011, introduced with this procedure is a combination process flow diagram and spreadsheet that is used to summarize the energy planning outputs as reviews progress through the energy planning process.
- 5.4 Reviews are undertaken by the energy management team to identify where the legal and other requirements apply for each process and function. The process steps are described in column 1, the process equipment is shown in column 2 and the applicable legal requirements are included in column 3 of the diagram FD-442-011 *for process #1*.
 - 5.4.1* It follows that for the next reviews, FD-442-002 and FD-442-012 would result from reviews for process #2; *FD-442-003 and FD-442-013 for process #3, and FD-442-004 and FD-442-0014 for process #4, etc...*
- 5.5 The current position with regard to legal and other requirements is established during the preparation phase where the requirements are listed on form F-442-001.
- 5.6 The identification of legal and other requirements and the consideration for inclusion in the EnMS take into account requirements such as:
 - Legislative and regulatory requirements,
 - *Industry codes of practice,*
 - *Agreements with public authorities,*

- *Non regulatory guidelines,*
 - *Other.*
- 5.7 The evaluation of legal and other requirements and business concerns take into consideration the contents of new or revised requirements and include the difficulty and cost of changing the system, the effect of change of other activities and processes, the concerns of interested parties, and the effect on the public image of the company.
- 5.8 For the established EnMS, the management group conducts on-going reviews as part of the management review procedure P-470 in order to maintain continual improvement, suitability and effectiveness of the system and as part of the evaluation of compliance with procedure P-462.
- 5.9 An energy registry # Reg-442 as introduced with this procedure is used to track legal and other requirements. The applicable requirements are identified with the use of process flow diagrams and the listing on form F-442-001. The registry records are retained as records, per procedure P-465.
- 5.10 The *ISO management representative* is responsible to:
- Coordinate the activities associated with determining how the legal and other requirements apply to energy issues,
 - Establish and maintain the registry of laws, regulations and industry standards,
 - Include the registry data in procedure P-454, Documentation control,
 - *Subscribe to an energy law updating service,*
 - *Participate when practical in industry associations and government initiatives on the development of standards, guidelines, policies, laws and regulations,*
- 5.9 During the process of reviewing changed requirements any incomplete, ambiguous or conflicting requirements are resolved with those imposing these requirements.
- 5.10 Depending on the impact of the changes, the *ISO management representative* will do one or more of the following:
- *Circulate the change to the appropriate company personnel,*
 - *Assess the changes to the requirements to ensure that they are incorporated into the affected areas,*
 - *Submit the information to the energy management team to determine whether changes are required to objectives and targets, and other energy programs,*
 - *Review the monitoring and measurement activities and implement any required changes,*
 - *Update the registry of regulatory and other requirements.*

6.0 Forms and Records

- 6.1 FD-442-001, Process flow diagram – process 1
- 6.2 FD-442-011, Process flow diagram – planning output summary-process 1
- 6.3 FD-442-002, Process flow diagram – process 2
- 6.4 FD-442-012, Process flow diagram – planning output summary-process 2

6.5 F-442-001, Legal & other requirements.

Lists related documents and forms.

6.6 Reg-442, Register of legal and other requirements

7.0 Attachments

7.1 None

8.0 Related Documents

8.1 P-454, Documentation control

8.2 P-462, Evaluation of compliance

8.3 P-465, Control of records

8.4 P-470, Management Review

9.0 References

9.1 Clause 4.4.2 of the ISO 50001 standard

10.0 Revisions

Revision	Date	Section	Paragraph	Summary of change	Authorized by
A				Initial issue	