Approval

The signatures below certify that this management system policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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|  | Name | Signature | Position | Date |
| Prepared by | Dhairyasheel Ashok Mulik Patil |  | Quality Manager |  |
| Reviewed by | Dr Prveen Bidare |  | Senior Engineer |  |
| Approved by | Joyti Bidare |  | CEO |  |

Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

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Company Proprietary Information

The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document reference number and revision in the field below:

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**Regulation Compliance Procedure**

***1. Purpose*** This procedure outlines the systematic approach to ensuring compliance with applicable laws, regulations, and standards for project/products and additional activities of Manufacturing Made Easy Ltd. It defines responsibilities, actions, and documentation requirements to maintain regulatory adherence.

***2. Scope*** This procedure applies to all regulatory obligations outlined in the Legal Compliance Register. It ensures that the organization meets legal requirements and maintains proper documentation.

***3. Responsibilities***

* Quality Manager: Ensures that all regulatory requirements are identified, documented, and monitored.
* Senior Engineer: Implement compliance actions within their respective departments.
* Employees: Follow compliance-related procedures and report any non-compliance.

***4. Compliance Process***

4.1 Identification of Regulations

The Quality Manager reviews applicable laws, regulations, and standards and documents them in the Legal Compliance Register.

4.2 Assessment and Documentation

* Each regulation is assessed for relevance and impact.
* Necessary compliance documents (policies, procedures, records) are identified and recorded.

4.3 Implementation of Compliance Actions

* The responsible department takes actions as per the register, ensuring compliance measures are in place.
* Required documentation is created and maintained.

4.4 Monitoring and Review

* Compliance actions are annually reviewed and updated in the register.
* Internal audits and assessments are conducted periodically.

4.5 Non-Compliance Handling

* Any non-compliance is reported to the Quality Manager.
* Corrective actions are initiated, documented, and tracked until resolution.

***5. Record Keeping***

* All compliance documents are maintained in accordance with record retention policies.
* The Legal Compliance Register is updated whenever there are regulatory changes.

***6. Review and Continuous Improvement***

* This procedure is reviewed annually to ensure its effectiveness.
* Feedback from audits and compliance checks is incorporated into process improvements.