



EXCEED

Leading Energy Transformation

DOCUMENT	IDENTIFICATION OF LEGISLATION AND COMPLIANCE
LEVEL	PROCEDURE
DOCUMENT No.	EXCEED-PRO-QA-004
REVISION	6
DATE	01.07.2025

APPROVAL & ISSUE SUMMARY

Document Approval

EXCEED				
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Issue Summary

Issue Number	Date	Description of Revision or Amendment
0	17.11.2014	IFU (Issued for Use)
1	16.04.2015	Reformatted
2	25.05.2015	Update as per LRQA Findings
3	25.11.2015	Updated to include well management requirements
4	23.05.2016	Template & renumbering update
5	19.01.2022	Document Update & Renumbering (PRO-QA-012)
6	01.07.2025	Review and update

Electronic copies of this document are maintained within the Exceed Management System for access by relevant personnel.

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TABLE OF CONTENTS

1	Purpose	4
2	Scope	4
3	Responsibility	4
4	Procedure	4
4.1.1	Legislation Identification and Review	4
4.1.2	Legislation Registers	5
4.1.3	Compliance	5
4.1.4	Documentation	5
5	References	5

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1 PURPOSE

The purpose of this Procedure is to describe how Exceed identifies and reviews HSE, IS and other requirements for its operations both offshore and onshore and how Exceed demonstrates legal compliance.

2 SCOPE

The scope of this document covers all Exceed managed operations globally.

3 RESPONSIBILITY

The QHSSE Manager is responsible for ensuring that legal registers are kept current and reviewed and updated on an annual basis as a minimum. The QHSSE Manager is also responsible for ensuring that sufficient internal and external audits as per **EXCEED-PRO-QA-002 - Audit, Non-Conformance, Corrective & Preventative Action** are conducted to ensure that legal compliance is met.

Exceed Wells Project Managers are responsible for ensuring that project specific environmental legal compliance registers are developed, and that legal compliance is monitored, and evidence is gathered as

Exceed Well Operations Supervisor is responsible for monitoring compliance with HSE requirements at the operations site.

4 PROCEDURE

4.1.1 Legislation Identification and Review

Exceed utilise the WESTON COMPASS System to prepare and map compliance within the legislation register. However, changes to requirements or upcoming legislation are tracked by the QHSSE Manager, through various sources including, but not limited to:

- Regulatory Bodies, such as the HSE, DESNZ, SEPA/EA and ICO
- Industry Bodies, such as Offshore Energies UK (OEUK) and IADC
- WESTON COMPASS Updates

This allows the technical review of the legislation registers and ensures that new legislation is captured, and redundant information is removed.

The legal registers, which may develop country specific sections for operations out with the UK, are reviewed for each project. These registers highlight country specific consent / permit and reporting requirements and are cross referred to the Exceed project specific Risk Register.

UK legislation is reviewed annually as a minimum, or as required in the event of a change in operation or known changes in legislation. Review of the Environmental Aspects Register may also necessitate changes to the legal registers.

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Legislation of countries out with the UK are reviewed prior to commencement of the specific project, with the exception of long-term projects (greater than 1 year in duration), where the legislation will be reviewed on an annual basis.

4.1.2 Legislation Registers

Relevant health, safety, environmental legislation, applicable for UK operations is currently recorded, with compliance mapped to the IMS within the WESTON COMPASS System

For operations out-with the UK project specific legal registers will be developed as and when required.

4.1.3 Compliance

General compliance with legislation is mapped within the WESTON COMPASS System and reviewed on an annual basis as a minimum or in response to a change in legislation or an accident/incident. Compliance audits are carried out by a 3rd party auditors on a regular basis, to provide an independent view on the status of compliance. It should be noted that on offshore locations the duty holder has primacy for HSE, and their management systems are utilised and therefore compliance is monitored via contractor audits and on-site reviews & audits conducted by the Exceed team where required.

Project specific compliance is also monitored on a project-to-project basis through:

- Well Planning Checklists
- PLANCS
- Commitments Registers
- Review of Health & Safety and Environmental Legal Register requirements
- Audit (internal / external)

Any identified non-compliance will be raised as an internal NCR in accordance with the Audit, Non-conformance, Corrective & Preventative Action Procedure (**EXCEED-PRO-QA-002**).

Any identified compliance issues will be discussed during the management review process.

4.1.4 Documentation

Where new standards or a requirement to hold a copy of particular legislation has been identified the standard or legislation will be obtained using the company procurement procedures if necessary. The new documents will be included in the legal register by the QHSSE Manager and relevant staff will be made aware of any changes or additions by email.

5 REFERENCES

EXCEED-PRO-QA-002

Audit, Non-conformance, Corrective & Preventative Action Procedure



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Leading Energy Transformation

EXCEED-PRO-QA-004 - Identification of Legislation & Compliance rev6

Final Audit Report

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