

NTNU	Monitoring and following up changes to laws, regulations and other requirements	Prepared by	Number	Date	
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1. Objective

The objective of this set of guidelines is to ensure that the overview of laws, regulations and other requirements that apply to NTNU is systematically updated, and that central and local HSE documents are changed in line with these updates if necessary.

2. Scope

This set of guidelines applies to all NTNU units.

3. Responsibilities and authority

The line manager is responsible for ensuring that the unit monitors changes to laws, regulations and other requirements; changes existing or prepares new HSE documents in line with such changes; updates the additional overview of laws, regulations and other requirements that apply to its own activities; and informs staff, students and others affected by these changes.

The HSE section is responsible for changing and updating central HSE documents, including NTNU's central overview of laws, regulations and other requirements; and for informing people at NTNU affected by these changes about the changes.

4. Definitions and abbreviations

HSE documents: All the guidelines, including appendices, forms, templates and checklists that constitute the HSE system at NTNU.

5. Monitoring and following up changes to laws, regulations and other requirements

5.1 Monitoring changes

In the monitoring must be included the following potential changes to laws, regulations and other requirements:

1. The Storting changes laws and regulations or enacts new ones that affect NTNU's activities.
2. The authorities issue new requirements in relation to HSE or the way NTNU runs its activities.
3. Proposals for significant changes to the HSE system are passed by NTNU's management.
4. The individual unit makes significant changes to the scope/content of its activities.

5.2 Changing and updating the HSE system

The HSE section must ensure that the necessary changes are made to the relevant central HSE documents, or that new ones are prepared in accordance with 5.1.

The line managers must ensure that the necessary changes are made to the relevant local HSE documents, or that new ones are prepared in accordance with 5.1 and information from the HSE section.

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5.3 Updating the overview of laws, regulations and other requirements

The HSE section must ensure that NTNU's central overview over existing laws, regulations and other requirements that apply to HSE are revised and updated in accordance with 5.1 and upon initiatives from NTNU's units.

The HSE section will note down these changes in the planning documents for the next internal revision, in order to check that they have been included in the units' local HSE documents.

The local line managers are responsible for ensuring that attention is given to whether changes given by 5.1. are covered by the unit's additional overview of laws, regulations and other requirements applying to its own activities. If the conclusion is negative, the line manager must (1) ensure that the unit's overview is updated locally, and (2) notify the HSE section if NTNU's central overview is in need up updating.

5.4 Informing the affected parties

The HSE section must ensure that the relevant units are notified of the changes, and of any new or revised central HSE documents, through publication on the HSE system's home page, notification of the affected units, and via NTNU's filing system (ePhorte).

The local line managers are responsible for ensuring that the local unit is familiarised with changes applying to the overview, and with any new or revised local HSE documents, and that these are available at the unit.

1. References

The HSE Handbook, points 2.2.3, 2.3, 3.3.1 and 3.4
ISO 14001/14004 point

[Forskrift om systematisk HMS-arbeid i virksomheter](#)
[HMSR01 Guidelines for the preparation, revision and management of HSE documents](#)