

Compliance Monitoring and Reporting Schedule

Document Overview

This document outlines the schedule for monitoring compliance with regulatory requirements and reporting associated findings for the fiscal year. The purpose is to ensure timely identification, assessment, and communication of compliance issues.

Monitoring and Reporting Schedule

Compliance Area	Frequency	Responsible Person/Team	Reporting Method	Reporting Deadline
Data Privacy (GDPR)	Quarterly	Compliance Officer	Quarterly Report	15th of following quarter
Financial Reporting	Monthly	Finance Team	Internal Dashboard	5th of every month
Health & Safety	Semi-Annual	HSSE Manager	Summary Report	30th June / 31st December
Anti-Money Laundering (AML)	Annually	Risk and Compliance Team	Board Submission	15th January
Environmental Controls	Annual Audit	Environmental Lead	Audit Report	31st March

Important Notes

- This schedule should be regularly reviewed and updated in line with regulatory changes.
- All findings, including non-compliance, must be documented and escalated as per internal procedures.
- Supporting evidence for reports should be retained securely for audit purposes.
- Training of responsible individuals is essential to ensure effective monitoring and reporting.