Integrated HSE Documentation Kit – Integrated Health, Safety, and Environmental System

Level 1 – Manual, Objectives and Policy	
Manual	
1.	Integrated HSE Manual
Objectives	
1.	Health, Safety and Environmental Objectives
Plan	
1.	Health, Safety and Environmental (HSE) Plan
Policy	
1.	Health, Safety and Environmental (HSE) Policy
Level 2 - Procedures	
1.	Document and Data Control Procedure
2.	Corrective Action Procedure
3.	Internal Audit Procedure
4.	Management Review Procedure
5.	Risk Management Procedure
6.	Control of Nonconforming Products Procedure
7.	Training Procedure
8.	Objectives and Targets Procedure
9.	Continual Improvement Procedure
10.	Operational Control Procedure
11.	Identification of Environmental Aspects and Impacts Procedure
12.	Identification of Compliance Obligations Procedure
13.	Communication, Participation and Consultation Procedure
14.	Emergency Preparedness and Response Procedure
15.	Monitoring and Measurement Procedure
16.	Determining Context of the Organization and Interested Parties
17.	List of Interested Parties, Legal and Other Requirements Procedure
18.	Incidents Investigation, Non-Conformity and Corrective Action
19.	Context of the Organization Procedure
20.	Production and Service Provision Procedure
21.	Measuring Customer Satisfaction Procedure
22.	Failure Mode and Effect Analysis (FMEA) Procedure
Level 3 – SOPs	

1.	Warehouse Operations
2.	Power Plant Operation
3.	General Follow-Up
4.	Unloading, Handling and Storage of Petroleum and Gas
5.	Handling of Process Materials, Raw Materials and Raw Material Charging
6.	Lockout / Tagout of Equipment
7.	Accident Reporting, Investigation and Analysis
8.	Workshop and Maintenance Activities
9.	Stores
10.	Asbestos Handling, Storage and Disposal
11.	Material Safety Data Sheet (MSDS)
12.	Physical and Environmental Security
13.	House Keeping
14.	Finished Product Handling
15.	Environment, Health and Safety Awareness
16.	Personnel Security
17.	Change Control
18.	Plant Shut Down and Start Up
19.	EMS Requirements Follow Up at Project Stage
20.	Control and Preservation of Pollution
21.	Handling Storage and Disposal
22.	Mock Drill
23.	Cleaning and Washing
24.	Drainage Line Cleaning
25.	Elimination of Risk of Chain Pulley Blocks, Pressure Vessel and Lifts
26.	Emergency Plant Shutdown
27.	Handling of Lab Chemicals
28.	Unloading of Diesel / LDO / Solvents from Tanker
29.	Review of Country Specific Requirements
30.	Label Control
31.	Raw Material Issue
32.	Research and Development
33.	General Requirement of Sampling
34.	Scrap Management

35.	Glass Wool Control
36.	Spill Response
37.	Effluent Treatment Plant
38.	Pre-Startup Safety Review
39.	General Handling of Forklift
40.	Management of Change
41.	HSE Disciplinary Actions
42.	HSE Award and Incentive Scheme
43.	Health and Safety Committee
44.	Visitor Site Safety Rules
45.	Office Facilities
46.	Legal and Other Requirements
47.	Diesel Generating Set
48.	Air Compressor
49.	Chilling Plant
50.	Waste Filling and Transportation
51.	Testing of Raw Materials
52.	Product Change Over
53.	Product Withdrawal
54.	Steam Boiler
55.	Water Softening Plant
56.	Thermic Fluid Heater
57.	Reverse Osmosis Plant
58.	Hot Air Generator
59.	Ice Plant
60.	Chemical Reaction
61.	Filtration
62.	Blending
63.	Tray Dryer
Level 4 – Formats & Templates	
Formats	
1.	Evaluation of HSE Impacts / Risks
2.	Initial HSE Review of Prioritization of Significant Aspect and Its Impact
3.	Environment Management Plan and Progress Monitoring Report

4.	Near-Miss Incident Investigation Report
5.	Major Incident Investigation Report
6.	HSE Inspection Checklist
7.	Work Permit Report
8.	Communication Report
9.	Scrap Yard Monitoring Report
10.	Housekeeping Checking Report
11.	Interested Party Complaint Report
12.	Management Review Meeting
13.	Objective and Targets Plan
14.	Compliance Evaluation Record
15.	Master List and Distribution List of Documents
16.	Change Note
17.	Calibration Status of Instrument / Equipment
18.	Master List of Records
19.	HSE Objectives Monitoring Sheet
20.	Audit Plan / Schedule
21.	Internal Audit Non–Conformity Report
22.	Annual Internal Audit Plan
23.	ISO 14001:2015 Clause-Wise Audit Review Report
24.	ISO 45001:2018 Clause-Wise Audit Review Report
25.	List of Licenses / Certificates / Compliance Obligates
26.	Risk Analysis Sheet
27.	Corrective Action Report
28.	First Aid Box Checklist
29.	Fire Fighting Checklist
30.	Fire Hydrant Checklist
31.	PPE Preventive Maintenance Check Points
32.	PPE Inspection Checklist
33.	Eye Wash / Shower Checklist
34.	Location List of Fire Extinguishers
35.	Ambulance Review Checklist
36.	Vehicle Checking Report
37.	Waste / Used Oil Control and Monitoring Report

38.	Emergency Siren Inspection Report
39.	SCBA Inspection Report
40.	PPE's Stock Inspection Report
41.	Wind Shock Inspection Report
42.	Pre-Startup Safety Review Form
43.	Training Calendar
44.	Employee-Wise Training and Competence Record Sheet
45.	Induction Training Report
46.	Job Description and Specification
47.	Training Report
48.	Multi-Skill Analysis
49.	Order Form / Order Confirmation
50.	Customer Complaint Report
51.	Customer Feedback Form
52.	Customer Property Monitoring Register
53.	Purchase Order
54.	Indent and Incoming Inspection Record
55.	External Provider Registration Form
56.	External Provider Evaluation / Rating
57.	Disposal of Nonconforming of Products and Services
58.	Spray Dryer Log Sheet
59.	Spin Flash Dryer Log Sheet
60.	Reverse Osmosis Log Sheet
61.	Blender / Ball Mill Log Sheet
62.	Process Change Form
63.	Research and Development Request Report
64.	Research and Development Plan
65.	Design Verification Report
66.	Design and Development Monitoring Register
67.	Design Review Report
68.	Experiment Data Sheet
69.	Design Review Minutes of Meeting
70.	pH Meter Calibration Report
71.	Sample Test Request Slip for Incoming Materials

72.	Sample Test Request Slip for In-Process / Finished Product
73.	Packing Report / Slip
74.	Drum / Bag / Carton Inspection Report
75.	Gate Pass
76.	Material Issue / Consumption Slip
77.	Preservation Assessment Report
78.	Goods Receipt Note
79.	Performance Appraisal Records – Functional Heads
80.	Performance Appraisal Records – Staff
81.	Manpower Requirement Form
82.	Installation Commissioning Progress Report
83.	Service Report
84.	Breakdown History Card
85.	Preventive Maintenance Schedule
86.	Preventive Maintenance Check Points
87.	COTO Log
88.	Registry of Hazard Key Risks and Opportunities
89.	Registry of Key Risks and Opportunities Record
90.	Registry FMEA Risks and Opportunities Record
91.	Register of Aspects and Impacts
92.	Mock Drill Record
93.	Equipment Calibration Record
94.	Production Plan Status Report
95.	Internal Issues Record
96.	External Issues Record
97.	Needs and Expectations of Interested Parties Record
98.	EMP Monitoring Report
99.	Department Wise Related Operation Control Record
Templates	
1.	Skill Requirements
2.	Multi-Skill Requirements
3.	HSE Objective Plan
4.	Operational Control Plan - Effluent Treatment Plan
5.	Performance Evaluation Plan

6.	Disposal of Non-Conforming Products
7.	Operational Control Plan
8.	Quality Plan (Inspection Test Plan)
9.	Material Specifications
10.	Document Identification and Codification System
Process Approach	
1.	Customer Service
2.	Dispatch
3.	Engineering
4.	Marketing
5.	Production
6.	Purchase
7.	Quality Control
8.	System Coordinator
9.	Research and Development
10.	Stores
11.	Training Activity