IMS Documentation Kit ISO 9001, ISO 14001 and ISO 45001 – Integrated Management System

Level 1 – Manual, Plans & Policy	
Manual	
1.	Integrated Manual
Plans	
1.	Contingency Plan
2.	Contingency Plan – Hazardous Waste
3.	Major Emergency Preparedness Plan
Policy	
1.	Electrical Work Policy
2.	Working at Height Policy
3.	Safe Driving Policy
4.	Work Permit Policy
5.	Office and Workplace Safety Policy
6.	Sub-Contractor Selection and OHS Controls Policy
7.	Incident Investigation and Reporting Policy
Level 2 - Procedures	
1.	Operational Control Procedure
2.	Monitoring and Measurement Procedure
3.	Communication Procedure
4.	Emergency Preparedness and Response Procedure
5.	Management Review Procedure
6.	Objectives and Targets Procedure
7.	Identification of Environmental Aspects and Impacts Procedure
8.	Identification of Compliance Obligations Procedure
9.	Document and Data Control Procedure
10.	Corrective Action Procedure
11.	Internal Audit Procedure
12.	Risk Management Procedure
13.	Control of Nonconforming Products Procedure
14.	Training Procedure
15.	Determining Context of the Organization and Interested Parties
16.	List of Interested Parties, Legal and Other Requirements Procedure
17.	Incidents Investigation, Non-Conformity and Corrective Action

18.	Continual Improvement 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.	Quality and HSE Objectives Monitoring Sheet
20.	Audit Plan / Schedule
21.	Internal Audit Non–Conformity Report
22.	ISO 9001:2015 Clause-Wise Audit Review Report
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
Process Approach	
1.	Customer Service
2.	Dispatch
3.	Engineering
4.	Marketing
5.	Production
6.	Purchase
7.	Quality Control
8.	System Coordinator Processes
9.	Research and Development
10.	Training Activity

IMS Manual

Contents

DOCUMENT NO:	
REVISION NO:	
DATE OF REVISION:	
PREPARED BY:	
REVIEWED BY:	
APPROVED BY:	
SIGNATURE:	

5 Leadership

5.1 Leadership and Commitment

Organization Name's Top Management ensures that performance of IMS implementation and provides a commitment to developing an effective quality, environmental, occupational health & safety management system to exhibit its leadership and commitment.

- The quality, environmental, occupational health and safety policy and the objectives of the IMS should be established and matched to the direction of the company;
- To integrate IMS requirements into business processes of the Organization Name;
- To check for resources accessibility for the IMS;
- The IMS audit should be made or conducted to achieve its future result by proper evaluation and maintenance;
- An effectiveness of IMS is attained by direction and support to persons;
- Encouraging continual improvement;

5.2 IMS Policies

Top Management is committed to maintaining integrated standards in delivering prompt and cost-effective services or solutions to customers by continual improvement of business processes amongst all employees, and recognizing the integrity, confidentiality, and availability of integrated assets to relevant stakeholders including customers.

- A commitment to satisfying applicable requirements;
- Offers a framework to review and set up objectives of the IMS;
- Organization Name provides IMS awareness training to all employees with proper work instruction to maintain and improve the effectiveness of the integrated management system;
- Directs communications between external and internal;
- Guarantee continual improvement of the IMS;
- Directs to ensure capabilities needed for integrated management.

5.3 Organizational Roles and Responsibilities

Top Management provides evidence of its commitment to the establishment, implementation, operation, monitoring, review, maintenance, and improvement of the integrated management system as defined in the roles and responsibilities.

Operational Control Procedure

Contents

DOCUMENT NO:	
REVISION NO:	
DATE OF REVISION:	
PREPARED BY:	
REVIEWED BY:	
APPROVED BY:	
SIGNATURE:	

A documented procedure is controlled and established to ensure quality, environmental, occupational health and safety policy, including IMS communication to suppliers / contractors, and integration of IMS requirements at planning stage are controlled in line with the organization's environmental aspects and their impacts.

1   Scope

The Organization Name facilities, products and services, conditions and all IMS activities are related to this procedure.

2   Responsibility

2.1   Operational controls are ensured by System Coordinator.

2.2   Operational controls are established and records are maintained by Functional Heads.

3   Description of Activity

3.1   Operational control is established and implemented for all those activities, products, operation and services that has environmental aspect and impact are assessed and evaluated to identify significant aspects / impacts.

3.2   Establish procedures, operating criteria, or standard operating procedures for the significant environmental aspect:

- The Company's policy, its objectives and targets where their absence could lead to deviating situations are covered;
- Proper maintenance activities, operations are included;
- Suppliers and contractors are communicated with appropriate, relevant procedures and requirements.

3.3   SOP and related documents include of auditable performance criteria.

3.4   The place of work is made accessible with operational control procedure.

3.5   To enable the suppliers, buyers and contractors to control identified environmental aspects and impacts the SOPs / communication of relevant legal and other regulatory IMS requirements are communicated.

3.6   To eliminate substitution of chemicals or reduce environmental impacts at source for integrating IMS requirements for the design of workplace / process / installation / machinery / operation SOPs are established and maintained.

Monitoring and Measurement Procedure

Contents

DOCUMENT NO:	
REVISION NO:	
DATE OF REVISION:	
PREPARED BY:	
REVIEWED BY:	
APPROVED BY:	
SIGNATURE:	

1   Purpose

Documented procedure is established and maintained to:

- Through documented EMP on operation and other activities documented programs is measured and monitored those having significant environmental impacts.
- To guarantee the functioning of the system records are maintained and calibration of sensitive monitoring equipment tuning is ensured.

2   Scope

The Organization Name facilities, products and services, conditions and all IMS related activities are related to this procedure.

3   Responsibility

3.1   All the IMS related activities are measured and monitored under System Coordinator and Functional Heads

4   Description of Activity

4.1   Continual and periodic monitoring of IMS is done by:

Establishing auditable performance indicators in the respective department's integrated management programs and execution models in IMS SOPs.

Integrated Management Programs are checked through quarterly EMP progress reports just as through Management Review Meeting.

Several measurements to be made are identified by Functional Heads for:

a. Legal requirements
b. Monitoring progress in achieving objectives and targets
c. Operational control and its requirements

Management review meeting is conducted and evaluated IMS requirements.

4.2   The equipment is identified for internal and external calibration. The calibration is completed through external companies providing local / international traceability.

4.3   To establish and maintain procedures for periodic assessment of compliance of legal requirements and initiate appropriate corrective and preventive action in case of non– compliance as per steps listed below:

A self-assessment of each appropriate lawful and different IMS requirement is performed by methodically acquiring evident information.

SOP for Environment, Health and Safety Awareness

Contents

DOCUMENT NO:	
REVISION NO:	
DATE OF REVISION:	
PREPARED BY:	
REVIEWED BY:	
APPROVED BY:	
SIGNATURE:	

1 Purpose

The customers, suppliers, neighbors, and employees are communicated about the awareness of products and HSE issues are all described in this procedure.

2 Scope

All communication related to HSE and products are explained in this procedure.

3 Responsibility

3.1 The customers, suppliers, neighbors, and employees are communicated about the HSE awareness of products and acitivites by System Coordinator / Management Representative.

3.2 The customers and suppliers are helped in communications by Marketing / Purchase Team.

4 Description of Activity

A. Customers

4.1 The customers are informed through the Material Safety Data Sheet (MSDS) about details of the product and its properties which also includes of the banned amines as well as heavy metals.

4.2 Before using the product all customers are informed to follow MSDS in the end application.

4.3 To ensure safe and environment friendly disposal the MSDS is documented with requirements related to EMS such as environmental issues like means of disposal, hazard identification, accidental release measures, as well as handling and storage instructions are advised to customers to follow safe disposal and environment friendly usage of the products.

B. Suppliers

4.4 All suppliers for the products (raw materials) manufactured by them needs basic training/awareness.

4.5 They are advised to prepare Material Safety Data Sheet (MSDS) if they lack MSDS in line with the international requirements. To develop the MSDS necessary help will be provided to them.

4.6 The company reviews the MSDS prepared in consultation with the technical team.

INTERNAL AUDIT NON-CONFORMITY REPORT

NC Report No:	Date:
Department / Area:	Document Ref:
Auditor:	IMS Clause No:
Audit Criteria:	Control #:

Description of Non–Conformity:

Person Responsible:

Date of Completion	Planned:	Actual:

Auditee:	Auditor:
Signature	Signature

Root Cause of Non–Conformity:

Action Taken to Resolve the Non–Conformities:

Corrective Action Taken:

Review of Action Taken:	**Status:**	☐ Closed	☐ Open
	Signature:		
	Date:		

Planned Date for Reviewing Effectiveness:	

Review of Effectiveness of Action Taken (Next Audit):

Effectiveness Checked On	Date:	Sign: