

## D152: DEMO OF ISO 45001:2018 DOCUMENT KIT **Price 499 USD**

A complete editable documented Information package (OH&S manual, Procedures, forms, exhibits, plans, policies, audit checklist, Standard Operating procedures etc.)

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### Chapter-1.0CONTENTS OF ISO 45001:2018 DOCUMENT KIT (More than 160 document files)

**A. The Total Editable Document kit has 12 main directories as below:**

Sr. No.	List of Directory	Details of Documents
1.	OH&S Manual	14 Files in MS-Word
2.	Procedures	14 Procedures in MS-Word
3.	Standard Operating Procedures	43 SOPs in MS-Word
4.	Blank Formats /Templates to retain documented information Name of departments	55 Blank formats in MS-Word / Excel
	SYS	15 Formats in MS-Word
	OH&S	21 Formats in MS-Word
	Training	06 Formats in MS-Word
	Purchase	04 Formats in MS-Word
	Production	02 Formats in MS-Word
	Maintenance	03 Formats in MS-Word
	HRD	04 Formats in MS-Word
5.	Filled Formats	19 Blank formats in MS-Word
6.	ISO 45001:2018 Exhibits	05 Exhibits in MS-Word
7.	OHS plan & policies	02 Plans and 07 Policies in MS-Word
8.	OHSMPs	05 OHSMPs in MS-Word
9.	ISO 45001:2018 Audit Checklist	More than 500 questions
10.	Sample filled Hazard and Risk sheet	06 Files in MS-Excel
11.	Sample Risk Assessment sheet	01 File in MS-Excel
12.	OH&S 45001:2018 compliance matrix (Requirements-wise reference documented information)	01 File in MS-Excel

**Total 160 files in editable form for Quick Download by e-delivery**

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### B. Documented information package: -

Our document kit comprises sample documents required for ISO45001:2018 certification as listed below. **All documents are in MS-Word format and you can edit it.** You can do changes as per your company needs and **within few days your entire documents** with all necessary system requirements can be made ready. In the ISO 45001:2018, at few places, documented information are required. But for making better system, we have provided many templates from which a user can select to make own system with minor changes. Now, ISO45001:2018 standard is not requiring manual, procedures, etc. It requires 2 type of documented information as listed below.

1. **Maintain documented information 9 Scope, OH&S Manual, process flow charts, Sop etc.)**
2. **Retain documented information (Forms - templates )**

Under this directory, further files are made in the Word Document as per the details listed below which you can edit it. All the documents are related to manufacturing / process industry.

#### 1. OH&S Manual (10 Chapters and 4 Annexure):

It covers sample copy of OH&S manual and clause-wise details on how ISO45001:2018 systems are implemented. It covers the context of organization, sample policy, objectives, scope, organizations structure as well as macro level each requirements from 4 to 10 of ISO45001:2018 on how it is implemented in the organization. It covers OH&S 45001:2018 documents for tier-1. It has total 10 chapters that cover company profile, amendment sheet, index, clause wise details as per ISO45001 for implementation. It covers sample copy of OH&S manual and clause-wise details on how ISO45001 systems are implemented.

#### **(A) Table of Contents**

Chapter No.	Subject	Page No.	ISO45001:2018 Clause Reference
<b>Section – 1</b>			
1.	Company Profile	1 – 3	-----
2.	Table Of Contents	1 – 2	-----
3.	Control And Distribution	1 – 3	-----
<b>Section – 2</b>			
4 to 10	Chapter 4 to 10 covers sample OH&S policy, objectives, scope, context of organization and macro level quality management system explaining how requirements are implemented by organization in making the OH&S system as per the revised standard.	Approx25 pages	4.0 to 10.0

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ANX-I	List of documented information	1 – 1	=====
ANX-II	Glossary of terms	1 – 1	=====
ANX-III	Company activity process flow chart	1 – 2	=====
ANX-IV	Organization structure	1 – 1	=====

### **2. Procedures (14 procedures):**

It covers a sample copy of mandatory procedures as per ISO45001:2018 covering all the details like purpose, scope, responsibility, how procedure is followed as well as the list of exhibits, reference documents and formats. The list of sample procedures provided is as below.

#### **List of Procedures**

1. Procedure For Hazard Identification, Risk Assessment And Determining Controls
2. Procedure For Identification Of Legal And Other Requirements
3. Procedure For Objectives And Targets
4. Procedure For OHS Management Programme (OHSMP)
5. Procedure For Communication, Participation and consultation
6. Procedure For Operational Control
7. Procedure For Emergency Preparedness And Response
8. Procedure For Performance Monitoring And Measurement
9. Procedure For Incident Investigation, Non-Conformity and Corrective Action
10. Procedure For Document And Data Control
11. Procedure For Internal Audit
12. Procedure For Management Review
13. Procedure For Risk Management
14. Procedure For Training

### **3. Standard Operating Procedures (43 SOPs)**

It covers a guideline to establish controls on significant hazards, work instructions for operators as well as standard operating procedures. It is useful for process control and establishes an effective OH&S management system. It covers do's and don'ts for the entire main and critical processes and details as per the list given below. It helps any organization in process mapping as well as preparing the SOPs and work instructions for their own organization.

#### **List of SOPs**

##### **OH&S Standard operating Procedure**

1. SOP for Handling, Storage And Disposal
2. SOP for Mock Drill
3. SOP for Safety And Security
4. SOP for Accident Reporting, Investigation And Analysis
5. SOP for General Follow-up
6. SOP for Work Shop And Maintenance Activities

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7. SOP for Unloading, Handling And Storage Of Petroleum And Gas
8. SOP for Handling of Process Materials, RMs And RMs Charging
9. SOP for Pump Operator
10. SOP for Drainage Line Cleaning
11. SOP for Elimination Of Risk Of Accident During Operation Of Chain Pulley Blocks, Pressure Vessel And Lifts
12. SOP for Glass Wool Control
13. SOP for Solvent Handling
14. SOP for Scrap Management
15. SOP for Plant Shut Down And Start Up
16. SOP for Use Of Water Reactive Chemicals
17. SOP for Follow-Up Of OHS Requirements At Project Stage
18. SOP for Handling Of Lab Chemicals
19. SOP for Emergency Plant Shutdown
20. SOP for Unloading Of Diesel / LDO From Tanker
21. SOP for Asbestos Handling
22. SOP for Spill Response Procedure
23. SOP for Lockout / Tag out procedure
24. SOP for Pre-startup safety review
25. SOP for General Handling of forklift
26. SOP for Management of Change
27. SOP for HSE Disciplinary Action
28. SOP for HSE Award and Incentive Scheme
29. SOP for Health and Safety committee
30. SOP for Visitor Site Safety Rules
31. SOP for Office Facilities
32. SOP for Legal and other requirements

### **Production SOP**

33. SOP for Chemical reaction
34. SOP for Filtration
35. SOP for Blending
36. SOP for Product change over (cleaning and washing)

### **Engineering SOP**

37. SOP for Diesel generating set
38. SOP for Steam boiler
39. SOP for Water softening plant
40. SOP for Air compressor
41. SOP for Thermic fluid heater
42. SOP for Chilling plant
43. SOP for Hot Air Generator

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### 4. Blank sample formats for all the departments (55 sample formats)

It covers a sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples given area guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 55blank formats are provided as per the list given below.

#### List of blank formats

- |  |  |  |
|--|--|--|
| 1. Master List & Distribution List of Documents            | 2. Change Note                                       | 3. Calibration Status of Instrument / Equipment                              |
| 4. Master List of Records                                  | 5. OHS Objectives Monitoring Sheet                   | 6. Audit Plan / Schedule   |
| 7. ISO 45001:2018OH&S Clause wise Audit Review Report      | 8. OHS Internal Audit Non-Conformity Report          | 9. Risk analysis sheet   |
| 10. List of License / certificates / Compliance obligates  | 11. Communication Report                             | 12. Scrap yard monitoring  |
| 13. Housekeeping checking Report                           | 14. Interest party Complaint Report                  | 15. Management review meeting Initial OHSMS Review Of                        |
| 16. Corrective Action Report                               | 17. Evaluation Of OHS Risks                          | 18. Prioritization Of Significant OHS Hazards Its Risks Feasibility Analysis |
| 19. OHSMP Progress Monitoring Report                       | 20. Un Safe Observation Report                       | 21. Investigation Report   |
| 22. Safety Inspection Check List                           | 23. Work Permit Report                               | 24. OHS Objectives And Target Review   |
| 25. Communication, Consultation and Communication Register | 26. First aid box check list                         | 27. Fire-fighting checklist  |
| 28. Work Permit Report                                     | 29. Legal requirements with respect to OHS           | 30. First Aid Medical Treatment Report                                       |
| 31. Ambulance Checklist                                    | 32. Emergency siren testing report                   | 33. SCBA set inspection report   |
| 34. PPE's stock inspection report                          | 35. Wind shock inspection report                     | 36. Pre-Startup Safety Review Form   |
| 37. Training Calendar                                      | 38. Employee Wise Training & Competence Record Sheet | 39. Induction Training Report  |
| 40. Job Description & Specification                        | 41. Training Report                                  | 42. Multi Skill Analysis   |
| 43. Purchase Order   | 44. Indent And Incoming Inspection Record            | 45. Approved external provider list & Annual purchase order                  |
| 46. External Provider Registration Form                    | 47. Disposal of Non-Conforming of Product & service  | 48. Process change form  |
| 49. Breakdown History Card                                 | 50. Preventive maintenance Schedule                  | 51. Preventive Maintenance Check point                                       |
| 52. Performance Appraisal Records- Functional Heads        | 53. Performance Appraisal Records- Staff             | 54. Manpower Requirement form  |
| 55. Medical Check-Up Report                                |  |  |

### 5. Filled formats for all the departments (19 sample formats)

It covers a sample copy of filled forms required to maintain records as well as establish control and create system in the organization. The samples given are a guide to follow and the organization is free to modify the same to suit their own requirements. It can be used as templates. A total of 19 formats are provided as per the list given below.

#### List of filled formats

- |   |                          |   |
|---|--------------------------|---|
| 1. Master List & Distribution List of Documents | 2. Change Note           | 3. Master List of Records               |
| 4. OH&S Objectives Monitoring Sheet             | 5. Audit Plan / Schedule | 6. Internal Audit Non-Conformity Report |

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- |   |   |   |
|---|---|---|
| 7. Communication Report                             | 8. Induction Training Report                        | 9. Job Description & Specification                          |
| 10. Training Report                                 | 11. Indent And Incoming Inspection Record           | 12. Approved external provider list & Annual purchase order |
| 13. External Provider Registration Form             | 14. Disposal of Non-Conforming of Product & Service | 15. Process change form                                     |
| 16. Performance Appraisal Records- Functional Heads | 17. Manpower Requirement form                       | 18. Breakdown History Card                                  |
| 19. Preventive Maintenance Check point              |   |   |

### **6. Exhibits (05 Exhibits)**

It covers Skill Requirements, Objective Plan, Operational Control Plan, and codification related documents

#### **List of Exhibits**

1. Objectives and Targets – OHS Objective Plan
2. OH&S Control Plan
3. Skill Requirements
4. Multi-skill requirements
5. Exhibit for Document Identification and Codification System

### **7. OHS Plans and policies (02 plans & 07 policies)**

It covers sample copy of OH&S management plans to link the organization OH&S objectives with the management plans for OH&S improvements. It helps any organization in preparation of OHSMPs and Major Emergency Preparedness Plan based on few samples are provided for own organization.

#### **List of OHS Plans and Policies**

##### **Plans**

1. Major Emergency Response Plan – At Site
2. Major Emergency Response Plan – At Office

##### **Policies**

3. Electrical work policy and standard
4. Working at height policy and standard
5. Safe driving policy and standard
6. Work permit policy and standard
7. Working in office policy and Office Safety standard
8. Subcontractor selection and OHS Controls policy and standard
9. Incident investigation and reporting policy and standard

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### **8. OHSMPs**

There covers OHSMPs for ISO 45001:2018.

#### **List of OHSMPs**

1. To prepare scrap yard for systematic storage of scrap having separate compartment for systematic storage of different kind of scrap, to remove risk of contamination and to prevent pollution.
2. To provide guards on all moving parts to avoid risk of accidents during operation of such moving parts.
3. To provide the entire safety equipment as per the requirements of major emergency preparedness plan.
4. To prepare storage facility for the systematic storage of waste oil barrels, to remove risk of contamination and to prevent land pollution.
5. To provide scrubber system at impregnator to reduce melamine formaldehyde and phenol formaldehyde fumes spreaded inside the working area.

### **9. Department-wise and ISO45001:2018 requirement-wise audit questionnaire (of more than 500 questions).**

This covers audit questions based on the ISO 45001:2018 requirements for each department as per the list of departments given below. It will be a very good tool for the auditors to make Audit Questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 500 Questions are prepared on the basis of ISO 45001:2018. It can be logically used for auditing during internal audit for ISO 45001:2018 to establish proper audit trail.

### **10. Sample filled Hazards and Risk**

The ready-to-use Hazards and Risk filled form is given to prepare the Hazards and Risk document for the organization.

#### **List of HIRA**

1. Risk and Hazard sheet for Electrical department
2. Risk and Hazard sheet for Mechanical department
3. Risk and Hazard sheet for OHC department
4. Risk and Hazard sheet for Packing department
5. Risk and Hazard sheet for Quality control department
6. Risk and Hazard sheet for stores area

### **11. Sample risk assessment sheet**

The ready-to-use risk template in editable form is given to prepare the risk document for the organization. It is given in an excel format and can be used as a template.

### **12. ISO45001:2018 compliance matrix**

The ISO45001:2018 requirement-wise list of documented information reference of this kit is given in the compliance matrix for easy reference of user to understand how this system is made.

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### Chapter-2.0 ABOUT COMPANY

Global Manager Group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries. Our ready-made training and editable document kits help the client in making their documents with ease and make them comply with the related ISO standard faster.**

1. Our promoters and engineers have experience in providing management training, ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries.**
2. We are a highly qualified team of 60 members (M.B.A., Degree engineers). Our owner has a rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying body. We possess a branded image and are a leading name in the global market.
4. We, also, suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products that gives you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO series certification.
6. We have spent more than 60000 man-days (170 man years) in the preparation of ISO documents and training slides.

#### **Global Manager Group is committed for:**

1. Personal involvement & commitment from the day one
2. Optimum charges
3. Professional approach
4. Hard work and updating the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. Establishing strong internal control with the help of system and use of the latest management techniques

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### **Chapter-3.0USER FUNCTION**

#### **3.1 Hardware and Software Requirements**

##### **A. Hardware: -**

- Our document kit can be better performed with the help of P3 and above computers with a minimum of 10 GB hard disk space.
- For better visual impact of the PowerPoint slides, you may keep the setting of colour image at high colour.

##### **B. Software: -**

- Documents are written in MS-Office 2003 and Windows XP programs. You are, therefore, required to have MS-Office 2003 or above versions with Windows XP

#### **3.2 Features of Documentation kit: -**

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- It will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The kit content is developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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### Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO documents.
2. The kit takes care of all the sections and sub-sections of ISO standard and helps you to establish better system.
3. The document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry requirements and create their own ISO documents for their organization.
4. It will save much of the time and cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system due to our proven documents and templates developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have provided a total customer satisfaction as well as experienced value for money.
8. In the preparation of document kits; our team has verified and evaluated the entire content at various levels. More than 1000 hours are spent in the preparation of this product kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

### Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of the purchase, we provide a user name and password to download the product from our FTP server. Hence, we provide an instant online delivery of our products to the user by sending an email of user name and password.

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