

D120: DEMO OF RC 14001 DOCUMENT KIT **Price 630 USD**

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Chapter-1.0 CONTENTS OF RC 14001 DOCUMENT KIT (More than 150 document files)

A. The entire editable Document kit has 8 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	RC 14001 Manual	11 files in Ms. word
2.	Procedures	14 procedures in Ms. word
3.	Standard Operating Procedures	31 SOPs in Ms. word
4.	Exhibits	05 exhibits in Ms. word
5.	EHSSMPs	05 files in Ms. word
6.	Formats / Templates Name of departments	70 formats in Ms. Word
	Environment, health, safety & Security(EHSS)	16 formats in Ms. Word
	Engineering (ENG)	03 formats in Ms. Word
	Human Resource Development (HRD)	01 formats in Ms. Word
	Marketing (MKT)	03 formats in Ms. Word
	Production (PRD)	07 formats in Ms. Word
	Purchase (PUR)	05 formats in Ms. Word
	Quality Control (QCD)	04 formats in Ms. Word
	RND	07 formats in Ms. Word
	System (SYS)	12 formats in Ms. Word
	Security (SEC)	08 formats in Ms. Word
Training (TRG)	05 formats in Ms. Word	
7.	RC 14001 Audit Checklist	02 files of more than 450 questions
8.	EHSs Policy	11 files in Ms. word

Total 150 files quick download in editable form by e delivery

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B. RC 14001:2008 Document Requirement wise documents list:

RC 14001:2008 Document Matrix

Document No	Document title (RC 14001 standard Clause No. wise)
4.1 General Requirements	
EHSS 01	Scope of Certifications (Considering the nature of activities and types of products manufactured by Company)
PRO/SYS/02	Procedure for document and data control
E/SYS/01	Document Codification System
F/SYS/01	Master list cum distribution list of documents
F/SYS/02	Change note
4.2 Environmental, Responsible care, Health, Safety and Security Policy	
4.3 Planning	
4.3.1 Environmental aspects and its impact evaluation, responsible care, health, safety and security assessment and determining controls	
PRO/EHSS/01	Procedure for Identification of environmental aspects and its impact, responsible care, health, safety and security and determining controls
Annexure – 1	Method of significance analysis
F/EHSS/02	Evaluation of Environmental, Responsible care, health, safety and security aspects and risk
F/EHSS/03	Initial EHSS review of prioritization of significant aspect and risks feasibility analysis
4.3.2 Legal and other requirements	
PRO/EHSS/02	Procedure For Identification Of Legal And Other Requirements
F/SYS/10	List of Licenses / certificate
4.3.3 Objectives, targets and programme(s)	
PRO/EHSS/03	Procedure For Objectives And Targets
F/SYS/05	EHSS Objective and Targets
PRO/EHSS/04	Procedure For Environmental, Responsible Care, Health, Safety and Security Management Programme (EHSSMP)
EHSSMP/XX	Environmental, Responsible Care, Health, Safety and Security Management Programme / Plan
F/EHSS/04	EHSSMP Progress Monitoring Report
E/EHSS/01	Objectives and Target – EHSS Objective Plan

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4.4 Implementation And Operation	
4.4.1 Resources, roles, responsibility, accountability and authority	
F/TRG/04	Job Description And Specification
4.4.2 Competence, training and awareness	
PRO/SYS/05	Procedure For Training
F/TRG/01	Training Calendar
F/TRG/02	Training Need Cum Record Sheet
F/TRG/03	Induction Training Report
F/TRG/04	Job Description And Specification
F/TRG/05	Skill Matrix
E/HRD/01	Skill Requirements
4.4.3 Communication, participation and consultation	
4.4.3.1 Communication	
PRO/EHSS/05	Procedure For Consultation And Communication
4.4.3.2 Participation and consultation	
PRO/EHSS/05	Procedure For Consultation And Communication
4.4.4 Documentation	
PRO/SYS/02	Procedure for document and data control
E/SYS/01	Document Codification System
F/SYS/01	Master list cum distribution list of documents
F/SYS/02	Change note
4.4.5 Control of documents	
PRO/SYS/02	Procedure for document and data control
E/SYS/01	Document Codification System
F/SYS/01	Master list cum distribution list of documents
F/SYS/02	Change note
4.4.6 Operational controls	
PRO/EHSS/06	Procedure For Operational Control
F/SYS/09	Scrap Yard Monitoring Report
F/PUR/01	Purchase Order
F/PUR/02	Indent And Incoming Inspection Record
F/PUR/03	Approved Vendor List Cum Open Purchase Order
F/PUR/04	Supplier Registration Form
F/PUR/05	Open Purchase Order

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F/ENG/01	Breakdown History Card
F/ENG/02	Preventive Maintenance Schedule
F/ENG/03	Equipment wise Preventive Maintenance Check Points
F/PRD/01	Production Plan
F/PRD/03	Tray Dryer Log Sheet
F/PRD/04	Spray Dryer Log Sheet
F/PRD/05	Spin Flash Dryer Log Sheet
F/PRD/06	Reverse Osmosis Log Sheet
F/PRD/07	Blender / Ball Mill Log Sheet
F/QCD/01	pH Meter Calibration Report
F/QCD/02	Normality Record Sheet
F/QCD/03	Sample Test Request Slip For Incoming materials
F/QCD/04	Sample Test Request Slip For In process / Finish product
F/RND/01	Research And Development Check List
F/RND/02	Research And Development Request Report
F/RND/03	Research And Development Plan
F/RND/04	Design Verification Report
F/RND/06	Experiment Data Sheet
F/RND/07	Design Review Minutes Of Meeting
F/SEC/01	Visitor Pass
F/SEC/02	Employee In–Out Pass
F/SEC/03	Late entry / short leave
F/SEC/04	Daily Visitor Report
F/SEC/05	Daily Material Receipt Report
F/SEC/06	Daily Material Outward Report
F/SEC/07	Security Check / Visit Report
F/SEC/08	Vehicle check report
SOP/EHSS/01	Control And Prevention Of Pollution
SOP/EHSS/02	Handling, Storage And Disposal
SOP/EHSS/04	Safety And Security
SOP/EHSS/06	General Follow–up
SOP/EHSS/07	Work Shop And Maintenance Activities
SOP/EHSS/08	Unloading, Handling And Storage Of Petroleum And Gas
SOP/EHSS/09	Cleaning And Washing

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SOP/EHSS/10	Handling of Process Materials, RMs And RMs Charging
SOP/EHSS/11	Pump Operator
SOP/EHSS/13	Elimination Of Risk Of Accident During Operation Of Chain Pulley Blocks, Pressure Vessel And Lifts
SOP/EHSS/14	Glass Wool Control
SOP/EHSS/15	Solvent Handling
SOP/EHSS/17	Plant Shut Down And Start Up
SOP/EHSS/18	Use Of Water Reactive Chemicals
SOP/EHSS/19	Follow-Up Of EHSS Requirements At Project Stage
SOP/EHSS/20	Stores
SOP/EHSS/21	Handling Of Lab Chemicals
SOP/EHSS/22	Emergency Plant Shutdown
SOP/EHSS/23	Captive Power Plant Operation
SOP/EHSS/24	Scrubber System Operation
SOP/EHSS/25	Unloading Of Diesel / LDO From Tanker
SOP/EHSS/26	Asbestos Handling
SOP/EHSS/27	Incineration Plant Operation
SOP/EHSS/28	Sodium Sulphate Recovery Plant Operation
SOP/EHSS/29	Sludge Separation Unit Operation
SOP/EHSS/30	Physical and environmental security
SOP/EHSS/31	Personnel security
POL/EHSS/01	Electrical Work policy and standard
POL/EHSS/02	Working at height policy and standard
POL/EHSS/03	Safe Driving policy and standard
POL/EHSS/04	Work permit policy and standard
POL/EHSS/05	Working in office policy and Office Safety standard
POL/EHSS/06	Subcontractor selection and OHS Controls policy and standard
POL/EHSS/07	Incident investigation and reporting policy and standard
4.4.7 Emergency preparedness and response	
PRO/EHSS/07	Procedure For Emergency Preparedness And Response
MEP/01	Emergency Response Plan – At Site
MEP/02	Emergency Response Plan – At Office
CP/01	Contingency Plan - Products
CP/02	Contingency Plan – Hazardous Waste

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SOP/EHSS/03	Mock Drill
4.5 Checking And Corrective Action	
4.5.1 Performance measurement and monitoring	
PRO/EHSS/08	Procedure for performance monitoring and measurement
F/EHSS/02	Evaluation of Environmental, Responsible care, health, safety and security aspects and risk
F/EHSS/03	Initial EHSS review of prioritization of significant aspect and risks feasibility analysis
F/EHSS/05	Unsafe Observation Report
F/EHSS/06	Investigation Report
F/EHSS/07	Safety Inspection Checklist
F/EHSS/08	Work Permit Report
F/EHSS/09	First aid box check list
F/EHSS/10	Fire fighting checklist
F/EHSS/11	PPE PM check points
F/EHSS/12	First Aid Treatment Report
F/EHSS/13	Ambulance checklist
F/EHSS/14	Eye wash / shower check list
F/EHSS/15	List of lifting tools and tackles
F/EHSS/16	Location list of fire extinguishers
F/SYS/03	Calibration Status of Instrument / Equipment
F/SYS/11	Housekeeping Checking Report
F/SYS/12	Earthing Pit Maintenance Report
SOP/EHSS/16	Scrap Management
4.5.2 Evaluation of compliance	
PRO/EHSS/08	Procedure for performance monitoring and measurement
E/EHSS/02	Operational Control Plan
E/EHSS/03	OHSAS Control Plan
F/EHSS/02	Evaluation of Environmental, Responsible care, health, safety and security aspects and risk
F/EHSS/03	Initial EHSS review of prioritization of significant aspect and risks feasibility analysis
F/EHSS/05	Unsafe Observation Report
F/EHSS/06	Investigation Report
F/EHSS/07	Safety Inspection Checklist
F/EHSS/08	Work Permit Report

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F/EHSS/09	First aid box check list
F/EHSS/10	Fire frightening checklist
F/EHSS/11	PPE PM check points
F/EHSS/12	First Aid Treatment Report
F/EHSS/13	Ambulance checklist
F/EHSS/14	Eye wash / shower check list
F/EHSS/15	List of lifting tools and tackles
F/EHSS/16	Location list of fire extinguishers
F/HRD/01	Medical checkup Report
4.5.3 Incidents investigation, Non–conformity, corrective action and preventive action	
4.5.3.1 Incident investigation	
4.5.3.2 Non–conformity, corrective action and preventive action	
PRO/EHSS/09	Procedure for incident investigation, non–conformity, corrective and preventive actions
F/EHSS/01	Corrective and Preventive Action report
F/EHSS/05	Un–Safe Observation report
F/EHSS/06	Investigation report
F/EHSS/07	Safety inspection checklist
F/EHSS/08	Work Permit Report
F/PRD/02	Disposal of Non–Conforming Products
SOP/EHSS/05	Accident Reporting, Investigation And Analysis
SOP/EHSS/12	Drainage Line Cleaning
4.5.4 Control of records	
PRO/SYS/03	Procedure for control of records
E/SYS/01	Document Codification System
F/SYS/04	Master list of records
4.5.5 Internal audit	
PRO/SYS/04	Procedure for internal audit
F/SYS/06	Audit Plan / Schedule
F/SYS/07	Internal Audit Non–Conformity Report
F/SYS/08	Clause–Wise Document–Wise Audit Review Report – EHSS
4.6 Management Review	
PRO/SYS/01	Procedure For Management Review

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C. Documentation: -

Our document kit is having sample documents required for RC 14001 certification as listed below. You need to study it do necessary changes as per your company need and within 2 days your entire documents with all necessary details are ready and many organization are certified globally in 1st trial with the help of our documents from any kind of stringent certification audit.

Under this directory further files are made in power point document as per the details listed below. All the documents are related to manufacturing/process industry for Environmental, Responsible care, health, safety and security management system.

1. RC 14001 Manual:

It covers sample copy of EHS manual and clause wise details for how RC 14001 system is implemented. It covers list of procedures as well as overview of organization and covers tier1 of RC 14001 documents.

(A)Table of Contents of RC 14001 Manual

Table Of Contents			
Chapter No.	Subject	Page No.	RC 14001:2008 cross reference
Section – 1			
A	Table of contents and authorization statement	1 – 2	-----
B	Company profile	1 – 1	-----
C	Control and distribution	1 – 3	-----
Section – 2			
Environmental, Responsible care, Health, Safety and Security Management System (EHS)			
1	General Requirements	1 – 1	4.1
2	EHS Policy	1 – 2	4.2
3	Planning	1 – 3	4.3
	Environmental aspects and its impact evaluation, responsible care, health, safety and security assessment and determining controls		4.3.1
	Legal and other requirements		4.3.2
	Objectives, targets and programmes (s)		4.3.3
4	Implementation And Operation	1 – 8	4.4
	Resources, roles, responsibility, accountability and authority		4.4.1
	Competence, training and awareness		4.4.2
	Communication, participation and consultation		4.4.3
	Documentation		4.4.4
	Control of documents	4.4.5	

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	Operational control		4.4.6
	Emergency preparedness and response		4.4.7
5	Checking	1 – 3	4.5
	Performance measurement and monitoring		4.5.1
	Evaluation of compliance		4.5.2
	Non-conformity, corrective action and preventive action		4.5.3
	Control of records		4.5.4
	Internal audit		4.5.5
6	Management review	1 – 2	4.6
Annexure			
ANX-I	List of procedures	1 – 1	-----
ANX-II	Glossary of terms	1 – 1	-----

2. Procedures: (Procedures 14)

It covers sample copy of mandatory all the procedures covering all the details as per RC 14001 requirements.

List of Procedures

Sr. No.	List of Procedures
1.	Procedure for Identification of environmental aspects and its impact, responsible care, health, safety and security and determining controls
2.	Procedure for Identification Of Legal And Other Requirements
3.	Procedure for Objectives And Targets
4.	Procedure for EHSMP
5.	Procedure for Communication
6.	Procedure for Operational Control
7.	Procedure for Emergency Preparedness And Response
8.	Procedure for Performance Monitoring And Measurement
9.	Procedure for Non-Conformity, Corrective Action And Preventive Action
10.	Procedure for Management Review
11.	Procedure for Document And Data Control
12.	Procedure for Control Of Records
13.	Procedure for Internal Audit
14.	Procedure for Training

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3. Integrated Environmental, Responsible care, health, safety and security Management Plans: (EHSMPs 05)

It covers sample copy of EHSMP management plans to link the organization objectives with the management plans for environment improvements. It helps any organization in preparation of own EHSMPs based on few samples are provided for own organization.

List of EHSMPs

Sr. No.

List of EHSMPs

1. To provide ESP system at the outlet of the flue gases from the Steam Boiler to control SPM level in the emission through steam boiler stack.
2. To provide interlocking system on all the doors of the lift at all the floors to comply with the legal requirements.
3. To install fire hydrant system in the plant to respond the emergency situation.
4. 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.
5. To reduce the overall power consumption by atleast 5 % in the plant by studying the present load and by awareness of all Employees for their role towards energy consumption.

4. Blank Formats: (70 formats)

It covers sample copy of blank forms required to maintain records as well as establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

List of formats

- | | |
|--|---|
| 1. Corrective And Preventive Action Report | 2. Normality Record Sheet |
| 3. Evaluation of Environmental, Responsible care, health, safety and security aspects and risk | 4. Sample Test Request Slip For Incoming materials |
| 5. Initial EHSMS Review Of Prioritization Of Significant Aspect, OHS Hazards Its Impact and Risks Feasibility Analysis | 6. Sample Test Request Slip For In process / Finish product |
| 7. EHSMP Progress Monitoring Report | 8. Research And Development Check List |
| 9. Un Safe Observation Report | 10. Research And Development Request Report |
| 11. Investigation Report | 12. Research And Development Plan |
| 13. Safety Inspection Check List | 14. Design Verification Report |
| 15. Work Permit Report | 16. Experiment Data Sheet |
| 17. First aid box check list | 18. Design Review Minutes Of Meeting |
| 19. Fire frightening checklist | 20. Visitor Pass |
| 21. PPE Preventive Maintenance check points | 22. Employee In-Out Pass |
| 23. First aid medical treatment report | 24. Late entry / short leave |
| 25. Ambulance checklist | 26. Daily Visitor Report |

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- | | |
|--|---|
| 27. Eye wash / shower check list | 28. Daily Material Receipt Report |
| 29. Location list of fire extinguishers | 30. Daily Material Outward Report |
| 31. List of Chain Pulley Blocks, Lifts, Pressure Vessel Etc. | 32. Security Check / Visit Report |
| 33. Breakdown History Card | 34. Vehicle check report |
| 35. Preventive Maintenance Check Points | 36. Master List Cum Distribution List of Documents |
| 37. Medical Check –Up Report | 38. Change Note |
| 39. Order Form / Order Confirmation | 40. Calibration Status of Instrument / Equipment |
| 41. Customer Complaint Report | 42. Master List of Records |
| 43. Customer Feed Back Form | 44. HSE Objectives And Target |
| 45. Production Plan | 46. Audit Plan / Schedule |
| 47. Disposal of Non–Conforming Products | 48. Internal Audit Non–Conformity Report |
| 49. Tray Dryer Log Sheet | 50. Clause wise Document wise Audit Review Report – EHSMS |
| 51. Spray Dryer Log Sheet | 52. Scrap Yard Monitoring Report |
| 53. Spin Flash Dryer Log Sheet | 54. List Of Licenses / Certificates |
| 55. Reverse Osmosis Log Sheet | 56. Housekeeping Checking Report |
| 57. Blender / Ball Mill Log Sheet | 58. Earthing Pit Maintenance Report |
| 59. Purchase Order | 60. Training Calendar |
| 61. Indent And Incoming Inspection Record | 62. Training Need Cum Records Sheet |
| 63. Approved Vendor List Cum Open Purchase Order | 64. Induction Training Report |
| 65. Supplier Registration Form | 66. Job Description and Specification |
| 67. Open Purchase Order | 68. Skill matrix |
| 69. pH Meter Calibration Report | |

5. Standard Operating Procedures (31 SOPs):

It covers sample copy of SOPs to link with significant aspects as well as Hazards and risks and establish control for Environmental, Responsible care, health, safety and security issues in the organization. It takes care of all such issues and used as a training guide as well as to establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

List of SOPs

Sr. No.	List of Standard Operating Procedure
1.	SOP for Control And Prevention Of Pollution
2.	SOP for Handling, Storage And Disposal
3.	SOP for Mock Drill
4.	SOP for Safety And Security
5.	SOP for Accident Reporting, Investigation And Analysis

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6. SOP for General Follow-up
7. SOP for Work Shop And Maintenance Activities
8. SOP for Unloading, Handling And Storage Of Petroleum And Gas
9. SOP for Cleaning And Washing
10. SOP for Handling of Process Materials, RMs And RMs Charging
11. SOP for Pump Operator
12. SOP for Drainage Line Cleaning
13. SOP for Elimination Of Risk Of Accident During Operation Of Chain Pulley SOP for Blocks, Pressure Vessel And Lifts
14. SOP for Glass Wool Control
15. SOP for Solvent Handling
16. SOP for Scrap Management
17. SOP for Plant Shut Down And Start Up
18. SOP for Use Of Water Reactive Chemicals
19. SOP for Follow-Up Of EHS Requirements At Project Stage
20. SOP for Stores
21. SOP for Handling Of Lab Chemicals
22. SOP for Emergency Plant Shutdown
23. SOP for Captive Power Plant Operation
24. SOP for Scrubber System Operation
25. SOP for Unloading Of Diesel / LDO From Tanker
26. SOP for Asbestos Handling
27. SOP for Incineration Plant Operation
28. SOP for Sodium Sulphate Recovery Plant Operation
29. SOP for Sludge Separation Unit Operation
30. SOP for physical and environmental security
31. SOP for personnel security

6. RC 14001 Audit Questionnaire (More than 450 Questions) :

There covers audit questions based on RC 14001 requirements as well as for each departments. It will be very good tool for the auditors to make audit Questionnaire while auditing and make effectiveness in auditing.

1. RC 14001 requirement wise questions
2. Department wise audit questions to comply for RC 14001

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7. Exhibits: (05 Exhibits)

It covers Skill Requirements, EHS Objective Plan, Operational Control Plan, OHSAS Control Plan etc.

Sr. No.	List of Exhibits
1.	Skill Requirements
2.	Objective and Target – EHSMS Objective Plan
3.	Operational Control Plan
4.	OHSAS Control Plan
5.	Codification System

8. Policy : (Policy 07)

Sr. No.	List of Policy
1.	Electrical Work policy and standard
2.	Working at height policy and standard
3.	Safe Driving policy and standard
4.	Work permit policy and standard
5.	Working in office policy and Office Safety standard
6.	Subcontractor selection and OHS Controls policy and standard
7.	Incident investigation and reporting policy and standard

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 20 years in 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 had **more than 1200 clients in more than 45 countries**. Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related certification faster.

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1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training RC series consultancy. We had clients **in more than 45 countries**.
2. Highly qualified 40 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for RC series certification of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in system series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing documents and training slides.

Global Manager Group is committed for:

1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update 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. To establish strong internal control with the help of system and use of the latest management techniques

Chapter-3.0 USER 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 10 GB hard disk space.
- For better visual impact of the power point documentation you may keep the setting of colour image at high colour.

B. Software used in Documentation kit

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- Documents written in word 98 and window 2000 programs. You are therefore required to have office 2000 or above with word 98 or above and power point

3.2 Features of Documentation kit: -

- Contains all necessary documents as listed above and comply with the requirements of Standards and more than 1000 man days (9000 hours)
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts having experience of more than 20 companies RC 14001 implementation globally.
- Provides model of a EHS system that is simple and free from excessive paperwork

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 RC 14001 documents.
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