D155: DEMO OF HSE DOCUMENT KIT   Price 499 USD

Complete editable HSE document tool kit (HSEmanual, procedures, SOPs, exhibits, ROR, forms, aspect impact& HIRAaudit checklist etc. based on ISO 14001:2015 and ISO 45001:2018 standard)

Website: https://www.certificationconsultancy.com/hse-14001-45001-documents-manual.htm

Chapter-1.0: Contents of HSE Document Kit (More than 165 document files to implement ISO 14001:2015 and ISO 45001:2018)

A. The entire Document kit has 12 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	HSE Manual	13 Files in MS Word
2.	Procedures	13 Procedures in MS Word
3.	Standard Operating Procedures	43 SOPs in MS Word
4.	Exhibits	07 exhibits in MS Word
5.	Register of Rules and Regulation	07 files in MS Word
6.	**Formats / Templates** **Name of departments**	55 formats in MS Word/ Excel
	Routine Formats	19 formats in MS Word
	HSE Formats	36 formats in MS Word / Excel
7.	Sample Aspects, Impacts and HIRA	12 files in MS Word
8.	HSE plans	06 files in MS Word
9.	OHS policies	07 policies in MS Word
10.	Sample Management Review meeting	02 files in MS Word
11.	HSE Audit Checklist	More than 900 questions
12.	HSE compliance matrix (Requirements-wise reference documented information)	01 File in MS-Excel

Total 165 files quick download in editable form by e delivery

For more information about HSE Documentation kit Click Here

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B. Documentation:-

Our document kit comprises sample documents required for ISO 14001:2015 and ISO 45001:2018 certification as listed below. **All documents are in MS Word / excel 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 requirementscan be madeready. In the revised ISO 14001:2015 and 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, ISO 14001:2015 and ISO 45001:2018 standard is not requiring manual, procedures, etc. It requires 2 type of documented information as listed below.

1. **Maintain documented information (Scope, HSE manual, Sop, aspect impact, HIRA, ROR 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. HSE Manual (10 Chapters and 03 Annexure):

It covers sample copy of system manual and clause-wise details on how ISO 14001:2015 and ISO 45001:2018systems are implemented. It covers the context of organization, sample policy, objectives, scope; organizations structure as well as macro level each requirement from 4 to 10 of ISO 14001:2015 and ISO 45001:2018 on how it is implemented in the organization. It covers ISO 14001:2015 and ISO 45001:2018 documents for tier-1. It has total 10 chapters that cover company profile, amendment sheet, index, clause wise details as per ISO 14001:2015 and ISO 45001:2018 for implementation. It covers sample copy of system manual and clause-wise details on how ISO 14001:2015 and ISO 45001:2018 systems are implemented.

(A) Table of Contents

Chapter No.	Subject	Page No.	Clause Reference of ISO 14001:2015 and ISO 45001:2018
	Section – 1		
1.	Company Profile	1 – 4	-----
2.	Table Of Contents	1 – 2	------
3.	Control And Distribution	1 – 3	------
	Section – 2		
4 to 10	Chapter 4 to 10 covers sample policy, objectives, scope, context of organization and macro level quality management system explaining how requirements are implemented by organization in making the system as per the revised standard.	Approx 35 pages	4.0 to 10.0
ANX–I	List of documented information	1 – 2	=============
ANX–II	Glossary of terms	1 – 1	=============
ANX–III	Company Organization structure	1 – 1	=============

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2. Procedures (13 procedures):

It covers a sample copy of mandatory procedures as per ISO 14001:2015 and ISO 45001:2018 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 are as below.

List of Procedures

1. Procedure For Identification of Environmental Aspects, HSE Hazards and Its Environmental Impacts and Risk Assessment
2. Procedure for identification of compliance obligations
3. Procedure for communication, participation and consultation
4. Procedure for operational control
5. Procedure for emergency preparedness response
6. Procedure for monitoring and measurement
7. Procedure for document and data control
8. Procedure for corrective action
9. Procedure for internal audit
10. Procedure for management review
11. Procedure for Risk Management
12. Procedure for Control of Non–Conforming Products
13. 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 HSE 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

1. SOP for Effluent Treatment Plant
2. SOP for Waste Filling and Transportation
3. SOP for Finished product handling
4. SOP for Awareness regarding Environmental, health and safety
5. SOP for Accident Reporting, Investigation and Analysis
6. SOP for Personnel security
7. SOP for Change Control
8. SOP for House keeping
23. SOP for Emergency plant shutdown
24. SOP for Scrap management
25. SOP for Glass Wool Control
26. SOP for Stores
27. SOP for Handling of lab chemicals
28. SOP for Asbestos handling, storage and disposal
29. SOP for Unloading of diesel / LDO / Solvents from tanker
30. SOP for Material Safety Data Sheet (MSDS)

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9.	SOP for Plant shut down and start up	31.	SOP for Physical and environmental security
10.	SOP for Ware House Operations	32.	SOP for Spill response procedure
11.	SOP for Follow up of EMS Requirements at project stage	33.	SOP for Lockout / Tag out procedure
12.	SOP for Operation of Power Plant	34.	SOP for Pre-startup safety review
13.	SOP for Control & Preservation of pollution	35.	SOP for General handling of forklift
14.	SOP for Handling storage and disposal	36.	SOP for Management of Change
15.	SOP for Mock Drill	37.	SOP for HSE Disciplinary Action
16.	SOP for General Follow-up	38.	SOP for HSE Award and Incentive Scheme
17.	SOP for Workshop and maintenance activities	39.	SOP for Health and Safety committee
18.	SOP for Unloading, handling and storage of petroleum & gas	40.	SOP for Visitor Site Safety Rules
19.	SOP for Cleaning & Washing	41.	SOP for Office Facilities
20.	SOP for Handling of process materials, RMS and RMS Charging	42.	SOP for Legal and other requirements
21.	SOP for Drainage line cleaning	43.	SOP for Research And Development
22.	SOP for Elimination of Risk of Accident during Operation of Chain Pulley Blocks, Pressure Vessel and Lifts		

4. Exhibits (07 exhibits)

It covers Skill Requirements, HSE Objective Plan, Operational Control Plan, OHS Control Plan etc.

List of exhibits

1. Exhibit for objectives and targets – HSE objective plan
2. Exhibit for operational control plan
3. Exhibit for OHSAS control plan
4. Exhibit for need and expectations of interested parties
5. Exhibit for skill requirements
6. Exhibit for multi skill requirements
7. Exhibit for document codification system

5. Register of rules and regulation (ROR)

It covers sample copy register of rules and regulation.

6. Blank formats (55 blank 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 55 blank formats are provided as per the list given below.

List of Formats

For more information about HSE Documentation kit Click Here

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1. Master list cum distribution list of documents
2. Eye wash / shower check list
3. Change note
4. Location List of Fire Extinguishers
5. List of licenses / certificates
6. List of Chain Pulley Blocks, Lifts, Pressure Vessel
7. Calibration status of instrument / equipment
8. Work permit for Un–loading of Solvent Tanker
9. Master list of records
10. Ambulance Review Checklist
11. Audit plan / schedule
12. Vehicle check report
13. Internal audit non–conformity report
14. Waste / Used oil control and monitoring report
15. Clause wise document wise audit review report
16. Training calendar
17. HSE objectives and target
18. Training report
19. Continual improvement plan
20. Induction training report
21. Scrap yard monitoring report
22. Job description and specification
23. Communication report
24. Skill matrix
25. Housekeeping checking report
26. Breakdown history card
27. Earthing pit maintenance report
28. Reverse osmosis log sheet
29. Risk analysis and monitoring sheet
30. Preventive maintenance check points
31. Evaluation Of HSE Impacts / Risks
32. Diesel generator set monitoring report
33. HSE Review Of Prioritization Of Significant Aspect, OHS Hazards Its Impact and Risks Feasibility Analysis
34. Preventive maintenance check points
35. Process change request
36. Purchase order
37. Equipment change request
38. Indent and incoming inspection record
39. Corrective And Preventive Action Report
40. Approved vendor list
41. HSEMP Progress Monitoring Report
42. Supplier registration form
43. Near Miss Report
44. Open purchase order
45. Investigation Report
46. Vendor rating
47. Safety Inspection Check List
48. Material issue / consumption slip – RMs
49. Work Permit Report
50. Gate pass
51. First aid box check list
52. Material issue slip – spares / misc. materials
53. Fire fightening checklist
54. PPE Preventive Maintenance check points
55. Fire Hydrant checklist

7. Sample Aspect Impact & HIRA

It covers sample copy of aspect impact and HIRA for HSE system.

List of aspect-impact and HIRA

1. Aspect-Impact and hazard-risk sheet for Electrical department
2. Aspect-Impact and hazard-risk sheet for Environment department
3. Aspect-Impact and hazard-risk sheet for General area

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4.   Aspect-Impact and hazard-risk sheet for Maintenance department

5.   Aspect-Impact and hazard-risk sheet for Marketing department

6.   Aspect-Impact and hazard-risk sheet for Production department

7.   Aspect-Impact and hazard-risk sheet for Purchase department

8.   Aspect-Impact and hazard-risk sheet for Quality control department

9.   Aspect-Impact and hazard-risk sheet for storesarea

10.   Aspect-Impact and hazard-risk sheet for utility services area

11.   Aspect-Impact and hazard-risk sheet for waste disposal area

8. Plans (06 files)

It covers sample copy of plans to link the organization objectives with the management plans for improvements. It helps any organization in preparation of HSEMPs, Contingency Plan, Contingency Plan – Hazardous Waste and Major Emergency Preparedness Plan based on few samples are provided for own organization.

9. OHS Policies (07 policies)

It covers sample copy of policies for OHS.

List of policies

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

10. Sample MRM

It covers sample copy management review meeting, agenda of management review meeting and objective review.

11. HSE Audit Questionnaire (More than900 Questionnaire)

There covers audit questions based on HSErequirements 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.

12. HSE compliance matrix

The HSE 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 promoted by a group of qualified engineers and management graduates having rich experience of over 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, certification and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries. Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and 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 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).

3. We have 100% success rate in ISO series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.

4. We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give 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 and commitment from the day one

2. Optimum charges

3. Professional approach and globally helped many companies for this standard.

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-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware

- Our documentation kit can better perform with P4 and higher computers with a minimum of 10 GB hard disk space.

- For better visual impact, you may keep the setting at high color.

B. Software

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

3.2 Features of Documentation kit

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.

- The documents are written in easy to understand English language.

- This kit 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 contents of this kit are 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 DOCUMENTATION 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 14001:2015 and ISO 45001:2018 standards and helps you to establish better system.

3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own HSE documents for their organization.

4. It will save much 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 as our proven documents and templates are 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 got total satisfaction as well as experienced value for money.

8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.

9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of the kit to the users by sending an e-mail of username and password.

For purchase, Click Here ➡ **Buy Now**

For more information about HSE Documentation kit Click Here