

D104: DEMO OF OHSAS: 18001-2007 DOCUMENT KIT

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Complete editable OHSAS: 18001 document tool kit (OHSAS Policy, manual, procedures, forms, exhibit, SOPs, audit checklist, work instruction etc.)

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Chapter-1.0 CONTENTS OF OHSAS 18001:2007 DOCUMENT KIT (More than 100 document files)

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

| Sr. No. | List of Directory | Document of Details |
|---------|--|---------------------------|
| 1. | OHSAS Manual | 11 files in Ms. word |
| 2. | Procedures | 14 procedures in Ms. word |
| 3. | Occupation, health and safety plan | 2 files in Ms. word |
| 4. | Exhibits | 4 files in Ms. word |
| 5. | Formats / Templates Name of departments | 38 formats in Ms. Word |
| | Human Resource Department | 01 formats in Ms. Word |
| | Occupational Health and Safety Management systems | 16 formats in Ms. Word |
| | Purchase | 05 formats in Ms. Word |
| | Systems | 11 formats in Ms. Word |
| | Training | 08 formats in Ms. Word |
| 6. | Standard Operating Procedures | 31 SOPs in Ms. word |
| 7. | OHSAS 18001 Audit Checklist | More than 300 questions |
| 8. | Occupation, health and safety policy and standards | 9 documents in Ms. word |

Total 109 files quick download in editable form by e delivery

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B. Our ready to use documentation kit is helpful for companies to implement many requirements of OHSAS 18001

OHSAS Document Matrix

| Document No. | Document title |
|--------------|--|
| 4.1 | |
| OHSAS/01 | Scope of Certifications-OHSAS Manual |
| 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 | |
| OHSAS 01 | Policy - OHSAS Manual |
| 4.3 | |
| PRO/OHSAS/01 | Procedure For Hazard Identification, Risk Assessment And Determining Controls |
| Annexure – 1 | Method of significance analysis |
| F/OHSMS/02 | Evaluation Of OHSAS Risks |
| F/OHSMS/03 | Initial OHSAS review of prioritization of significant OHS hazards and associated risk feasibility analysis |
| PRO/OHSAS/02 | Procedure For Identification Of Legal And Other Requirements |
| F/OHSMS/10 | Communication Register |
| F/OHSMS/14 | Legal requirements with respects to OH&S |
| F/SYS/10 | List of Licenses / certificate |
| PRO/OHSAS/03 | Procedure For Objectives And Targets |
| F/OHSMS/09 | OH&S objectives And Target |
| PRO/OHSAS/04 | Procedure For OHS Management Programme (OHSMP) |
| OHSMP/XX | OHS Management Programme / Plan |
| F/OHSMS/04 | OHSMP Progress Monitoring Report |
| E/OHSMS/01 | Objectives and Target – OHSMS Objective Plan |
| 4.4 | |
| 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 |

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| | |
|--------------|--|
| F/TRG/05 | Skill Matrix |
| E/HRD/01 | Skill Requirements |
| PRO/OHSAS/05 | Procedure For Communication, Participation and communication |
| F/OHSMS/10 | Communication, Consultation and Participation Register |
| PRO/OHSAS/05 | Procedure For Communication, Participation and communication |
| F/OHSMS/10 | Communication, Consultation and Participation Register |
| 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 |
| PRO/SYS/02 | Procedure for document and data control |
| PRO/OHSAS/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 |
| POL/OHS/01 | Electrical Work policy |
| POL/OHS/02 | Working at height policy |
| POL/OHS/03 | Safe Driving policy |
| POL/OHS/04 | Work permit policy |
| POL/OHS/05 | Working in office policy and Office Safety standard |
| POL/OHS/06 | Subcontractor selection and OHS Controls policy |
| POL/OHS/07 | Incident investigation and reporting policy |
| SOP/OHSMS/01 | Handling, Storage And Disposal |
| SOP/OHSMS/03 | Safety And Security |
| SOP/OHSMS/05 | General Follow-up |
| SOP/OHSMS/06 | Work Shop And Maintenance Activities |
| SOP/OHSMS/07 | Unloading, Handling And Storage Of Petroleum And Gas |
| SOP/OHSMS/08 | Handling of Process Materials, RMs And RMs Charging |
| SOP/OHSMS/09 | Pump Operator |
| SOP/OHSMS/11 | Elimination Of Risk Of Accident During Operation Of Chain Pulley Blocks, Pressure Vessel And Lifts |

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| | |
|--------------|--|
| SOP/OHSMS/12 | Glass Wool Control |
| SOP/OHSMS/13 | Solvent Handling |
| SOP/OHSMS/15 | Plant Shut Down And Start Up |
| SOP/OHSMS/16 | Use Of Water Reactive Chemicals |
| SOP/OHSMS/17 | Follow-Up Of OHSMS Requirements At Project Stage |
| SOP/OHSMS/18 | Handling Of Lab Chemicals |
| SOP/OHSMS/19 | Emergency Plant Shutdown |
| SOP/OHSMS/20 | Unloading Of Diesel / LDO From Tanker |
| SOP/OHSMS/21 | Asbestos Handling |
| W/PRD/01 | Chemical Reaction |
| W/PRD/02 | Filtration |
| W/PRD/03 | Steam Boiler Operations |
| W/PRD/04 | Air Compressor Operation |
| W/PRD/05 | Water Softening Plant Operation |
| W/PRD/06 | Pulverizer |
| W/PRD/07 | Diesel Generator Set Operation |
| W/PRD/08 | Reverse Osmosis Plant |
| W/PRD/09 | Spray Drying |
| W/PRD/10 | Blending / Ball Milling |
| PRO/OHSAS/07 | Procedure For Emergency Preparedness And Response |
| MEP/01 | Emergency Response Plan – At Site |
| MEP/02 | Emergency Response Plan – At Office |
| SOP/OHSMS/02 | Mock Drill |
| 4.5 | |
| PRO/OHSAS/08 | Procedure for performance monitoring and measurement |
| F/OHSMS/07 | Safety Inspection checklist |
| F/OHSMS/08 | Work permit |
| F/OHSMS/11 | First Aid box checklist |
| F/OHSMS/12 | Fire fighting checklist |
| F/OHSMS/13 | PPE Preventive Maintenance checklist |
| F/OHSMS/14 | Legal requirements checklist |
| F/OHSMS/15 | First Aid Treatment report |
| F/OHSMS/16 | Ambulance Checklist |
| F/SYS/03 | Calibration Status of Instrument / Equipment |
| F/SYS/05 | Earthing Pit Maintenance Report |

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| | |
|--------------|---|
| F/SYS/11 | Housekeeping Checking Report |
| SOP/OHSMS/14 | Scrap Management |
| PRO/OHSAS/08 | Procedure for performance monitoring and measurement |
| E/OHSMS/02 | OHSAS Control Plan |
| F/OHSMS/07 | Safety Inspection checklist |
| F/OHSMS/11 | First Aid box checklist |
| F/OHSMS/12 | Fire fighting checklist |
| F/OHSMS/13 | PPE Preventive Maintenance checklist |
| F/OHSMS/14 | Legal requirements checklist |
| F/OHSMS/16 | Ambulance Checklist |
| F/HRD/01 | Medical checkup Report |
| PRO/OHSAS/09 | Procedure for incident investigation, non-conformity, corrective and preventive actions |
| F/OHSMS/05 | Un Safe Observation Report |
| F/OHSMS/06 | Accident Investigation Report |
| F/OHSMS/01 | Corrective and Preventive Action Report |
| SOP/OHSMS/04 | Accident Reporting, Investigation And Analysis |
| SOP/OHSMS/10 | Drainage Line Cleaning |
| PRO/SYS/03 | Procedure for control of records |
| E/SYS/01 | Document Codification System |
| F/SYS/04 | Master list of records |
| 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 – OHSMS |
| 4.6 | |
| PRO/SYS/01 | Procedure For Management Review |

C. Documentation: -

Our document kit is having sample documents required for OHSAS certification as listed below. **You need to study it do necessary changes as per your company need and within 4 days your entire documents covering all necessary system requirements 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 word Document as per the details listed below. All the documents are related to any kind of manufacturing/process industry.

To get more information about OHSAS 18001 Documentation kit [Click Here](#)

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Buy: <http://www.certificationconsultancy.com/ohsas-18001-system-documents-manual-procedures.htm>

1. OHSAS Manual:

It covers sample copy of OHSAS manual and clause wise details for how OHSAS: 18001 systems are implemented. It covers list of procedures as well as overview of organization and covers tier1 of OHSAS: 18001 documents. The content of manual is as below.

| A.1 Table Of Contents | | | |
|---|---|----------|---------------------------|
| Chapter No. | Subject | Page No. | Clause Reference 18001 |
| Section – 1 | | | |
| A | Table Of Contents And Authorisation Statement | 1 – 2 | ----- |
| B | Company Profile | 1 – 1 | ----- |
| C | Control And Distribution | 1 – 3 | ----- |
| Section – 2 | | | |
| Occupational Health And Safety Assessment System (OHSAS) | | | |
| 1 | General Requirements | 1 – 1 | 4.1 |
| 2 | OH&S Policy | 1 – 1 | 4.2 |
| 3 | Planning | 1 – 3 | 4.3 |
| | Hazard Identification, Risk Assessment And determining controls | | 4.3.1 |
| | Legal And Other Requirements | | 4.3.2 |
| | Objectives and programmes (s) | | 4.3.3 |
| 4 | Implementation And Operation | 1 – 6 | 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 |
| | 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 |
| | Incident investigation, non-conformity, corrective action and preventive action | | 4.5.3 |
| | Control of records | | 4.5.4 |
| | Internal audit | 4.5.5 | |

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| | | | |
|-----------------|--------------------|-------|-------|
| 6 | Management review | 1 – 1 | 4.6 |
| Annexure | | | |
| ANX-I | List of procedures | 1 – 1 | ----- |
| ANX-II | Glossary of terms | 1 – 1 | ----- |

2. OHSAS 18001 Procedures: (14 Procedures)

It covers sample of all procedures covering details of OHSAS: 18001 requirements.

Sr. No.

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 communication
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, 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

3 Occupation, Health and Safety Management Plans: (2 sample OHSMPs)

It covers sample copy of OHSMP management plans to link the organization objectives with the management plans for occupational, Health and Safety improvements. It helps any organization in preparation of own OHSMPs based on few samples are provided for own organization.

4. Exhibits (4 files)

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

List of Exhibits

- 1 Skill Requirements
- 2 Objective and Target – OHSAS objective
- 3 OHSAS Control Plan
- 4 Codification System

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5. Blank Formats: (38 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. Medical Check-Up Report | 2. Approved Vendor List Cum Open Purchase Order |
| 3. Corrective And Preventive Action Report | 4. Supplier Registration Form |
| 5. Evaluation Of OHS Risks | 6. Open Purchase Order |
| 7. Initial OHSMS Review Of Prioritization Of Significant OHS Hazards Its Risks Feasibility Analysis | 8. Master List Cum Distribution List of Documents |
| 9. OHSMP Progress Monitoring Report | 10. Change Note |
| 11. Un Safe Observation Report | 12. Calibration Status of Instrument / Equipment |
| 13. Investigation Report | 14. Master List Of Records |
| 15. Safety Inspection Check List | 16. Earthing Pit Maintenance Report |
| 17. Work Permit Report | 18. Audit Plan / Schedule |
| 19. OHSAS Objectives And Target Review | 20. Internal Audit Non-Conformity Report |
| 21. Communication, Consultation and Communication Register | 22. Clausewise Documentwise Audit Review Report – OHSAS |
| 23. First aid box check list | 24. Scrap Yard Monitoring Report |
| 25. Fire Fighting checklist | 26. List Of Licenses / Certificates |
| 27. PPE Preventive Maintenance check points | 28. Housekeeping Checking Report |
| 29. Legal requirements with respect to OHS | 30. Training Calendar |
| 31. First Aid Medical Treatment Report | 32. Training Need Cum Records Sheet |
| 33. Ambulance Checklist | 34. Induction Training Report |
| 35. Purchase Order | 36. Job Description and Specification |
| 37. Indent And Incoming Inspection Record | 38. Skill Matrix |

6. Work Instructions/Standard Operating Procedures (31 SOPS)

It covers sample copy of SOPs and work instructions to link with significant aspects and establish control for Occupation, Health and safety issues in the organisation. 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

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

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- 7 Unloading, Handling And Storage Of Petroleum And Gas
- 8 Handling of Process Materials, RMs And RMs Charging
- 9 Pump Operator
- 10 Drainage Line Cleaning
- 11 Elimination Of Risk Of Accident During Operation Of Chain Pulley Blocks, Pressure Vessel And Lifts
- 12 Glass Wool Control
- 13 Solvent Handling
- 14 Scrap Management
- 15 Plant Shut Down And Start Up
- 16 Use Of Water Reactive Chemicals
- 17 Follow-Up Of OHSMS Requirements At Project Stage
- 18 Handling Of Lab Chemicals
- 19 Emergency Plant Shutdown
- 20 Unloading Of Diesel / LDO From Tanker
- 21 Asbestos Handling
- 22 Chemical Reaction
- 23 Filtration
- 24 Steam Boiler Operations
- 25 Air Compressor Operation
- 26 Water Softening Plant Operation
- 27 Pulverize
- 28 Diesel Generator Set Operation
- 29 Reverse Osmosis Plant
- 30 Spray Drying
- 31 Blending / Ball Milling

7. OHSAS 18001:2007 Audit Questionnaire (More than 400 questions)

There covers audit questions based on OHSAS 18001 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.

Audit Questionnaire

- 1 Management Representative
- 2 Legal and Safety
- 3 Training

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- 4 Operation / Production
- 5 Pollution Department
- 6 Stores
- 7 Engineering
- 8 General

8. Occupation, health and safety policy and standards

In this directory we are giving OHSA related standards and policy as well as major emergency plan for office and at site.

- 1. Electrical work policy and standards
- 2. Working at height policy and standard
- 3. Safe driving policy and standard
- 4. Work permit policy and standard
- 5. Office safety standard and policy
- 6. OHS control policy and standard for sub contractor/vendor
- 7. Incident investigation and reporting policy and standard
- 8. Major emergency response plan at site
- 9. Major emergency response plan at office

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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 20 years in System certification 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 ready made training and editable document kit helps the client in making their documents easy and make them complying to related System certification standard faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, System certification series and OHSAS 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 System certification 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 certification and OHSAS series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing System certification and OHSAS 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.

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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

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

3.2 Features of Documentation kit: -

- Contains all necessary documents as listed above and comply with the requirements of System certification Standards
- 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.
- Provides model of a 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 System certification documents.
2. Take care for all the section and sub sections of OHSAS: 18001 standards and helps you in establishing better system.
3. 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 and create own OHSAS: 18001 documents for their organization
4. Ready made templates and sample documents are available which can reduce your time in document preparation
5. Save much time and cost in document preparation
6. The audit questions helps in making perfect audit checklist

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