

## D103: DEMO OF EMS 14001:2015 DOCUMENTED INFORMATION PACKAGE **Price 299 USD**

Complete editable documented Information package (EMS manual, Procedures, forms, exhibits, plans, audit checklist, Standard Operating procedures etc.)

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

### Chapter-1.0 CONTENTS OF EMS 14001:2015 DOCUMENT KIT (More than 125 document files)

**A. The Total Editable Document kit has 9 main directories as below.**

| Sr. No. | List of Directory  | Document of Details                 |
|---------|--|-------------------------------------|
| 1.      | <b>Environmental Manual</b>  | <b>14 files in Ms. word</b>         |
| 2.      | <b>Environmental Procedures</b>  | <b>07 procedures in Ms. word</b>    |
| 3.      | <b>Standard Operating Procedure</b>  | <b>42 SOPs in Ms. Word</b>          |
| 4.      | <b>Blank Formats / Templates to retain documented information</b><br>Name of departments     | <b>41 blank formats in Ms. Word</b> |
|         | SYS  | 15 formats in Ms. Word              |
|         | EMS  | 08 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              |
| 5.      | <b>IEMS14001:2015 Exhibits</b>   | <b>06 exhibits in Ms. Word</b>      |
| 6.      | <b>Environmental Plans</b>   | <b>06 files in Ms. Word</b>         |
|         | Environmental management plans   | 03 exhibits in Ms. Word             |
|         | Contingency Plan- Waste water  | 01 exhibits in Ms. Word             |
|         | Contingency Plan – Hazardous Waste   | 01 exhibits in Ms. Word             |
|         | Major Emergency Preparedness Plan  | 01 exhibits in Ms. Word             |
| 7.      | <b>ISO 14001:2015 Audit Checklist</b>  | <b>More than 700 questions</b>      |
| 8.      | <b>Sample filled Aspects and Impacts</b>   | <b>06 files in Ms. Word</b>         |
| 9.      | <b>EMS 14001:2015 compliance matrix (Requirements wise reference documented information)</b> | <b>1 excel file</b>                 |

**Total 127 files quick download in editable form by e delivery**

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### B. Documented information package: -

Our document kit is having sample documents required for ISO 14001:2015 certification as listed below. **All documents are in word and you can edit it.** You can do changes as per your company need and **within few days your entire documents** with all necessary system requirements are ready. IN revised EMS 14001:2015 few places documented information are required. But for making better system we had given many templates and user can select and make own system with minor changes. Now ISO 14001:2015 standard is not requiring manual, procedures, etc and it requires 2 type of documented information as listed below.

1. **Maintain documented information 9 Scope, EMS Manual, Plans, Exhibits, Sop etc)**
2. **Retain documented information ( Forms - templates )**

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

### 1. Environmental Manual (10 Chapters and 4 Annexure):

It covers sample copy of Environmental manual and clause wise details for how ISO 14001:2015 systems are implemented. It covers context of organization, sample policy, objectives, scope, organizations structure as well as macro level each requirements from 4 to 10 of EMS 14001:2015 how implemented in the organization and covers tier1 of EMS 14001:2015 documents. It is having total 10 chapters covering company profile, amendment sheet, index, clause wise details as per ISO 14001 for implementation. It covers sample copy of Environmental manual and clause wise details for how ISO 14001 systems are implemented.

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

| Chapter No.        | Subject                  | Page No. | ISO 9001:2015 Clause Reference |
|--------------------|--------------------------|----------|--------------------------------|
| <b>Section – 1</b> |                          |          |                                |
| 1.                 | Company Profile          | 1 – 3    | -----                          |
| 2.                 | Table Of Contents        | 1 – 2    | -----                          |
| 3.                 | Control And Distribution | 1 – 3    | -----                          |

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| <b>Section – 2</b> |   |                 |             |
|--------------------|---|-----------------|-------------|
| <b>4 to 10</b>     | Chapter 4 to 10 covers sample EMS policy, objectives, scope, context of organization and macro level quality management system explaining how requirements are implemented by organization in making the EMS system as per revised 201 standard | Approx 25 pages | 4.0 to 10.0 |
| ANX–I              | List of Documented information  | 1 – 3           |             |
| ANX–II             | Glossary of terms   | 1 – 1           |             |
| ANX–III            | Process flow chart  | 1 – 2           |             |
| ANX–IV             | Organization structure  | 1 – 1           |             |

### **2. Environmental Procedures (07 procedures):**

It covers sample copy of mandatory procedures as per ISO 14001:2015 covering all the details like purpose, scope, responsibility, how procedure is followed as well as list of exhibits, reference documents and formats. The list of sample procedures provided is as below.

#### **List of Environmental procedures**

- 1 Procedures for Identification Of Environmental Aspects And Its Environmental Impacts
- 2 Procedures for Identification Of Legal Requirements
- 3 Procedures for Communication
- 4 Procedures for Operational Control
- 5 Procedures for Emergency Preparedness Response
- 6 Procedures for Monitoring And Measurement
- 7 Procedures for Training

### **3. Standard Operating Procedures (42 SOPs)**

It covers guideline for establishing controls on significant aspects, work instructions for operators as well as standard operating procedures. It is useful for process control and establishes effective energy management system. It covers does and don'ts for all the main and critical processes and details as per list given below. It helps any organization in process mapping as well as preparing the SOPs and work instructions for own organization.

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**List of SOPs**

**EHS Standard operating Procedure**

1. Finished product handling
2. Awareness regarding environmental, health and safety
3. Accident Reporting, Investigation and analysis
4. Personnel security
5. Change control
6. House keeping
7. Plant shut down and start up
8. Ware house operations
9. Follow –UP of EMS Requirements at project stage
10. Operation of Power Plant
11. Control and prevention of pollution
12. Handling, storage and disposal
13. Mock drill
14. General follow–up
15. Work Shop and Maintenance Activities
16. Unloading, handling and storage of petroleum and gas
17. Cleaning and washing
18. Handling of process materials, raw materials and raw material charging
19. Drainage line cleaning
20. Elimination of risk of accident during operation of chain pulley blocks, pressure vessel and lifts
21. Emergency plant Shutdown
22. Scrap Management
23. Glass Wool Control
24. Stores
25. Handling of lab chemicals
26. Asbestos handling, storage and disposal
27. Unloading of Diesel / LDO / Solvents from tanker

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28. Material Safety Data Sheet
29. Physical and environmental security

### **ETP SOP**

30. Effluent treatment plant
31. Waste Filling and Transportation

### **Production SOP**

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

### **Engineering SOP**

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

### **4. Blank sample formats at for all the departments (41 sample 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 to follow and organization is free to change the same to suit own requirements. It can be used as templates and 41 formats are provided as per 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. Quality Objectives Monitoring Sheet              | 6. Audit Plan / Schedule                        |
| 7. ISO 14001:2015 EMS Clause wise Audit Review Report | 8. EMS Internal Quality Audit Non-Conformity Report | 9. Environment Objective Plan                   |
| 10. List of License / certificates                    | 11. Communication Report                            | 12. Scrap yard monitoring                       |
| 13. Housekeeping checking                             | 14. Interest party Complaint                        | 15. Corrective And Preventive                   |

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| Report  | Report  | Action Report  |
|---|---|--|
| 16. Evaluation Of EMS Impacts                               | 17. Initial EMS Review Of Prioritization Of Significant Aspect & Its Impact | 18. Environment management Plan Progress Monitoring Report |
| 19. Near Miss Incident Investigation Report                 | 20. Investigation Report  | 21. HSE Inspection Check List                              |
| 22. Work Permit Report                                      | 23. Training Calendar   | 24. Employee Wise Training & Competence Record Sheet       |
| 25. Induction Training Report                               | 26. Job Description & Specification   | 27. Training Report  |
| 28. Multi Skill Analysis                                    | 29. Purchase Order  | 30. Indent And Incoming Inspection Record                  |
| 31. Approved external provider list & Annual purchase order | 32. External Provider Registration Form                                     | 33. Disposal of Non-Conforming of Product & service        |
| 34. Process change form                                     | 35. Breakdown History Card  | 36. Preventive maintenance Schedule                        |
| 37. Preventive Maintenance Check point                      | 38. Performance Appraisal Records-Functional Heads                          | 39. Performance Appraisal Records-Staff                    |
| 40. Manpower Requirement form                               | 41. Management Review Meeting   |  |

### **5. Exhibits (05 Exhibits)**

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

#### **List of Exhibits**

1. Objectives and Targets – EMS Objective Plan
2. Operational Control Plan- Effluent treatment plan
3. Performance Evaluation Plan
4. Skill Requirements
5. Multi skill requirements
6. Exhibit for Document Identification and Codification System

### **6. Environmental Plans**

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

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### **List of Environmental Plans**

1. To provide the all safety equipments as per the requirements of major emergency preparedness plan.
2. 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.
3. To prevent the risk of any kind of environment, health and safety due to improper housekeeping by implementation of "5S" Housekeeping system
4. Contingency Plan
5. Contingency Plan – Hazardous Waste
6. Major Emergency Preparedness Plan

### **7. Department wise and ISO 14001:2015 requirement wise audit questionnaire (more than 700 questions).**

There covers audit questions based on ISO 14001:2015 requirements for each departments as per list of departments given below. It will be very good tool for the auditors to make audit Questionnaire while auditing and make effectiveness in auditing. Total more than 700 Questions are prepared for based on ISO 14001:2015. It can be used as a very good tool for logically auditing during internal audit for ISO 14001:2015 and establish proper audit trail.

### **8. Sample filled Aspects and Impacts**

The ready to use Aspects and Impacts in filled form is given to prepare the aspects and impacts document for the organization.

### **9. EMS 14001-2015 compliance matrix**

The EMS 14001-2015 requirement wise list of documented information reference of this kit is given in compliance matrix for ready reference to 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 20 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 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 ISO standard faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, ISO 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 ISO 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 ISO series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing ISO 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 Ms Office 2003 and window XP programs. You are therefore required to have office 2003 or above with window XP

#### 3.2 Features of Documentation kit: -

- Contains all necessary documents as listed above and comply with the requirements of ISO 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 200 companies ISO implementation globally.
- 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 ISO documents.
2. Take care for all the section and sub sections of ISO standard 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 ISO documents for their organization.
4. Readymade 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.
7. You will get better control in your system due to our proven formats.

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