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Complete editable EQHSMS-IMS(QMS 9001-2015,EMS 14001-2015 and OHSAS 18001-007) document tool kit (manual, procedures, process approach, forms, plans, policies, exhibit, SOPs, audit checklist, etc.)

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Chapter-1.0 CONTENTS OF EQHSMS DOCUMENT KIT

(More than 220 document files)

A. The entire Document kit has 13 main directories as below.

EQHSMS Editable Document kit

Sr. No.	List of Directory	Document of Details
1.	**EQHSMS Manual**	**14 files in Ms. word**
2.	**Procedures**	**11 procedures in Ms. word**
3.	**Process Flow Chart**	**11 process flow chart in Ms. word**
4.	**Standard Operating Procedures**	**59 SOPs in Ms. word**
5.	**Exhibits**	**10 exhibits in Ms. word**
6.	**Formats / Templates Name of departments**	**80 formats in Ms. Word & Ms. Excel**
	SYS	17 formats in Ms. Word & Ms. Excel
	EHS	19 formats in Ms. Word
	Training	06 formats in Ms. Word
	Marketing	04 formats in Ms. Word
	Purchase	04 formats in Ms. Word
	Production	06 formats in Ms. Word
	Design	07 formats in Ms. Word
	Quality Control	03 formats in Ms. Word
	Dispatch	02 formats in Ms. Word
	Store	04 formats in Ms. Word
	HRD	03 formats in Ms. Word
	Installation and servicing	02 formats in Ms. Word
	Maintenance	03 formats in Ms. Word
7.	**Environment management plan**	**06 files in Ms. word**
8.	**EQHSMS Audit Checklist**	**More than 900 questions**
9.	**Sample filled Aspects and Impacts**	**06 files in Ms. Word**
10.	**Sample filled HIRA(Hazard and Risk sheet)**	**07 files in Ms. Word**
11.	**Filled Formats**	**35 filled formats in Ms. Word**
12.	**OHSAS Policy**	**07 files in Ms. Word**
13.	**Sample risk templates**	**1 excel file**

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Total 240 files quick download in editable form by e delivery

B. Documented information package: -

Our document kit is having sample documents and documented information required for ISO 9001:2015, ISO 14001:2015 and OHSAS 18001 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 EQHSMS ISO 9001:2015, ISO 14001:2015 and OHSAS 18001 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 9001:2015, ISO 14001:2015 is not requiring manual, procedures, etc and it requires 2 type of documented information as listed below.

1. **Maintain documented information Scope, EQHSMS- Integrated management Manual, policy, process flow charts, 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. EQHSMS Manual:

It covers sample copy of EQHSMS manual and clause wise details for how ISO 9001, ISO 14001 and OHSAS 18001 system is implemented. It is having 8 chapters covering policy, objectives, scope for ISO 9001, ISO 14001 and OHSAS 18001 compliance and annexure. It covers list of procedures as well as overview of organization and covers 1st tier of ISO 9001, ISO 14001 and OHSAS 18001 documents.

(A) Table of Contents

Chapter No.	Subject	Page No.	ISO 9001:2015, ISO 14001:2015 and OHSAS 18001 Clause Reference
	Section – 1		
1.	Company Profile	1 – 3	-----
2.	Table Of Contents	1 – 2	------
3.	Control And Distribution	1 – 3	------
	Section – 2		
4 to 10	Chapter 4 to 10 covers sample EQMS objectives, scope, context of organization and macro level quality management system explaining how	Approx 25 pages	4.0 to 10.0

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	requirements are implemented by organization in making the EQMS system as per revised 201 standard		
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. Procedures (11 procedures):

It covers sample copy of mandatory 11 procedures covering all the details of ISO 9001:2015 & and ISO 14001:2015 and OHSAS 18001-2007.

List of procedures

1. Procedure For Identification of Environmental Aspects, OHS 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 training
8. Procedure for document and data control
9. Procedure for corrective action
10. Procedure for internal audit
11. Procedure for management review

3. Process Flow Chart (11 process templates):

List of process flow chart

It covers guideline for processes, flow chart and process model useful for process mapping. It covers process flow chart and activities of all the main and critical processes as listed below with input-output matrix for organization. It helps any organization in process mapping as well as preparing process documents for own organization. In Input and output matrix list of documents input and output as well as interlink age of documents with other departments are given. It also includes the risk and process wise opportunities.

1	Stores	7	Marketing
2	HRD and training	8	Engineering and maintenance

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3	Quality control	9	Dispatch
4	Purchase	10	Research And Development
5	Production	11	Customer Service
6	EQMS Coordinator processes		

4. Standard Operating Procedures (59 SOPs)

It covers sample copy of SOPs and work instructions to link with significant aspects as well as Hazards and risks and establish control for environment, occupation, health and safety 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

1	Finished product handling	31	Steam Boiler
2	Awareness regarding environmental, health and safety	32	Water Softening Plant
3	Accident Reporting, Investigation and Analysis	33	Air Compressor
4	Personnel security	34	Thermic Fluid Heater
5	Change Control	35	Chilling Plant
6	House keeping	36	Reverse Osmosis Plant
7	Plant shut down and start up	37	Hot Air Generator
8	Ware House Operations	38	Ice Plant
9	Follow up of EMS Requirements at project stage	39	Effluent treatment plant
10	Operation of Power Plant	40	Waste Filling and Transportation
11	Control & Preservation of pollution	41	Testing of Raw materials
12	Handling storage and disposal	42	Chemical Reaction
13	Mock Drill	43	Filtration
14	General Follow-up	44	Blending
15	Workshop and maintenance activities	45	Tray Dryer
16	Unloading, handling and storage of petroleum & gas	46	Product change over (Cleaning and Washing)
17	Cleaning & Washing	47	Product Withdrawal
18	Handling of process materials, RMS and RMS charging	48	Finished product handling
19	Drainage line cleaning	49	Awareness regarding environmental, health and safety

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20	Elimination of risk of accident during operation of chain pulley blocks, pressure vessel and lifts	50	Review of country specific requirements
21	Emergency plant shutdown	51	Personnel security
22	Scrap management	52	Change Control
23	Glass Wool Control	53	House keeping
24	Stores	54	Label control
25	Handling of lab chemicals	55	Ware House Operations
26	Asbestos handling, storage and disposal	56	Raw Material Issue
27	Unloading of diesel / LDO / Solvents from tanker	57	Operation of Power Plant
28	Material Safety Data Sheet (MSDS)	58	Research And Development
29	Physical and environmental security	59	General Requirement of Sampling
30	Diesel Generator Set		

5. Exhibits (10 documents)

It covers Skill Requirements, Disposal Of Non–Conforming Products, EMS Objective Plan, Operational Control Plan, Quality Plan etc.

List of Exhibits

1. Objectives and Target – EMS Objective Plan
2. Operational Control Plan - Effluent Treatment Plan
3. Performance Evaluation plan
4. Skill Requirements
5. Multi skill requirements
6. Disposal Of Non–Conforming Products
7. Operation control plan
8. Quality Plan – Incoming Inspection and Testing
9. Material Specifications
10. Document Identification and Codification System

6. Blank Formats (80 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.	Master List & Distribution List of Documents	2.	Purchase Order
3.	Change Note	4.	Indent And Incoming Inspection Record
5.	Calibration Status of Instrument / Equipment	6.	Approved external provider list & Annual purchase

To get more information about EQHSMS-IMS documentation kit Click Here

Complete editable EQHSMS-IMS(QMS 9001-2015,EMS 14001-2015 and OHSAS 18001-007) document tool kit (manual, procedures, process approach, forms, plans, policies, exhibit, SOPs, audit checklist, etc.)

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			order
7.	Master List of Records	8.	External Provider Registration Form
9.	Quality and Environmental Objectives Monitoring Sheet	10.	Disposal of Non–Conforming of Product & Service
11.	Audit Plan / Schedule	12.	Spray Dryer Log Sheet
13.	ISO 14001:2015 QMS Clause wise Audit Review Report	14.	Spin Flash Dryer Log Sheet
15.	Internal Audit Non–Conformity Report	16.	Reverse Osmosis Log Sheet
17.	ISO 9001:2015 QMS Clause wise Audit Review Report	18.	Blender / Ball Mill Log Sheet
19.	List of License / certificates / Compliance obligates	20.	Process change form
21.	Communication Report	22.	Training Report
23.	Scrap yard monitoring	24.	Multi Skill Analysis
25.	Housekeeping checking Report	26.	Order Form / Order Confirmation
27.	Interest party Complaint Report	28.	Customer Complaint Report
29.	Management review meeting	30.	Customer Feed Back Form
31.	Quality Objective Plan	32.	Customer Property Monitoring Register
33.	Risk Analysis sheet	34.	Research and Development Request Report
35.	Corrective Action Report	36.	Research and Development Plan
37.	Evaluation Of EMS Impacts	38.	Design Verification Report
39.	Initial EHS Review Of Prioritization Of Significant Aspect & Its Impact	40.	Design & Development Monitoring Register
41.	EHSMP Progress Monitoring Report	42.	Design Review Report
43.	Near Miss Incident Investigation Report	44.	Experiment Data Sheet
45.	Major incident investigation report	46.	Design Review Minutes of Meeting
47.	HSE Inspection Check List	48.	pH Meter Calibration Report
49.	Work Permit Report	50.	Sample Test Request Slip For Incoming materials
51.	First aid box check list	52.	Sample Test Request Slip For In process / Finish product
53.	Fire Fightening checklist	54.	Packing Report / Slip
55.	Fire Hydrant checklist	56.	Drum / Bag / Carton Inspection Report
57.	PPE Preventive Maintenance check points	58.	Gate Pass
59.	Eye wash / shower check list	60.	Material issue slip
61.	Location List of Fire Extinguishers	62.	Preservation Assessment Report
63.	List of Chain Pulley Blocks, Lifts, Pressure Vessel	64.	Goods receipt note
65.	Work permit for Un–loading of Solvent Tanker	66.	Performance Appraisal Records–Functional Heads
67.	Ambulance Review Checklist	68.	Performance Appraisal Records–Staff
69.	Vehicle check report	70.	Manpower Requirement form

To get more information about EQHSMS-IMS documentation kit Click Here

71.	Waste / Used oil control and monitoring report	72.	Installation Commissioning Progress Report
73.	Training Calendar	74.	Service Report
75.	Employee Wise Training & Competence Record Sheet	76.	Breakdown History Card
77.	Induction Training Report	78.	Preventive maintenance Schedule
79.	Job Description & Specification	80.	Preventive Maintenance Check point

7. EQHSMS 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.

List of 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

8. EQHSMS Audit Questionnaires (More than 900 Questions)

There covers audit questions based on ISO 9001:2015 and ISO 14001:2015 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.

9. 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.

10. Sample filled HIRA

The ready to use HIRA(Hazard identification and risk assessment in filled form is given to prepare the HIRA document for the organization.

11. Filled Formats (35 Formats)

It covers sample copy of filled 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.

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List of formats

1.	Master List & Distribution List of Documents	2.	Reverse Osmosis Log Sheet
3.	Change Note	4.	Process change form
5.	Master List of Records	6.	Research and Development Plan
7.	Quality and Environmental Objectives Monitoring Sheet	8.	Design & Development Monitoring Register
9.	Audit Plan / Schedule	10.	Design Review Report
11.	EMS Internal Audit Non–Conformity Report	12.	Design Review Minutes of Meeting
13.	Communication Report	14.	pH Meter Calibration Report
15.	Induction Training Report	16.	Sample Test Request Slip For In process / Finish product
17.	Job Description & Specification	18.	Packing Report / Slip
19.	Training Report	20.	Gate Pass
21.	Order Form / Order Confirmation	22.	Preservation Assessment Report
23.	Customer Complaint Report	24.	Performance Appraisal Records–Functional Heads
25.	Customer Property Monitoring Register	26.	Manpower Requirement form
27.	Indent And Incoming Inspection Record	28.	Installation Commissioning Progress Report
29.	Approved external provider list & Annual purchase order	30.	Service Report
31.	External Provider Registration Form	32.	Breakdown History Card
33.	Disposal of Non–Conforming of Product & Service	34.	Preventive Maintenance Check point
35.	Spray Dryer Log Sheet		

12. 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.

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

13. Sample risk template

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

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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 1800 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 and documents 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 Document 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 Document 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 and included requirements of all 3 standards like ISO 9001-2015, ISO 14001-2015 and OHSAS 18001-2007
- 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 related 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 integrated management system EQHSMS 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.

For purchase Click Here ➡ **Contact Us**

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