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PLATINUM DOCUMENT KIT

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Demo of
The Quality | Environment |
Health & Safety Manual

ISO 9001:2015 | ISO 14001:2015
ISO 45001:2018


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 COMPANY LOGO

Integrated Management System Manual

ISO 9001:2015 QMS
ISO 14001:2015 EMS
ISO 45001:2018 OHSMS

Version# 01
 Version Date: dd.mm.yyyy

INTEGRATED MANAGEMENT SYSTEM MANUAL

Based on: ***** Type: Manual Department: Integrated Management	***** *****01 *****	Standard Reference: *****
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Abstract

This ***** parts of its contents to identify the requirements of **ISO 9001:2015**, **ISO 14001:2015** and **ISO 45001:2018** purely, the intention of this manual is not to be the procedural manual however, it refers the process-based approach by referring the documented information established by the organization; refer to the section of documented information. Therefore, this manual is used as indicator to indicate the direction to move forward towards the response of requirements in form of standard operating procedure, work instructions, plans, criteria and systematic resultant forms for limited scope of quality, *****& safety management system.

Number of annexures are attached with this manual described in the table of content.

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General

0.1 *****

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0.3 Scope of *****

Company Introduction.

Organization has identified the its scope for its business processes that includes:

- **Process** *****
- **Process** *****
- **Process** *****

Covering the following locations/ sites:

- **Site address** *****
- **Site address** *****
- **Site address** *****
- **Site address** *****

Following processes or services are outsource:

- **Process or service** *****
- **Process or service** *****
- **Process or service** *****

The scope of integrated *****referred to the scope of organization including external and internal environment and processes that affect quality, environment, health & safety management system, customer satisfactions, employees and, statutory and regulatory requirements. Further refer to the standard operating procedure for its detail, physical boundaries, product and services are controlled and not applicable business process.

Reference document: Procedure for ***** (*****)

0.4 Management Endorsement

This integrated management system manual covers the following endorsement prior its release or re-release.

1. *****Responsible
2. ***** Responsible
3. ***** Responsible

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1. *****

Designation	Name

2. *****

Designation	Name

3. *****

Designation	Name

*****	*****	*****

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0.5 Definition

- **Organization**
Person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives.

- **Interested party**
Person or organization that can affect, be affected by, or perceive themselves to be affected by a decision or activity.

- **Requirement**
Need or expectation that is stated, generally implied or obligatory.

- **Management System**
Set of interrelated or interacting elements of organization to establish policies and objectives and processes to achieve those objectives.

- **Top management**
Person or group of people who directs and controls an organization at the highest level.

- **Effectiveness**
Extent to which planned activities are realized and planned results achieved.

- **Policy**
Intentions and direction of an organization as formally expressed by its top management.

- **Objective**
Results to be achieved

- **Risk**
Effect of uncertainty

- **Competence**
Ability to apply knowledge and skills to achieve intended results.

- **Documented information**
Information required to be controlled and maintained by an organization and the medium on which it is contained.

- **Process**
Set of interrelated and interacting activities which transforms inputs to outputs.

- **Performance**
Measurable results

- **Outsource**
Make an arrangement where an external organization performs part of an organization’s function or process.

- **Monitoring**
Determining the status of a system, a process or an activity.

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Performance related to the management of environmental aspects.

- **Worker**
Person performing work or work-related activities that are under the control of the organization

- **Participation**
Involvement in decision-making

- **Consultation**
Seeking views before making a decision

- **Workplace**
Place under the control of the organization where a person needs to be or to go for work purposes

- **Contractor**
External organization providing services to the organization in accordance with agreed specifications, terms and conditions

- **Requirement**
Need or expectation that is stated, generally implied or obligatory

- **Legal requirements and other requirements**
Legal requirements that an organization has to comply with and other requirements that an organization has to or chooses to comply with

- **Occupational health and safety management system OH&S management system**
Management system or part of a management system used to achieve the OH&S policy

- **Occupational health and safety objective OH&S objective**
Objective set by the organization to achieve specific results consistent with the OH&S policy

- **Injury and ill health**
Adverse effect on the physical, mental or cognitive condition of a person

- **Hazard**
Source with a potential to cause injury and ill health

- **Risk**
Effect of uncertainty

- **Occupational health and safety risk OH&S risk**
Combination of the likelihood of occurrence of a work-related hazardous event(s) or exposure(s) and the severity of injury and ill health that can be caused by the event(s) or exposure(s)

- **Occupational health and safety opportunity OH&S opportunity**
Circumstance or set of circumstances that can lead to improvement of OH&S performance

- **Audit**
Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.

- **Conformity**
Fulfilment of a requirement.

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- **Non-Conformity**
Non-fulfilment of a requirement.
- **Correction**
Action to eliminate a detected nonconformity.
- **Corrective action**
Action to eliminate the cause of nonconformity and to prevent recurrence.
- **Continual improvement**
Recurring activity to enhance performance.

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1 Policy Statement

Organizational ***** , health & safety is a brief statement that aligns with organization's purpose and strategic direction, provides a framework for quality, environment, health & safety objectives and includes a commitment to meet applicable requirements related to (ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 standards and guidelines, statutory or regulatory, customer and interested parties) as well as to continual improvement.

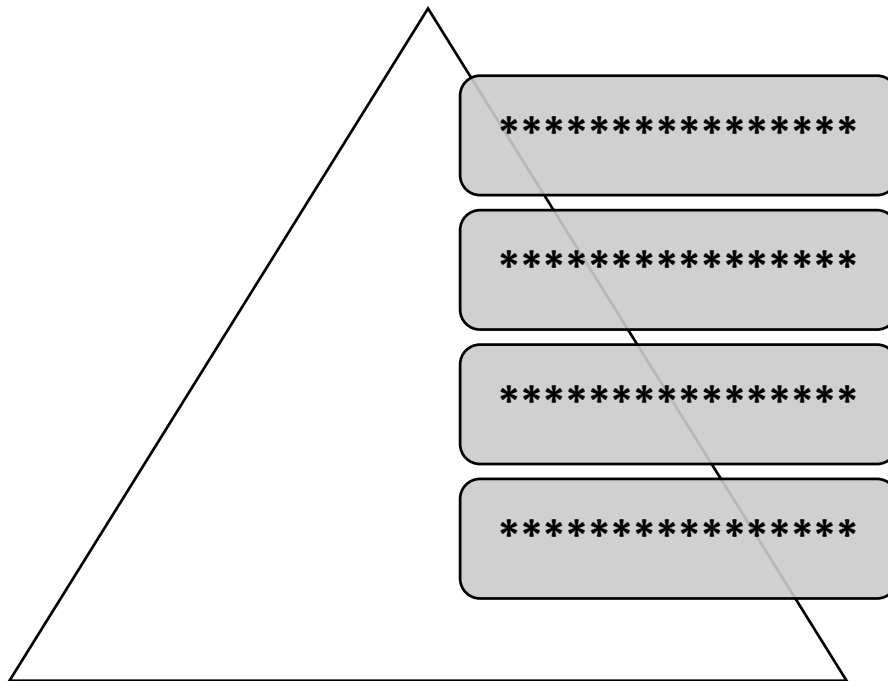
Reference documents: ***** (*****01)

2 Documentation Structure

Organization has ***** documentation structure covering the requirement of international standard of integrated management system ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018.

Reference document: Procedure ***** Information (*****)

The given structure ***** identified in levels that separates the category of documented information:



3 Process Model & Interaction

Organization has identified ***** the scope of IMS to satisfy the requirements of standard and organization as well. This elaboration of process model and interaction has established a confidence ***** customers to understand their limits and boundaries of performance delivery with quality and timely outcomes in the light of QMS, EMS & OHSMS.

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Reference documents: Process ***** (*****)

4 Context of the Organization

With regards of quality, environment*****the organization has determined the external and internal factors, and needs and expectations of interested parties that can affect its processes of output and provision of products and services.

4.1 Understanding the organization and its context

The organization has determined *****that are relevant to its purpose and its strategic direction and that affect its ability to achieve the intended result(s) of its integrated management system through risk-based thinking mechanism.

Reference document: Procedure for Integrated management system (IMS-CC-PRO-02)

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5 Leadership

Top management of organization shall demonstrate *****commitment with respect to the integrated management system in way that accountability for the effectiveness of the integrated management system ensures through following and implementing those requirements.

Ensuring the integration of the integrated *****system requirements into the

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Actions to risk and opportunities have been identified by
*****refer to quality, environment, health & safety management system.

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Demo of
The Standard Operating Procedures

ISO 9001:2015 | ISO 14001:2015
ISO 45001:2018


ISO 9001:2015


ISO 14001:2015


ISO 45001:2018

CONTROL OF DOCUMENTED INFORMATION

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CONTROL OF DOCUMENTED INFORMATION

Based on: *****	*****	Standard Reference: *****
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4. *****

5. Procedure

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5.3 *****

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5.14 *****

6. *****

CONTROL OF DOCUMENTED INFORMATION

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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CONTROL OF DOCUMENTED INFORMATION

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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1. Purpose:

The procedure of 'control of documented information' has been established to govern the data relevant to the QMS, EMS & OHSMS systems and operations as per the organization's scope.

2. Scope:

The procedure of 'control of documented information' is limited to the management representative for implementation, as mentioned in the purpose of the document controlling procedure.

3. Responsibility:

Primary: **Responsible IMS Representative** *(Maybe HoD of any department or to who organization finds fit for this post additionally or to hire new one)*

Secondary: **May be selected by the organization**

4. Process Flow:

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5. Procedure:

5.1 Document Approval & Re-Approval

5.1.1 **[ORGANIZATION]** has established a ***** quality management system documented information approval by the representatives of top management and those assigned by the management in their job description authorities.

5.1.2 The approval covers all ***** information levels as identified in **section 5.8.**

5.1.3 HoDs shall be authorized to approve the amendments in the absence of top management.

5.1.4 Re-Approval shall be *****the above-defined approval authorities after document change.

Method of approval:

5.1.5 **Physical Method**

In this method, the authority shall sign the printed version and use it for appropriate and controlled purposes in physical and *****scanning the documents.

5.1.6 **Digital Method**

CONTROL OF DOCUMENTED INFORMATION

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Department: *****		

This method leads towards using the digital signatures or name of approval authority with consent and may use the *****only digital purposes as soft copies over the intranet to promote virtual office.

5.2 List of documented information

5.2.1 *[Responsible Person]* compiles List *****information that describes the contents of all four levels separately:

- Serial Number
- Document Number
- Document Title
- Storage *****
- Document Type
- Distribution
- Issue date
- Supersede
- Current version
- Retention of records

5.3 Distribution

- 5.3.1 *[Responsible Person]* *****Distribution List for all documents.
- 5.3.2 *[Responsible Person]* takes the recipient’s signature while issuing procedure(s) and recalling obsolete documents.
- 5.3.3 The master file contains a master copy of all QEHS system documents and records. Copies of records are allowed for routine use. User can use their relevant documented
- 5.3.4 information through *****as per need.

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5.5 Contents of Procedure

- 5.5.1 The organization has set *****in manner to understand each identified content and elements cited.
- 5.5.2 Following are the contents:
- 5.5.3 **Purpose:**

CONTROL OF DOCUMENTED INFORMATION

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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The objective and aim of 'procedure' for a relevant and particular process or processes.

- 5.5.4 **Scope:**
The identified and *****of 'procedure' reference to purpose.
- 5.5.5 **Responsibility**
Assigned duties of personnel to the relevant 'procedure'.
- 5.5.6 **Procedure:**
The mechanism of Specifying the *****an activity or a process that could lead to addressing the related matters to fulfil the implementation.
- 5.5.7 **Reference Records:**
Related QEHS records are associated with the procedure.

5.6 Contents of Records

- 5.6.1 Records are the documents that refer to the *****as a result of execution or implementation.
- 5.6.2 Every record has its content that refers to achievement results during and post the process's execution.

5.7 External Documents

- 5.7.1 All those documents of external origin*****are related to the QEHS system, are controlled by listing in list of external documents.
- 5.7.2 The *****, or original copies of such documents are only distributed with file keeper's initials.

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5.9 Identification of Controlling System

- 5.9.1 Controlling documents shall be *****Subject Title, Type, Department, based on, Document Number, Issue/ Revision Number, Issue Date, and Supersedes.
- 5.9.2 Without a controlling system, no documented information is considered controlled or retained.
- 5.9.3 In the ***** as per organizational hierarchy can be used without identification of controlling system as described in 5.9.1 for the limited use of communication. i.e. To statutory, regulatory or interested parties.

TRAINING AND AWARENESS

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TRAINING AND AWARENESS

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5.6	<i>Competence</i>
6.	*****

TRAINING AND AWARENESS

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S#	*****	*****	AMENDMENT DATE	ISSUE#

TRAINING AND AWARENESS

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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1. Purpose:

Training and awareness have been established to provide awareness relevant to the quality, environment. Occupational health and safety management system requirements.

2. Scope:

The procedure of training and awareness is limited to training as per the need of every department of the organization.

3. Responsibility:

Primary: **Responsible IMS Representative** *(Maybe HoD of any department or to who organization finds fit for this post additionally or to hire new one)*

Secondary: **May be selected by the organization**

4. Process Flow

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5. Procedure:

5.1 Identification of Training needs

- 5.1.1 IMS Representative/ HoD HR *****training need for quality, environment, occupational health and safety management systems using training program .
- 5.1.2 Training needs *****on the following basis New Employee, Critical/ consistent non-conformity related to an individual.
- 5.1.3 An oral interview *****evidence shall be maintained to assess training needs.
- 5.1.4 Training or *****can be requested from any individual or head of the department by submitting the training request form.
- 5.1.5 This form ***** **[RESPONSIBLE PERSON]**.
- 5.1.6 The request is reviewed by the **[*****]**.

TRAINING AND AWARENESS

Based on: *****	*****	
Type: *****	*****01	Standard Reference: *****
Department: *****	*****	

5.5 Training Record

- 5.5.1 IMS *****maintains the training records for the programmed training. However, the training against *****other than scheduled programs are also recorded in similar way.

INTERNAL AUDIT

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INTERNAL AUDIT

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6.	Annexure

INTERNAL AUDIT

Based on: *****	*****	Standard Reference: *****
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Department: *****	*****	

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INTERNAL AUDIT

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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1. Purpose:

The 'internal audit' procedure has been established to assure the organizational implementations reference to the requirements of quality, environment, health and safety management system and its control through corrective actions.

2. Scope:

The internal audit procedure is limited to every departments of organization for the activities mentioned in the purpose of IA procedure.

3. Responsibility:

Primary: **Responsible IMS Representative** *(Maybe HoD of any department or to who organization finds fit for this post additionally or to hire new one)*

Secondary: **May be selected by the organization**

4. Process Flow:

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5. Procedure:

5.1 Selection of Internal Auditors

- 5.1.1 Trained auditors are selected to *****EMS & OHSMS or IMS audits. Selection is considered impartial.
- 5.1.2 Selection shall be documented *****selection record (*****).
- 5.1.3 Post of selection *****is informed of the audit schedule for their concerned area.
- 5.1.4 The eligibility of the *****is a prime concern; therefore, the only trained personnel for I.A shall be selected.
- 5.1.5

HUMAN RESOURCE

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HUMAN RESOURCE

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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1. Purpose:

The procedure of 'human resource' has been established to ensure the roles of acting and authorities to individuals within the quality, environment, health and safety management system, including their hiring process reference to competence criteria.

2. Scope:

The 'human resource' procedure is limited to the human resource department of an organization that comes under the management system of quality and environment.

3. Responsibility:

Primary: **Responsible IMS Representative** *(Maybe HoD of any department or to who organization finds fit for this post additionally or to hire new one)*
 Secondary: **May be selected by the organization**

4. Process Flow:

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5. Procedure:

5.1 Job Description

- 5.1.1 Top management is keenly *****establishing the roles and responsibilities, and responsibilities related to quality, environment, health and safety management systems in the form of the job description to ensure the conformity of quality,
- 5.1.2 environment, health *****management systems within the organization through process monitoring.
- 5.1.3 Every personnel *****system shall adopt the established job description.
- 5.1.4 A job description *****to every individual role under the quality, environment, health, and safety management system.

HUMAN RESOURCE

Based on: *****	*****	Standard Reference: *****
Type: *****	*****01	
Department: *****	*****	

- 5.1.5 Description note shall visibly ***** the responsibilities and authorities.
- 5.1.6 Reporting performance *****, environment, health and safety management system for improvement related to risks and opportunities through processes monitoring results.
- 5.1.7 Top management *****the right to assign limited authorities to every individual.
- 5.1.8 The authorities *****assigned to that person whose scope of the job is limited to the designation of assistance, where conditions shall also apply for assigning the authorities.
- 5.1.9 Every individual *****notified through the distribution of JD.
- 5.1.10 The change in JD shall *****a particular individual.
IMS Representative/ HoD of *****for handling the entire job description mechanism.

5.2 Competence

- 5.2.1 It is the prime requirement for the organization to have the appropriateness of necessary and relevant competence in working conditions and human resources.
- 5.2.2 Therefore, competence criteria have been formed to meet the conformity in quality, environment, health and safety management system processes.
- 5.2.3 It is ensured that personnel hiring criteria are followed by ensuring their qualification, skills, or experience.

5.3 Hiring and documents verification

- 5.3.1 The human resource *****the official documents with the resume or CV of the interested applicant for the required job reference to competence criteria.
- 5.3.2 Any department can *****department for the desired hiring to fill the gap.
- 5.3.3 Human *****ensures that the following documents should be maintained in all the personal files of staff and workers, whether directly employed or indirectly.
 - Copy of National Identity Card or
 - Passport or
 - *****
 - Verification documents by a *****surgeon regarding the age of the employee.

5.4 Verification of Documents authenticity

- 5.4.1 At the time of hiring employee, *****verifies the photocopies of age verification documents against the original documents. Furthermore, after verification photocopy document is signed by HoD of HR.

5.5 Hiring process

POLICY & OBJECTIVES

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POLICY & OBJECTIVES

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
--	---------------------------	------------------------------

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1. Purpose

2.	*****
3.	Responsibility
4.	*****
5.	Procedure
5.1	*****
5.2	<i>Need of objective</i>
5.3	*****
5.4	<i>Objective</i> *****
6.	*****

POLICY & OBJECTIVES

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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S#	*****	*****	AMENDMENT DATE	VER#

POLICY & OBJECTIVES

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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1. Purpose:

The 'policy and objective' procedure has been established to identify and state the policies and objectives of the quality, environment, health and safety management system to streamline the organization's strategic management.

2. Scope:

The procedure of 'policy and objective' applies to every company's processes, activities, products, and services and is limited to the defined scope of the organization in terms of quality, environment, health and safety system.

3. Responsibility:

Primary: **Responsible IMS Representative** *(Maybe HoD of any department or to who organization finds fit for this post additionally or to hire new one)*

Secondary: **May be selected by the organization**

4. Process Flow:

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5. Procedure:

5.1 Establishing Policy

- 5.1.1 The organization ***** a policy statement, implementation, and periodic review further to its applicability and availability to relevant sources.
- 5.1.2 The policy shall remain *****organization's purpose and context, support its strategic directions and set quality and environmental objectives.
- 5.1.3 The policy shall state:
 - Applicable *****
 - Customer satisfaction or mandatory requirements (if any imposed by the customer).
 - *****
 - Commitment *****
- 5.1.4 The policy shall be communicated to:

CONSULTATION & PARTICIPATION

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CONSULTATION & PARTICIPATION

Based on: ***** Type: ***** Department: *****	***** ***** 01 *****	Standard Reference: *****
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1. *Purpose*

2.	*****
3.	Responsibility
4.	*****
5.	Procedure
6.	*****

CONSULTATION & PARTICIPATION

Based on: ***** Type: ***** Department: *****	***** ***** 01 *****	Standard Reference: *****
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1. Purpose:

The procedure of 'consultation and participation' has been established to involve the workers in adding their experience and exposure to work to identify the risks associated with hazards and opportunities to confirm the requirements of the OH&S management system.

2. Scope:

The 'consultation and participation' procedure is applicable for all types of workers, including managerial and non-managerial sectors or activities.

3. Responsibility:

Primary: **Responsible OHSMS Representative** *(Maybe HoD of any department or to who organization finds fit for this post additionally or to hire new one)*

Secondary: **May be selected by the organization. i.e. Workers Representative**

4. Process Flow:

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5. Procedure:

5.1 Consultation & Participation

- 5.1 The organization ensures the ***** of its OHSMS policy to all types of workers, including managerial and non-managerial.
- 5.2 For the compliance of *****communicates to the workers and ensures the availability of workers representative who also participates in the team of OH&S ERP.
- 5.3 The input from the *****process to process to notify the risks and understand the best way to mitigate those risks from their perspective and vision.
- 5.4 *****solutions, once *****implemented and communicated to them by providing induction or training programs.
- 5.5

RISKS & OPPORTUNITIES - QUALITY, ASPECTS & HAZARDS

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RISKS & OPPORTUNITIES

(Quality, Aspects & Hazards)

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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1. Purpose

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5.	Procedure
5.1	*****
5.2	<i>Methodology of Analysis</i>
5.3	*****
5.4	<i>Criteria for *****</i>
5.5	<i>Actions to Address Risks and Opportunities</i>
5.6	*****
6.	*****

RISKS & OPPORTUNITIES

(Quality, Aspects & Hazards)

Based on: *****	*****	Standard Reference: *****
Type: *****	*****01 *****	
Department: *****		

S#	*****	*****	AMENDMENT DATE	VER#

RISKS & OPPORTUNITIES

(Quality, Aspects & Hazards)

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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1. Purpose:

The 'risk & opportunity' procedure has been established to describe how to integrate and implement actions in quality, aspects and impacts of the environment, hazards related to occupational health and safety management system in the organization's processes, products, functions, and activities. The planned mechanism is to identify the risk to quality, environment, health & safety and create & handling the responses using planning, implementing and closing the risk; however, the opportunities are the vice-versa of the risk with a low rating or the closing of the risk.

2. Scope:

The 'risk & opportunity' procedure covers risk and opportunities of quality, environment, health and safety management system and is dealt with under top management's supervision for its better implementation by all department heads and experts.

3. Responsibility:

Primary: **Responsible IMS Representative** *(Maybe HoD of any department or to who organization finds fit for this post additionally or to hire new one)*
 Secondary: **May be selected by the organization**

4. Process Flow:

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5. Procedure: Risk and Opportunity Treatment

5.1 Identification of Risk, Environmental Aspect, OH&S Hazard and Opportunity

- 5.1.1 It is mainly *****of quality, environment, occupational health and safety management system in organization for their matters on the state of internal and external affairs to achieve the strategic direction.
- 5.1.2 Risks and opportunities shall be addressed in two categories: quality, environment, occupational health, and safety management system.
 - i) ***** Issues
 - ii) ***** Issues
- 5.1.3 Every risk and opportunity analysis shall be categorized into the two above-mentioned issues.

RISKS & OPPORTUNITIES (Quality, Aspects & Hazards)

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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- People
- Changes in knowledge of and information about the hazards.

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5.3 Determining the level of risk

- 5.3.1 A logical numeric_***** system has been developed to prioritize the risk impact.
- 5.3.2 *****Moderate indicates that the effects could become high or have potentiality, and low indicates that the impact is not considered high in the rating column of the control plan.
- 5.3.3 Where the impact on the integrated management system is***** positive, this will be identified in the control plan.
- 5.3.4 The items with the negative significance values (i*****limit of significance) are selected for inclusion in the company's' strategic goals in the form of quality and environment objectives and targets as opportunities.
- 5.3.5 The data from the table is reviewed at *****or at least once a year.
- 5.3.6 Those activities which are in routine will be assumed 'Normal', and those which are out of the routine activities will be assumed 'Abnormal', *****the occurrence of incidents can cause shall be assumed 'Emergency.'
- 5.3.7 **NORMAL - Routine Activities**
- 5.3.8 **ABNORMAL - Non-Routine Activities**
- 5.3.9 **EMERGENCY - Occurrence of Incident**

5.4 Criteria for determining risks and opportunity

5.5 Actions to Address Risks and Opportunities

RISKS & OPPORTUNITIES (Quality, Aspects & Hazards)

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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Change in management *****from the employee or interested parties to improve IMS.



EMERGENCY PREPAREDNESS AND RESPONSE

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EMERGENCY PREPAREDNESS AND RESPONSE

Based on: *****	*****	Standard Reference: *****
Type: *****	*****01	
Department: *****	*****	

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6.	Annexure

EMERGENCY PREPAREDNESS AND RESPONSE

Based on: ***** Type: ***** Department: *****	***** ***** 01 *****	Standard Reference: *****
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S#	*****	*****	AMENDMENT DATE	VER#

EMERGENCY PREPAREDNESS AND RESPONSE

Based on: ***** Type: ***** Department: *****	***** *****01 *****	Standard Reference: *****
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1. Purpose:

The ‘emergency preparedness and response’ procedure has been established to ensure the policy against responding to environmental and health & safety emergencies and its controls where failures can be controlled.

2. Scope:

The ‘emergency preparedness and response’ procedure is limited to the persons identified is given documents of an emergency responder for identified situations and failure of applied controls.

3. Responsibilities:

Primary: **Responsible IMS Representative** *(Maybe HoD of any department or to who organization finds fit for this post additionally or to hire new one)*
 Secondary: **May be selected by the organization**

4. Process Flow:

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5. Procedure:

- 5.1 The organization identifies *****that hold a potential risk of environmental aspects & impact and health & safety hazards for their control plan.
- 5.2 An assessment is carried out to *****of risk related to the environment and health & safety.

EMERGENCY PREPAREDNESS AND RESPONSE

Based on: *****	*****	Standard Reference: *****
Type: *****	*****01	
Department: *****	*****	

- 5.3 Prevention and mitigation *****put in place and documented in the risk assessment/ control plan.
- 5.4 To avoid any incident, *****operation procedures, including work instructions, are followed in Procedure *****.
- 5.5 In the event of the following *****the company shall follow the described directional step:

*****Situations	Response *****Situations
Spills or Leakages of *****	*****
Heavy Spills or Leakages of *****	Heavy leakages and spills are controlled through necessary moping though fabric and recovery of source in ***** of emergency occurrence that's why maintenance of secondary containments is performed proactively.
Electronic *****	*****could spread its mercury and glass. In such scenario entire broken material and mercury is recovered and waste disposal procedure is followed.
*****	In case of fire incident; fire extinguishers are used to control the ***** cleanup of fire extinguisher material i.e. powder; shall be performed.

Local Rescue / Law *****	Contact Number	Company *****t	*****

- 5.6 The above mechanism is *****for their easy and better understanding towards response in quick and effective manners.
- 5.7 The leakages should be *****to these concerned persons
 - Manager(s)
 - Supervisor(s)

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S#	TITLE	TYPE	ANNEXURES
QEH-M01	IMS Manual	Manual	24 SOPS 4 Hierarchies 1 Policy 1 Plan 3 Flow Charts
QEH-SP01	Fundamental Concept of Integrated Management System	SOP	-
QEH-SP02	Integrated Management System	SOP	3 Forms 1 Flow Chart
FM-201	Monitoring of Internal Issues	FORM	-
FM-202	Monitoring of External Issues	FORM	-
FM-203	Monitoring of Interested Parties Needs	FORM	-
FC-01	Process flow and interaction	FLOW CHART	-
QEH-SP03	Control of Documented Information	SOP	5 Forms
FM-301	List of documented information	FORM	-
FM-302	List of Distributed Documents	FORM	-
FM-303	List of External Documents	FORM	-
FM-304	Change in Management	FORM	-
FM-305	Data Back-up Record	FORM	-
QEH-SP04	Communication & Management Review	SOP	3 Forms 1 Plan
FM-401	MRM Program	FORM	-
FM-402	MRM notice	FORM	-

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FM-403	MRM Minutes	FORM	-
FM-404	Suggestion and compliant form	FORM	-
FM-405	Official Memo	FORM	-
P-1401	Communication plan	PLAN	-
QEH-SP05	Training & Awareness	SOP	4 Forms
FM-501	Training Program	FORM	-
FM-502	Training notice	FORM	-
FM-503	Training Need Request	FORM	-
FM-504	Training Need & Assessment	FORM	-
QEH-SP06	Internal Audit	SOP	7 Forms
FM-601	Audit Program	FORM	-
FM-602	NC & CPA Form	FORM	-
FM-603	Log sheet	FORM	-
FM-604	Audit Schedule	FORM	-
FM-605	Audit Summary Report	FORM	-
FM-606	Audit check list	FORM	-
FM-607	Auditor Selection Record	FORM	-

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QEH-SP07	NC & Continual Improvement	SOP	2 Forms
FM-701	NC & CPA Form	FORM	-
FM-702	Log sheet	FORM	-
QEH-SP08	Control of External Property	SOP	1 Form
FM-801	External Property Record	FORM	-
QEH-SP09	Control of Monitoring & Measuring Resources	SOP	1 Form
FM-901	Resource Fitness Record	FORM	-
QEH-SP10A	Human Resource	SOP	3 Forms 1 Hierarchy 1 Criteria 1 Description
H-01	Hierarchy	HIERARCHY	-
C-01	Competence Criteria	CRITERIA	-
D-01	Job Description	DESCRIPTION	-
FM-1001	Appointment Letter	FORM	-
FM-1002	Employee Confirmation Letter	FORM	-
FM-1003	Bio-Data Form	FORM	-
QEH-SP10B	Consultation & Participation	SOP	1 Form
FM-1001	Risk Based Suggestion & Complaint Form	FORM	-

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FM-1001	List of equipment/ machine	FORM	-
FM-1002	Breakdown Maintenance Report	FORM	-
FM-1003	Preventive Maintenance Program	FORM	-
QE-SP11	Policy & Objectives	SOP	1 Form 1 Policy
FM-1101	Integrated objective & planning record	FORM	-
P-01	IMS Policy	POLICY	-
QE-SP12	Risk & Opportunity (Quality, Aspects & Hazards)	SOP	5 Forms
FM-1201	Risk & Opportunity Assess - QMS	FORM	-
FM-1202	Risk & Opportunity Assess - EMS	FORM	-
FM-1203	Risk & Opportunity Assess – OHS	FORM	-
FM-1204	Environ Aspect & Impact Analysis	FORM	-
FM-1205	OH&S Hazard Analysis	FORM	-
QE-SP13	Analysis and Evaluation	SOP	37 Forms
FM-1301	Statistical Data Analysis	FORM	-
A	Monitoring of Resource Consumption	FORM	-
B	Monitoring of Aspect & Impact	FORM	-

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D	Analysis of Waste	FORM	-
E	Monitoring of Legal Req	FORM	-
F	Monitoring of Daily Safety Checklist	FORM	-
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H	Monitoring of Fire Extinguisher Inspection Record	FORM	-
I	Monitoring of Emergency Light Maint	FORM	-
J	Monitoring of Fire Emergency Alarm System	FORM	-
K	Monitoring of Generator Maintenance	FORM	-
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N	Monitoring of First Aid Box and Medicines Inspection Report	FORM	-
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P	Hygiene card	FORM	-
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R	Monitoring of Cargo Inspection	FORM	-
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U	Monitoring of Chemicals	FORM	-
V	Monitoring of Confined area	FORM	-
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Y	Monitoring of Forklifts	FORM	-
Z	Monitoring of Lockout & Tagout	FORM	-
AA	Monitoring of Poorhouse keeping	FORM	-
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AC	Monitoring of Working at confined area	FORM	-
AD	Monitoring of Working at Height	FORM	-
AE	Monitoring of Maintenance	FORM	-
AF	Conformity of product/ services Analysis	FORM	-
AG	Customer complaints Analysis	FORM	-
AH	Customer feedback Analysis	FORM	-
AI	Risk & Opportunity Analysis	FORM	-
AJ	External providers monitoring Analysis	FORM	-

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QEH-SP14B	EMS Strategy	SOP	-
QEH-SP14C	OHSMS Strategy	SOP	-
QEH-SP15	Change management	SOP	-
QEH-SP16	Operational Control	SOP	6 Forms 1 Flow Chart 1 Code 1 Criteria 26 Work Instructions
FM-1601	EMS Audit of external Provider Report	FORM	-
FM-1602	List of MSDS	FORM	-
FM-1603	Waste disposal inventory	FORM	-
FM-1604	List of MOU & Compliance	FORM	-
FM-1605	Inventory of Chemicals	FORM	-
FM-1606	OHSMS Audit of external Provider Report	FORM	-
WI-01	Waste Management	WORK INSTRUCTION	-
WI-02	Use of Chemicals - EMS	WORK INSTRUCTION	-
WI-03	Use of Chemicals - OHSMS	WORK INSTRUCTION	-
WI-04	Machine Maintenance - EMS	WORK INSTRUCTION	-

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WI-08	Lubricant handling	WORK INSTRUCTION	-
WI-09	Secondary containment	WORK INSTRUCTION	-
WI-10	Spill control	WORK INSTRUCTION	-
WI-11	Contractors - EMS	WORK INSTRUCTION	-
WI-12	Contractors - OHSMS	WORK INSTRUCTION	-
WI-13	Outsourcing - EMS	WORK INSTRUCTION	-
WI-14	Outsourcing - OHSMS	WORK INSTRUCTION	-
WI-15	Working at height	WORK INSTRUCTION	-
WI-16	Dress code	WORK INSTRUCTION	-
WI-17	Confined area	WORK INSTRUCTION	-
WI-18	Housekeeping	WORK INSTRUCTION	-
WI-19	Electrical-extension cords	WORK INSTRUCTION	-
WI-20	Forklifts	WORK INSTRUCTION	-
WI-21	Lockout-tagout	WORK INSTRUCTION	-

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WI-23	Stocking	WORK INSTRUCTION	-
WI-24	Earthquake	WORK INSTRUCTION	-
WI-25	Fire Evacuation	WORK INSTRUCTION	-
WI-26	First Aid	WORK INSTRUCTION	-
FC-01	Waste control chart	FLOW CHART	-
C-01	EOHS Code of conduct	CODE	-
CTS-01	PPE Criteria for Use	Criteria	-
QEH-SP17	Compliance Obligation	SOP	3 Forms 1 Hierarchy
FM-1701	Plan & Status of Testing	FORM	-
FM-1702	List of Chemicals	FORM	-
FM-1703	List of legal requirements	FORM	-
H-01	IMS Team	HIERARCHY	-
QEH-SP18	Emergency Preparedness and response	SOP	2 Forms 2 Hierarchy
FM-1801	Incident Investigation Report	FORM	-
FM-1802	Accident or Incident Record	FORM	-
H-01	IMS Team	HIERARCHY	-

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QEH-SP19	Customer related processes	SOP	4 Forms
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FM-1903	Customer Feedback	FORM	-
FM-1904	Customer List	FORM	-
QEH-SP20	Operational planning and control	SOP	1 Form
FM-2001	Project planning record	FORM	-
QEH-SP21	Control of External Providers	SOP	5 Forms
FM-2101	Import inspection report	FORM	-
FM-2102	Purchase order	FORM	-
FM-2103	List of External Providers	FORM	-
FM-2104	External Providers Evaluation Form	FORM	-
FM-2105	External Providers Re-Evaluation Form	FORM	-
QEH-SP22	Process Management	SOP	2 Forms
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FM-2202	Production Report	FORM	-

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FM-2301	Validation Report	FORM	-
WI-01	Validation Plan	WORK INSTRUCTION	-
QEHS-SP24	Design and Development	SOP	5 Forms
FM-2401	Design & Development Planning Form	FORM	-
FM-2402	Design & Development Input Form	FORM	-
FM-2403	Design & Development Control Form	FORM	-
FM-2404	Design & Development Output Form	FORM	-
FM-2405	Design & Development Change Form	FORM	-