

DEMO OF RC 14001:2015 DOCUMENTATION KIT

Totally editable documentation package for quick process improvement
Completely editable documentation toolkit (Manual, procedures, exhibits, standard operating procedures, blank forms, policies, audit checklists etc.)

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Chapter-1.0 CONTENTS OF RC 14001:2015 DOCUMENTATION KIT (More than 150 document files)

A. This editable documentation kit has 10 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	RC 14001 Manual	14 Files in MS Word
2.	Procedures	09 Procedures in MS Word
3.	Exhibits	04 Exhibits in MS Word
4.	Standard Operating Procedures	40 Standard operating procedures in MS Word
5.	EHSSMPs	05 Files in MS Word
6.	Blank Formats /Templates Name of departments	72 Blank Formats in MS Word / excel
	Environment, health, safety & security (EHSS)	17 formats in MS Word / excel
	Engineering (ENG)	03 formats in MS Word
	Human Resource Development (HRD)	01 formats in MS Word
	Marketing (MKT)	03 formats in MS Word
	Production (PRD)	07 formats in MS Word
	Purchase (PUR)	05 formats in MS Word
	Quality Control (QCD)	04 formats in MS Word
	RND	06 formats in MS Word
	System (SYS)	12 formats in MS Word
	Security (SEC)	08 formats in MS Word
	Training (TRG)	06 formats in MS Word
7.	EHSs Policies and reference documents	07 policies and 04 reference documents in MS Word
8.	RC 14001 Audit checklists	More than 700 questions
9.	Sample Risk Assessment Sheet	01 File in MS Excel
10.	RC 14001:2015 document compliance matrix (Requirement wise reference documented information)	01 File in MS Excel

Total 150 files in editable form; Quick Download by e-delivery

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B. Documented information package:

Our documentation kit contains sample documents required for RC 14001:2015 certification as listed below. All documents are in MS-Word/Excel files and you can edit them. You can make changes as per your organization's need and within few days your entire documents with all necessary controls will be ready. In the RC 14001:2015, documented information (procedures, SOPs, etc.) are required a few places only. But for making the system better, we have provided many editable templates from which a user can select templates as per their own requirement and make some minor changes in them to make own system. Two types of documented information are provided in this kit, as listed below:

1. Maintain documented information (Scope, Manual, etc.)
2. Retain documented information (Forms / Templates)

Under the main directories, further files are provided in MS Word document as per the details given below.

1. RC 14001 Manual (10 Chapters and 4 Annexure):

It is a sample copy of RC 14001 manual having clause-wise details of how RC 14001:2015 system is implemented. The RC 14001 manual is tier-1 of RC 14001:2015 documents and covers list of procedures as well as overview of organization. This manual has total 10 chapters covering company profile, amendment sheet, index, clause-wise details as per RC 14001:2015 for implementation, sample quality policy and organization chart.

(A) Table of Contents

Chapter No.	Subject	Page No.	RC 14001:2015 Clause Reference
Section – 1			
1.	Company profile	1 – 3	-----
2.	Table of contents	1 – 2	-----
3.	Control and distribution	1 – 3	-----
Section – 2			
4.	Context of the Organization	1 – 4	4.0
	Understanding the organization and its context		4.1
	Understanding the needs and expectations of interested parties		4.2
	Determining the scope of the responsible care and environmental management system		4.3
	Responsible Care and Environmental management system and its processes		4.4

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5.	Leadership	1 – 4	5.0
	Leadership and Commitment		5.1
	Environmental, Health, Safety and Security Policy		5.2
	Organizational roles, responsibilities and authorities		5.3
6.	Planning	1 – 7	6.0
	Action to address risks and opportunities		6.1
	Environmental, Health, Safety and Security objectives and planning to achieve them		6.2
7.	Support	1 – 7	7.0
	Resources		7.1
	Competence		7.2
	Awareness		7.3
	Communication		7.4
	Documented information		7.5
8.	Operation	1 – 4	8.0
	Operational planning and control		8.1
	Emergency preparedness and response		8.2
9.	Performance evaluation	1 – 5	9.0
	Monitoring, measurement, analysis and evaluation		9.1
	Internal audit		9.2
	Management review		9.3
10.	Improvement	1 – 2	10.0
	General		10.1
	Nonconformity and corrective action		10.2
	Continual improvement		10.3
Annexure			
ANX–I	List of Documented information	1 – 1	=====
ANX–II	Glossary of terms	1 – 1	=====
ANX–III	Company activity process flow chart	1 – 2	=====
ANX–IV	Organization structure	1 – 1	=====

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2. Procedures (09 procedures):

Sample copies of mandatory procedures as per RC 14001 are provided, which cover all the details like purpose, scope, responsibility, how procedure is followed as well as the list of exhibits, reference documents and formats. The list of sample procedures provided in the kit is given below.

List of Procedures

1. Procedure for Risk assessment (Clause No. 6.1.1)
2. Procedure for Identification of environmental aspects and its impact, responsible care, health, safety and security and determining controls (Clause No. 6.1.2)
3. Procedure for Identification of compliance obligations (Clause No. 6.1.3)
4. Procedure for Training (Clause No. 7.2 and 7.3)
5. Procedure for Communication (Clause No. 7.4)
6. Procedure for Document control (Clause No. 7.5)
7. Procedure for Operational Control (Clause No. 8.1)
8. Procedure for Emergency Preparedness Response (Clause No. 8.2)
9. Procedure for Performance monitoring and measurement (Clause No. 9.1.1)

3. Exhibits (04 exhibits)

Exhibits cover It covers Skill Requirements, EHSS Objective Plan, Operational Control Plan, OHSAS Control Plan etc. as per RC 14001 standard.

List of Exhibits

1. Objective and Target – EHSS Objective Plan
2. Operational Control Plan
3. OHSAS Control Plan
4. Skill Requirements

4. Standard operating procedures (40 SOPs)

It covers sample copy of SOPs to link with significant aspects as well as Hazards and risks and establish control for Environmental, Responsible care, health, safety and security 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 Standard operating procedures

- | | |
|--|---|
| 1. SOP for Control and prevention of pollution | 21. SOP for Handling of lab chemicals |
| 2. SOP for Handling, storage and disposal | 22. SOP for Emergency plant shutdown |
| 3. SOP for Mock drill | 23. SOP for Captive power plant operation |
| 4. SOP for Safety and security | 24. SOP for Scrubber system operation |

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- | | |
|--|--|
| 5. SOP for Accident reporting, investigation and analysis | 25. SOP for Unloading of diesel / IDO from tanker |
| 6. SOP for General Follow-up | 26. SOP for Asbestos handling |
| 7. SOP for Work shop and maintenance activities | 27. SOP for Incineration plant operation |
| 8. SOP for Unloading, handling and storage of petroleum and gas | 28. SOP for Sodium sulphate recovery plant operation |
| 9. SOP for Cleaning and washing | 29. SOP for Sludge separation unit operation |
| 10. SOP for Handling of Process Materials, RMS and RMS charging | 30. SOP for Physical and environmental security |
| 11. SOP for Pump operator | 31. SOP for Personnel security |
| 12. SOP for Drainage line cleaning | 32. SOP for Awareness regarding Environmental, health and safety |
| 13. SOP for Elimination of risk of accident during operation of chain pulley blocks, pressure vessel and lifts | 33. SOP for Change Control |
| 14. SOP for Glass wool control | 34. SOP for Material Safety Data Sheet (MSDS) |
| 15. SOP for Solvent handling | 35. SOP for Spill response procedure |
| 16. SOP for Scrap management | 36. SOP for Lockout / Tag-out Procedure |
| 17. SOP for Plant shut down and start up | 37. SOP for Pre-startup safety review |
| 18. SOP for Use of water reactive chemicals | 38. SOP for Health and Safety committee |
| 19. SOP for Follow-up of EHSS requirements at project stage | 39. SOP for Visitor Site Safety Rules |
| 20. SOP for Stores | 40. SOP for Review of country specific requirements |

5. Integrated environmental, responsible care, health, safety and security management plans: (05 EHSSMPs)

It covers sample copy of EHSSMP management plans to link the organization objectives with the management plans for environment improvements. It helps any organization in preparation of own EHSSMPs based on few samples are provided for own organization

List of EHSSMPs

1. To provide ESP system at the outlet of the flue gases from the Steam Boiler to control SPM level in the emission through steam boiler stack.
2. To provide interlocking system on all the doors of the lift at all the floors to comply with the legal requirements.
3. To install fire hydrant system in the plant to respond the emergency situation.
4. 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.

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5. To reduce the overall power consumption by at least 5% in the plant by studying the present load and by awareness of all Employees for their role towards energy consumption.

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6. Blank sample formats for all the departments (72 sample formats)

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples are given for the users as a guide to follow. The organization is free to change the same to suit their own requirements. The blank formats can be used as templates. A total of 72 blank formats are provided as per the list given below.

List of blank formats

- | | |
|--|--|
| 1. Corrective action report | 37. pH Meter Calibration Report |
| 2. Evaluation of Environmental, Responsible care, health, safety and security aspects and risk
Initial EHSS Review of Prioritization of Significant Aspect, OHS Hazards Its Impact and Risks Feasibility Analysis | 38. Normality Record Sheet |
| 3. EHSMP progress monitoring report | 39. Sample Test Request Slip For Incoming materials |
| 4. Un safe observation report | 40. Sample Test Request Slip For In process / Finish product |
| 5. Incident investigation report | 41. Research And Development Check List |
| 6. Safety inspection check list | 42. Research And Development Request Report |
| 7. Work permit report | 43. Research And Development Plan |
| 8. First aid box check list | 44. Design Verification Report |
| 9. Fire frightening checklist | 45. Experiment Data Sheet |
| 10. PPE Preventive Maintenance check points | 46. Design Review Minutes Of Meeting |
| 11. First aid medical treatment report | 47. Visitor Pass |
| 12. Ambulance checklist | 48. Employee In-Out Pass |
| 13. Eye wash / shower check list | 49. Late entry / short leave |
| 14. Location list of fire extinguishers | 50. Daily Visitor Report |
| 15. List of Chain Pulley Blocks, Lifts, Pressure Vessel Etc. | 51. Daily Material Receipt Report |
| 16. Risk assessment and opportunity sheet | 52. Daily Material Outward Report |
| 17. Breakdown history card | 53. Security Check / Visit Report |
| 18. Preventive maintenance schedule | 54. Vehicle check report |
| 19. Preventive maintenance check points | 55. Masterlist and distribution list of documents |
| 20. Medical check -up report | 56. Change Note |
| 21. Order form / order confirmation | 57. Calibration Status of Instrument / Equipment |
| 22. Customer complaint report | 58. Master List of Records |
| 23. Customer feedback form | 59. EHSS Objectives And Target |
| 24. Production plan | 60. Audit Plan / Schedule |
| 25. Disposal of Non-Conforming Products | 61. Internal Audit Non-Conformity Report |
| 26. Tray dryer log sheet | 62. Clause wise Document wise Audit Review Report |
| 27. Spray dryer log sheet | 63. Scrap Yard Monitoring Report |
| 28. Spin flash dryer log sheet | 64. List of licenses / certificates |
| 29. Reverse osmosis log sheet | 65. Housekeeping checking report |
| 30. Blender / ball mill log sheet | 66. Earthing pit maintenance report |
| 31. Purchase order | 67. Training calendar |
| 32. Indent and incoming inspection record | 68. Training report |
| | 69. Induction training report |

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- | | |
|--------------------------------|---------------------------------------|
| 34. Approved vendor list | 70. Job Description and Specification |
| 35. Supplier registration form | 71. Skill matrix |
| 36. Open purchase order | 72. Employee competence report |

7. EHSs Policies and reference documents (07 policies and 04 reference documents):

Sample copies of mandatory procedures as per RC 14001 are provided, which cover all the details like purpose, scope, responsibility, how procedure is followed as well as the list of exhibits, reference documents and formats. The list of sample procedures provided in the kit is given below.

List of Procedures

1. Policy for Electrical Work policy and standard
2. Policy for Working at height policy and standard
3. Policy for Safe Driving policy and standard
4. Policy for Work permit policy and standard
5. Policy for Working in office policy and Office Safety standard
6. Policy for Subcontractor selection and OHS Controls policy and standard
7. Policy for Incident investigation and reporting policy and standard
8. Major Emergency Response Plan – At Site
9. Major Emergency Response Plan – At Office
10. Contingency Plan
11. Contingency Plan – Hazardous waste

8. RC 14001:2015 Audit checklist (more than 700 questions)

This covers audit questions based on the RC 14001:2015 requirements. It will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 700 questions are prepared on the basis of RC 14001:2015.

7. Sample Risk Assessment Sheet

A ready-to-use risk assessment sheet is given in editable form to prepare the risk document for the organization. It is given in an excel format and can be used as a template.

8. RC 14001:2015 Compliance Matrix

This compliance matrix contains RC 14001:2015 requirement wise list of documented information for easy reference of users and to understand how this system is made.

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Chapter-2.0 ABOUT COMPANY

Bm Tech Digital is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO/RC consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certification and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries**. **Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO/RC series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries**.
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO/RC series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO/RC series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO/RC documents and training slides.

Bm Tech Digital is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach
4. Hard work and updating the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. Establishing strong internal control with the help of system and use of the latest management techniques.

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Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware

- Our documentation kit can better perform with P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

B. Software

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

3.2 Features of Documentation kit

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO/RC documents.
2. The kit takes care of all the sections and sub-sections of RC 14001:2015 standards and helps you to establish better system.
3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own RC 14001:2015 documents for their organization.
4. It will save much cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO/RC consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
9. The entire kit is prepared by a globally proven team of leading ISO/RC consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

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

For purchase, Click Here → 

Visit our website for more details on the documentation kit:

<https://www.joinconsultant.com>

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