

DEMO OF ISO 45001:2018 DOCUMENT KIT

A complete editable documented Information package (OH&S manual, Procedures, forms, exhibits, plans, policies, audit checklist, Standard Operating procedures etc.)

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Chapter-1.0 CONTENTS OF ISO 45001:2018 DOCUMENT KIT (More than 165 document files)

A. The Total Editable Document kit has 13 main directories as below:

Sr. No.	List of Directory	Details of Documents
1.	OH&S Manual	14 Files in MS Word
2.	Procedures	14 Procedures in MS Word
3.	Standard Operating Procedures	36 SOPs in MS Word
4.	Blank Formats /Templates to retain documented information Name of departments	55 Blank formats in MS Word / Excel
	SYS	15 Formats in MS Word
	OH&S	21 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
	HRD	04 Formats in MS Word
5.	ISO 45001:2018 Exhibits	05 Exhibits in MS Word
6.	OHS plan & policies	02 Plans and 07 Policies in MS Word
7.	OHSMPs	05 OHSMPs in MS Word
8.	ISO 45001:2018 Audit Checklist	More than 500 questions
9.	Sample filled Hazard and Risk sheet	06 Files in MS-Excel
10.	Filled Formats	19 Blank formats in MS Word
11.	Sample Management review meeting	02 File in MS Word
12.	Sample Risk Assessment sheet	01 File in MS-Excel
13.	OH&S 45001:2018 compliance matrix (Requirements-wise reference documented information)	01 File in MS-Excel

Total 165 files in editable form for Quick Download by e-delivery

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B. Documented information package: -

Our document kit comprises sample documents required for ISO45001:2018 certification as listed below. **All documents are in MS Word format and you can edit it.** You can do changes as per your company needs and **within few days your entire documents** with all necessary system requirements can be made ready. In the ISO45001:2018, at few places, documented information are required. But for making better system, we have provided many templates from which a user can select to make own system with minor changes. Now, ISO45001:2018 standard is not requiring manual, procedures, etc. It requires 2 type of documented information as listed below.

1. **Maintain documented information (Scope, OH&S Manual, process flow charts, Sop etc.)**
2. **Retain documented information (Forms - templates)**

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

1. OH&S Manual (10 Chapters and 4 Annexure):

It covers sample copy of OH&S manual and clause-wise details on how ISO45001:2018 systems are implemented. It covers the context of organization, sample policy, objectives, scope, organizations structure as well as macro level each requirements from 4 to 10 of ISO45001:2018 on how it is implemented in the organization. It covers OH&S 45001:2018 documents for tier-1. It has total 10 chapters that cover company profile, amendment sheet, index, clause wise details as per ISO 45001 for implementation. It covers sample copy of OH&S manual and clause-wise details on how ISO 45001 systems are implemented.

(A) Table of Contents

Chapter No.	Subject	Page No.	ISO 45001:2018 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 OH&S policy, objectives, scope, context of organization and macro level quality management system explaining how requirements are implemented by organization in making the OH&S system as per the revised standard.	Approx 25 pages	4.0 to 10.0

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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	=====

2. Procedures (14 procedures):

It covers a sample copy of mandatory procedures as per ISO 45001:2018 covering 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 is as below.

List of Procedures

1. Procedure For Hazard Identification, Risk Assessment And Determining Controls
2. Procedure For Identification Of Legal And Other Requirements
3. Procedure For Objectives And Targets
4. Procedure For OHS Management Programme (OHSMP)
5. Procedure For Communication, Participation and consultation
6. Procedure For Operational Control
7. Procedure For Emergency Preparedness And Response
8. Procedure For Performance Monitoring And Measurement
9. Procedure For Incident Investigation, Non-Conformity and Corrective Action
10. Procedure For Document And Data Control
11. Procedure For Internal Audit
12. Procedure For Management Review
13. Procedure For Risk Management
14. Procedure For Training

3. Standard Operating Procedures (36 SOPs)

It covers a guideline to establish controls on significant hazards, work instructions for operators as well as standard operating procedures. It is useful for process control and establishes an effective OH&S management system. It covers do's and don'ts for the entire main and critical processes and details as per the list given below. It helps any organization in process mapping as well as preparing the SOPs and work instructions for their own organization.

List of SOPs

- | | |
|---|---|
| 1. SOP for Handling, Storage And Disposal | 19. SOP for Emergency Plant Shutdown |
| 2. SOP for Mock Drill | 20. SOP for Unloading Of Diesel / LDO From Tanker |
| 3. SOP for Safety And Security | 21. SOP for Asbestos Handling |
| 4. SOP for Accident Reporting, Investigation And Analysis | 22. SOP for Spill Response Procedure |
| 5. SOP for General Follow-up | 23. SOP for Lockout / Tag out Procedure |
| 6. SOP for Workshop And Maintenance Activities | 24. SOP for Pre-startup Safety Review |

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- | | |
|--|---|
| 7. SOP for Unloading, Handling And Storage Of Petroleum And Gas | 25. SOP for General Handling Of Forklift |
| 8. SOP for Handling of Process Materials, RMs And RMs Charging | 26. SOP for Chemical reaction |
| 9. SOP for Pump Operator | 27. SOP for Filtration |
| 10. SOP for Drainage Line Cleaning | 28. SOP for Blending |
| 11. SOP for Elimination Of Risk Of Accident During Operation Of Chain Pulley Blocks, Pressure Vessel And Lifts | 29. SOP for Product Changeover (Cleaning And Washing) |
| 12. SOP for Glass Wool Control | 30. SOP for Diesel Generator Set |
| 13. SOP for Solvent Handling | 31. SOP for Steam Boiler |
| 14. SOP for Scrap Management | 32. SOP for Water Softening plant |
| 15. SOP for Plant Shutdown And Start-up | 33. SOP for Air Compressor |
| 16. SOP for Use Of Water Reactive Chemicals | 34. SOP for Thermic Fluid Heater |
| 17. SOP for Follow-up Of OHS Requirements At Project Stage | 35. SOP for Chilling Plant |
| 18. SOP for Handling Of Lab Chemicals | 36. SOP for Hot Air Generator |

4. Blank sample formats for all the departments (55 sample formats)

It covers a sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples given area guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 55 blank formats are provided as per the 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. OHS Objectives Monitoring Sheet | 6. Audit Plan / Schedule |
| 7. ISO 45001:2018 OH&S Clause wise Audit Review Report | 8. OHS Internal Audit Non-Conformity Report | 9. Risk analysis sheet |
| 10. List of License / Certificates / Compliance obligates | 11. Communication Report | 12. Scrap yard monitoring |
| 13. Housekeeping checking Report | 14. Interest party Complaint Report | 15. Management review meeting Initial OHSMS Review Of |
| 16. Corrective Action Report | 17. Evaluation Of OHS Risks | 18. Prioritization Of Significant OHS Hazards Its Risks Feasibility Analysis |
| 19. OHSMP Progress Monitoring Report | 20. Un Safe Observation Report | 21. Investigation Report |
| 22. Safety Inspection Check List | 23. Work Permit Report | 24. OHS Objectives And Target Review |
| 25. Communication, Consultation and Communication Register | 26. First aid box check list | 27. Fire-fighting checklist |
| 28. Work Permit Report | 29. Legal requirements with respect to OHS | 30. First Aid Medical Treatment Report |
| 31. Ambulance Checklist | 32. Emergency siren testing report | 33. SCBA set inspection report |
| 34. PPE's stock inspection report | 35. Wind shock inspection report | 36. Pre-Startup Safety Review Form |
| 37. Training Calendar | 38. Employee Wise Training & | 39. Induction Training Report |

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40. Job Description & Specification	41. Training Report	42. Multi Skill Analysis
43. Purchase Order	44. Indent And Incoming Inspection Record	45. Approved external provider list & Annual purchase order
46. External Provider Registration Form	47. Disposal of Non-Conforming of Product & service	48. Process change form
49. Breakdown History Card	50. Preventive maintenance Schedule	51. Preventive Maintenance Check point
52. Performance Appraisal Records-Functional Heads	53. Performance Appraisal Records-Staff	54. Manpower Requirement form
55. Medical Check-Up Report		

5. Exhibits (05 Exhibits)

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

List of Exhibits

1. Objectives and Targets – OHS Objective Plan
2. OH&S Control Plan
3. Skill Requirements
4. Multi-skill requirements
5. Exhibit for Document Identification and Codification System

6. OHS Plans and policies (02 plans & 07 policies)

It covers sample copy of OH&S management plans to link the organization OH&S objectives with the management plans for OH&S improvements. It helps any organization in preparation of OHSMPs and Major Emergency Preparedness Plan based on few samples are provided for own organization.

List of OHS Plans and Policies

Plans

1. Major Emergency Response Plan – At Site
2. Major Emergency Response Plan – At Office

Policies

3. Electrical work policy and standard
4. Working at height policy and standard
5. Safe driving policy and standard
6. Work permit policy and standard
7. Working in office policy and Office Safety standard
8. Subcontractor selection and OHS Controls policy and standard
9. Incident investigation and reporting policy and standard

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7. OHSMPs

There covers OHSMPs for ISO 45001:2018.

List of OHSMPs

1. 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.
2. To provide guards on all moving parts to avoid risk of accidents during operation of such moving parts.
3. To provide the entire safety equipment as per the requirements of major emergency preparedness plan.
4. To prepare storage facility for the systematic storage of waste oil barrels, to remove risk of contamination and to prevent land pollution.
5. To provide scrubber system at impregnator to reduce melamine formaldehyde and phenol formaldehyde fumes spreaded inside the working area.

8. Department-wise and ISO 45001:2018 requirement-wise audit questionnaire (of more than 500 questions).

This covers audit questions based on the ISO 45001:2018 requirements for each department as per the list of departments given below. 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 500 Questions are prepared on the basis of ISO 45001:2018. It can be logically used for auditing during internal audit for ISO 45001:2018 to establish proper audit trail.

9. Sample filled Hazards and Risk

The ready-to-use Hazards and Risk filled form is given to prepare the Hazards and Risk document for the organization.

List of HIRA

1. Risk and Hazard sheet for Electrical department
2. Risk and Hazard sheet for Mechanical department
3. Risk and Hazard sheet for OHC department
4. Risk and Hazard sheet for Packing department
5. Risk and Hazard sheet for Quality control department
6. Risk and Hazard sheet for Stores area

10. Filled formats for all the departments (19 sample formats)

It covers a sample copy of filled forms required to maintain records as well as establish control and createsystem in the organization. The samples given are a guide to follow and the organization is free to modifythe same to suit their own requirements. It can be used as templates.A total of 19 formats are provided as per the list given below.

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List of filled formats

- | | | |
|--|---|---|
| 1. Master List & Distribution List of Documents | 2. Change Note | 3. Master List of Records |
| 4. OH&S Objectives Monitoring Sheet | 5. Audit Plan / Schedule | 6. Internal Audit Non-Conformity Report |
| 7. Communication Report | 8. Induction Training Report | 9. Job Description & Specification |
| 10. Training Report | 11. Indent And Incoming Inspection Record | 12. Approved external provider list & Annual purchase order |
| 13. External Provider Registration Form | 14. Disposal of Non-Conforming of Product & Service | 15. Process change form |
| 16. Performance Appraisal Records-Functional Heads | 17. Manpower Requirement form | 18. Breakdown History Card |
| 19. Preventive Maintenance Check point | | |

11. Sample MRM

It covers sample copy management review meeting, agenda of management review meeting and objective review.

12. Sample risk assessment sheet

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

13. ISO45001:2018 compliance matrix

The ISO45001:2018 requirement-wise list of documented information reference of this kit is given in the compliance matrix for easy reference of user 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 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 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 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 series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO 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 and globally helped many companies for this standard.
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 documents.
2. The kit takes care of all the sections and sub-sections of ISO 45001:2018 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 ISO 45001:2018 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 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 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,

Visit our website for more details on the documentation kit:

<https://www.joinconsultant.com>