

D112: DEMO OF EQHSMS-IMS DOCUMENT KIT **Price 450 USD**

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

Total 240 files quick download in editable form by e delivery

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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 requirements are implemented by organization in making the EQMS system as per revised 201 standard	Approx 25 pages	4.0 to 10.0
ANX-I	List of Documented information	1 – 3	-----

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

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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 |
| 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 |

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- | | | | |
|----|--|----|---------------------------------|
| 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 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 |

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- | | |
|---|--|
| 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 Fichtening 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 |
| 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

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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.

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 |

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- | | |
|---|--|
| 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 OSHA 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.

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