

# D103.3: Demo of ISO 14001:2015 SOPs, Exhibits, Plans and Aspects and Impacts filled samples Document kit

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(42 SOPs, 06 Exhibits, 06 Plans and 06 Aspects and Impacts filled samples)

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## Chapter-1.0 Contents of ISO 14001:2015 SOPs, Exhibits, Plans and Aspects and Impacts filled samples Document Kit

Sr. No.	List of Directory	Document Details
1.	EMS Standard Operating Procedures	42 file – 74 pages in Ms. word
2.	EMS Exhibits	06 file – 11 pages in Ms. word
3.	Environmental Plans	06 file – 24 pages in Ms. word
	EMPs	03 file – 03 pages in Ms. word
	Contingency Plan	01 file – 04 pages in Ms. word
	Contingency Plan – Hazardous Waste	01 file – 04 pages in Ms. word
	Major Emergency Preparedness Plan	01 file – 13 pages in Ms. word
4.	Sample filled Aspects and Impacts	06 file – 30 pages in Ms. word

**Total 139 pages quick download in editable form by e delivery**

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**Documented information EMS SOP, Exhibits, Plans and Aspects and Impacts filled samples, :-**

Our document kit is having sample documented information required for ISO 14001:2015 certification as listed below. **All documents are in word and you can edit it.** You can do changes as per your company need. In revised EMS 14001:2015 few places documented information are required. But for making better system we had given documents and user can make own system with minor changes. Now ISO 14001:2015 standard is not requiring manual, procedures, etc. and it requires 2 type of documented information as listed below.

1. **Maintain documented information :**
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.

## **1. Environmental Management System SOPs (42 SOPs):**

It covers guideline for establishing controls on significant aspects, work instructions for operators as well as standard operating procedures. It is useful for process control and establishes effective energy management system. It covers does and don'ts for all the main and critical processes and details as per list given below. It helps any organization in process mapping as well as preparing the SOPs and work instructions for own organization.

### **List of Standard Operating Procedures**

<b>EHS Standard operating Procedure</b>	
1.	Finished product handling
2.	Awareness regarding environmental, health and safety
3.	Accident Reporting, Investigation and analysis
4.	Personnel security
5.	Change control
6.	House keeping
7.	Plant shut down and start up
8.	Ware house operations
9.	Follow –UP of EMS Requirements at project stage
10.	Operation of Power Plant
11.	Control and prevention of pollution

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12.	Handling, storage and disposal
13.	Mock drill
14.	General follow-up
15.	Work Shop and Maintenance Activities
16.	Unloading, handling and storage of petroleum and gas
17.	Cleaning and washing
18.	Handling of process materials, raw materials and raw material charging
19.	Drainage line cleaning
20.	Elimination of risk of accident during operation of chain pulley blocks, pressure vessel and lifts
21.	Emergency plant Shutdown
22.	Scrap Management
23.	Glass Wool Control
24.	Stores
25.	Handling of lab chemicals
26.	Asbestos handling, storage and disposal
27.	Unloading of Diesel / LDO / Solvents from tanker
28.	Material Safety Data Sheet
29.	Physical and environmental security
<b>ETP SOP</b>	
30.	Effluent treatment plant
31.	Waste Filling and Transportation
<b>Production SOP</b>	
32.	Chemical reaction
33.	Filtration
34.	Blending
35.	Product change over (cleaning and washing)
<b>Engineering SOP</b>	
36.	Diesel generating set
37.	Steam boiler

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38.	Water softening plant
39.	Air compressor
40.	Thermic fluid heater
41.	Chilling plant
42.	Hot Air Generator

## **2. EMS Exhibits (06 Exhibits):**

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

### List of Exhibits

1.	Objectives and Targets – EMS Objective Plan
2.	Operational Control Plan- Effluent treatment plan
3.	Performance Evaluation Plan
4.	Skill Requirements
5.	Multi skill requirements
6.	Exhibit for Document Identification and Codification System

## **3. Environmental Plans (06 Plans):**

It covers sample copy of environment management plans to link the organization environment objectives with the management plans for environmental improvements. It helps any organization in preparation of EMPs, Contingency Plan, Contingency Plan – Hazardous Waste and Major Emergency Preparedness Plan based on few samples are provided for own organization.

### List of Environmental 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

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5.	Contingency Plan – Hazardous Waste
6.	Major Emergency Preparedness Plan

### **4. 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.

## **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 1200 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

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4. Hard work and update 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. To establish strong internal control with the help of system and use of the latest management techniques

### **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 Documentation 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 Documentation kit: -**

- Contains all necessary documents as listed above for ISO 14001:2015 SOPs, exhibits, plans and aspect and impacts filled samples and comply with the requirements of ISO 14001:2015 Standards and more than 1000 man days (9000 hours) are spent in preparation of the same
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts.
- 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 ISO 14001:2015 EMS SOPs, exhibits, plans and aspect and impacts filled samples kit, you can save a lot of your precious time while preparing the ISO documents and manual
2. Take care for all the section and sub sections of ISO 14001:2015 standard 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 ISO documents for their organization.
4. Save much time and cost in document preparation.
5. You will get better control in your system due to our proven formats.
6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 20 years in ISO consultancy.
7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
9. Prepared by globally proven team of leading consultant

### **Chapter-5.0 METHOD OF OLINE DILIVERY**

On secured completion of purchase we provide user name and password to download the product from our ftp server. Thus we are providing instant on line delivery of our products to user by sending e mail of user name and password

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