

D155: DEMO OF HSE DOCUMENT KIT **Price 499 USD**

Complete editable HSE document tool kit (HSE manual, procedures, SOPs, exhibits, ROR, forms, aspect impact & HIRA audit checklist etc. based on ISO 14001-2015 and ISO 45001-2018 standard)

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CHAPTER-1.0 CONTENTS OF HSE DOCUMENT KIT

(More than 150 document files to implement ISO 14001-2015 and ISO 45001-2018)

A. The entire Document kit has 8 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	HSE Manual	13 Files in MS-Word
2.	Procedures	13 Procedures in MS-Word
3.	Standard Operating Procedures	43 SOPs in MS-Word
4.	Exhibits	07 exhibits in MS-Word
5.	Register of Rules and Regulation	07 files in MS-Word
6.	Formats / Templates Name of departments	55 formats in MS-Word / Excel
	Routine Formats	19 formats in MS-Word
	HSE Formats	36 formats in MS-Word / Excel
7.	Aspect–Impact & HIRA	12 files in MS-Word
8.	HSE Audit Checklist	More than 900 questions

Total 150 files quick download in editable form by e delivery

B. Documentation:-

Our document kit comprises sample documents required for ISO 14001:2015 and ISO 45001:2018 certification as listed below. **All documents are in MS-Word / excel 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 requirement scan be made ready. In the revised ISO 14001:2015 and ISO 45001:2018, 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, ISO 14001:2015 and ISO 45001:2018 standard is not requiring manual, procedures, etc. It requires 2 type of documented information as listed below.

1. Maintain documented information 7 Scope, HSE manual, Sop, aspect impact, HIRA, ROR etc.)
2. Retain documented information (Forms - templates)

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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. HSE Manual (10 Chapters and 3 Annexure):

It covers sample copy of system manual and clause-wise details on how ISO 14001:2015 and ISO 45001:2018 systems are implemented. It covers the context of organization, sample policy, objectives, scope; organizations structure as well as macro level each requirement from 4 to 10 of ISO 14001:2015 and ISO 45001:2018 on how it is implemented in the organization. It covers ISO 14001:2015 and ISO 45001:2018 documents for tier-1. It has total 10 chapters that cover company profile, amendment sheet, index, clause wise details as per ISO 14001:2015 and ISO 45001:2018 for implementation. It covers sample copy of system manual and clause-wise details on how ISO 14001:2015 and ISO 45001:2018 systems are implemented.

(A) Table of Contents

Chapter No.	Subject	Page No.	Clause Reference of ISO 14001:2015 and ISO 45001:2018
Section – 1			
1.	Company Profile	1 – 4	-----
2.	Table Of Contents	1 – 2	-----
3.	Control And Distribution	1 – 3	-----
Section – 2			
4 to 10	Chapter 4 to 10 covers sample policy, objectives, scope, context of organization and macro level quality management system explaining how requirements are implemented by organization in making the system as per the revised standard.	Approx 35 pages	4.0 to 10.0
ANX-I	List of documented information	1 – 2	=====
ANX-II	Glossary of terms	1 – 1	=====
ANX-III	Company Organization structure	1 – 1	=====

2. Procedures (13 procedures):

It covers a sample copy of mandatory procedures as per ISO 14001:2015 and 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 are as below.

List of Procedures

1. Procedure For Identification of Environmental Aspects, HSE Hazards and Its Environmental Impacts and Risk Assessment
2. Procedure for identification of compliance obligations

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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 document and data control
8. Procedure for corrective action
9. Procedure for internal audit
10. Procedure for management review
11. Procedure for Risk Management
12. Procedure for Control of Non-Conforming Products
13. Procedure for training

3. Standard Operating Procedures (43 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 HSE 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 Effluent Treatment Plant | 23. SOP for Emergency plant shutdown |
| 2. SOP for Waste Filling and Transportation | 24. SOP for Scrap management |
| 3. SOP for Finished product handling | 25. SOP for Glass Wool Control |
| 4. SOP for Awareness regarding Environmental, health and safety | 26. SOP for Stores |
| 5. SOP for Accident Reporting, Investigation and Analysis | 27. SOP for Handling of lab chemicals |
| 6. SOP for Personnel security | 28. SOP for Asbestos handling, storage and disposal |
| 7. SOP for Change Control | 29. SOP for Unloading of diesel / LDO / Solvents from tanker |
| 8. SOP for House keeping | 30. SOP for Material Safety Data Sheet (MSDS) |
| 9. SOP for Plant shut down and start up | 31. SOP for Physical and environmental security |
| 10. SOP for Ware House Operations | 32. SOP for Spill response procedure |
| 11. SOP for Follow up of EMS Requirements at project stage | 33. SOP for Lockout / Tag out procedure |
| 12. SOP for Operation of Power Plant | 34. SOP for Pre-startup safety review |
| 13. SOP for Control & Preservation of pollution | 35. SOP for General handling of forklift |
| 14. SOP for Handling storage and disposal | 36. SOP for Management of Change |
| 15. SOP for Mock Drill | 37. SOP for HSE Disciplinary Action |
| 16. SOP for General Follow-up | 38. SOP for HSE Award and Incentive Scheme |
| 17. SOP for Workshop and maintenance activities | 39. SOP for Health and Safety committee |
| 18. SOP for Unloading, handling and storage of petroleum & gas | 40. SOP for Visitor Site Safety Rules |
| 19. SOP for Cleaning & Washing | 41. SOP for Office Facilities |

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20. SOP for Handling of process materials, RMS and RMS Charging
21. SOP for Drainage line cleaning
22. SOP for Elimination of Risk of Accident during Operation of Chain Pulley Blocks, Pressure Vessel and Lifts
42. SOP for Legal and other requirements
43. SOP for Research And Development

4. Exhibits (07 exhibits)

It covers Skill Requirements, HSE Objective Plan, Operational Control Plan, OHS Control Plan etc.

List of exhibits

1. Exhibit for objectives and targets – HSE objective plan
2. Exhibit for operational control plan
3. Exhibit for OHSAS control plan
4. Exhibit for need and expectations of interested parties
5. Exhibit for skill requirements
6. Exhibit for multi skill requirements
7. Exhibit for document codification system

5. Register of rules and regulation (ROR)

It covers sample copy register of rules and regulation.

6. Blank formats (55 forms)

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 are a 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 Formats

1. Master list cum distribution list of documents
2. Eye wash / shower check list
3. Change note
4. Location List of Fire Extinguishers
5. List of licenses / certificates
6. List of Chain Pulley Blocks, Lifts, Pressure Vessel
7. Calibration status of instrument / equipment
8. Work permit for Un-loading of Solvent Tanker
9. Master list of records
10. Ambulance Review Checklist
11. Audit plan / schedule
12. Vehicle check report
13. Internal audit non-conformity report
14. Waste / Used oil control and monitoring report
15. Clause wise document wise audit review report – HSE
16. Training calendar
17. HSE objectives and target
18. Training report
19. Continual improvement plan
20. Induction training report
21. Scrap yard monitoring report
22. Job description and specification
23. Communication report
24. Skill matrix
25. Housekeeping checking report
26. Breakdown history card

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- | | |
|---|--|
| 27. Earthing pit maintenance report | 28. Reverse osmosis log sheet |
| 29. Risk analysis and monitoring sheet | 30. Preventive maintenance check points |
| 31. Evaluation Of HSE Impacts / Risks | 32. Diesel generator set monitoring report |
| 33. HSE Review Of Prioritization Of Significant Aspect, OHS Hazards Its Impact and Risks Feasibility Analysis | 34. Preventive maintenance check points |
| 35. Process change request | 36. Purchase order |
| 37. Equipment change request | 38. Indent and incoming inspection record |
| 39. Corrective And Preventive Action Report | 40. Approved vendor list |
| 41. HSEMP Progress Monitoring Report | 42. Supplier registration form |
| 43. Near Miss Report | 44. Open purchase order |
| 45. Investigation Report | 46. Vendor rating |
| 47. Safety Inspection Check List | 48. Material issue / consumption slip – RMs |
| 49. Work Permit Report | 50. Gate pass |
| 51. First aid box check list | 52. Material issue slip – spares / misc. materials |
| 53. Fire fighting checklist | 54. PPE Preventive Maintenance check points |
| 55. Fire Hydrant checklist | |

7. Aspect–Impact & HIRA

It covers sample copy of aspect impact and HIRA for HSE system.

List of aspect-impact and HIRA

1. Aspect-Impact and hazard-risk sheet for Electrical department
2. Aspect-Impact and hazard-risk sheet for Environment department
3. Aspect-Impact and hazard-risk sheet for General area
4. Aspect-Impact and hazard-risk sheet for Maintenance department
5. Aspect-Impact and hazard-risk sheet for Marketing department
6. Aspect-Impact and hazard-risk sheet for Production department
7. Aspect-Impact and hazard-risk sheet for Purchase department
8. Aspect-Impact and hazard-risk sheet for Quality control department
9. Aspect-Impact and hazard-risk sheet for stores area
10. Aspect-Impact and hazard-risk sheet for utility services area
11. Aspect-Impact and hazard-risk sheet for waste disposal area

8. HSE Audit Questionnaire (More than 900 Questionnaire)

There covers audit questions based on HSE 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.

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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 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, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries. Our readymade training and editable document kit helps the client in making their documents with ease and makes them comply with the related ISO standard faster.**

1. Our promoters and engineers have experience in providing management training, 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 60 members (M.B.A., Degree engineers). Our owner has a rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying body. We possess a branded image and are a leading name in the global market.
4. We, also, suggest continual improvement and cost reduction measures as well as 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.

Global Manager Group is committed for:

1. Personal involvement & 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 document kit can be better performed with the help of P3 and above computers with a minimum of 10 GB hard disk space.
- For better visual impact of the PowerPoint slides, you may keep the setting of colour image at high colour.

B. Software used in Document kit

- Documents are written in MS-Office 2003 and Windows XP programs. You are, therefore, required to have MS-Office 2003 or above versions with Windows XP

3.2 Features of Document kit:-

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- It 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 kit content is 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 DOCUMENT 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 standard and helps you to establish better system.
3. The 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 requirements and create their own ISO documents for their organization.
4. It will save much of the time and 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 due to our proven documents and templates 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 provided a total customer satisfaction as well as experienced value for money.
8. In the preparation of document kits; our team has verified and evaluated the entire content at various levels. More than 1000 hours are spent in the preparation of this product kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

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.

For purchase Click Here → 

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