

D155: DEMO OF HSE DOCUMENTATION KIT **Price 699 USD**

Completely editable documentation toolkit (HSE Manual, Procedures, SOPs, Exhibits, ROR, Forms, Aspect- impact & HIRA, Audit Checklist, etc.)
(On ISO 14001:2026 and ISO 45001:2018) Having More than 220 document files

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CHAPTER-1.0 CONTENTS OF HSE DOCUMENTATION KIT (On ISO 14001:2026 and ISO 45001:2018) Having More than 220 document files

A. The entire documentation kit has 10 main directories as below.

Sr. No.	Directory	Details of Documents
1.	HSE Manual	13 Files in MS-Word
2.	Procedures	15 Procedures in MS-Word
3.	Standard Operating Procedures	46 SOPs in MS-Word
4.	Exhibits	10 exhibits in MS-Word
5.	Register of Rules and Regulation	07 files in MS-Word
6.	Formats / Templates Name of departments	67 formats in MS-Word / Excel
	Routine Formats	20 formats in MS-Word
	HSE Formats	47 formats in MS-Word / Excel
7.	Aspect-Impact & HIRA	12 files in MS-Word / Excel
8.	HSE Audit Checklists	3 files (Approx. 750 questions)
9.	HSE Plans	06 files in MS-Word
10.	EMS & OHS Policies	11 policies in MS-Word
11.	Filled Forms(sample)	36 files in MS-Word
12.	Sample Management Review Meeting(MRM) documentation	02files in MS-Word
13.	ISO 14001:2026 and ISO 45001:2018 Compliance Matrix (Requirements wise reference documented information)	01 File in MS-Excel

Total 229 files quick download in editable form by e delivery

B. Documentation:-

Our document kit comprises sample documents required for ISO 14001:2026 and ISO 45001:2018 certification as listed below. **All documents are in MS-Word / excel format and**

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you can edit them. 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 14001:2026 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 14001:2026 and ISO 45001:2018 standard do not require manual, procedures, etc. It requires two type of documented information as listed below.

1. Maintain documented information (Scope, HSE Manual, SOP, Aspect- impact, HIRA, ROR 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. HSE Manual (10 Chapters and 3 Annexure):

It covers sample copy of system manual and clause-wise details on how ISO 14001:2026 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 14001:2026 and ISO 45001:2018 on how it is implemented in the organization. It covers ISO 14001:2026 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 14001:2026 and ISO 45001:2018 for implementation. It covers sample copy of system manual and clause-wise details on how ISO 14001:2026 and ISO 45001:2018 systems are implemented.

(A) Table of Contents

Chapter No.	Subject	Page No.	Clause Reference of ISO 14001:2026 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	=====

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2. Procedures (15 procedures):

It covers a sample copy of mandatory procedures as per ISO 14001:2026 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 is as below.

List of Procedures

1. Procedure for Identification of environmental aspects, and its impacts
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 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
14. Procedure for Identification of OHS hazards and risk assessment
15. Procedure for HSE Management Programme (HSEMP)

3. Standard Operating Procedures (46 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 | 24. SOP for Scrap management |
| 2. SOP for Waste Filling and Transportation | 25. SOP for Glass Wool Control |
| 3. SOP for Finished product handling | 26. SOP for Stores |
| 4. SOP for Awareness regarding Environmental, health and safety | 27. SOP for Handling of lab chemicals |
| 5. SOP for Accident Reporting, Investigation and Analysis | 28. SOP for Asbestos handling, storage and disposal |
| 6. SOP for Personnel security | 29. SOP for Unloading of diesel / LDO / Solvents from tanker |
| 7. SOP for Change Control | 30. SOP for Material Safety Data Sheet (MSDS) |
| 8. SOP for House keeping | 31. SOP for Physical and Environmental Security |
| 9. SOP for Plant shut down and start up | 32. SOP for Spill Response Procedure |

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- | | |
|--|--|
| 10. SOP for Ware House Operations | 33. SOP for Lockout / Tag out procedure |
| 11. SOP for Follow up of EMS Requirements at project stage | 34. SOP for Pre-startup safety review |
| 12. SOP for Operation of Power Plant | 35. SOP for General handling of forklift |
| 13. SOP for Control & Preservation of pollution | 36. SOP for Management of Change |
| 14. SOP for Handling storage and disposal | 37. SOP for HSE Disciplinary Action |
| 15. SOP for Mock Drill | 38. SOP for HSE Award and Incentive Scheme |
| 16. SOP for General Follow-up | 39. SOP for Health and Safety committee |
| 17. SOP for Workshop and maintenance activities | 40. SOP for Visitor Site Safety Rules |
| 18. SOP for Unloading, handling and storage of petroleum & gas | 41. SOP for Office Facilities |
| 19. SOP for Cleaning & Washing | 42. SOP for Legal and other requirements |
| 20. SOP for Handling of process materials, RMS and RMS Charging | 43. Change Management |
| 21. SOP for Drainage line cleaning | 44. Warehouse operations |
| 22. SOP for Elimination of Risk of Accident during Operation of Chain Pulley Blocks, Pressure Vessel and Lifts | 45. Climate Change Mitigation and Adaptation |
| 23. SOP for Emergency Plant Shutdown | 46. SOP for Research And Development |

4. Exhibits (10 exhibits)

It covers Skill Requirements, HSE Objective Plan, Operational Control Plan, OHSAS 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 skill requirements
5. Multi- skill Requirements
6. Exhibit for document codification system
7. Risk Management Sheet
8. Needs and Expectation of interested parties
9. Communication Matrix
10. Department level Risk and Opportunity

5. Register of rules and regulation (ROR) (07 files)

It covers sample copy of a register of rules and regulation including list of regulatory requirements and compliance status, verification of compliance, record keeping and annexure files.

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6. Plans (06 files)

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

7. OHS Policies (11 policies)

It covers sample copy of policies for OHS.

List of policies

1. Policy on Environment Policy
2. Policy on Biodiversity Policy
3. Policy on EMS Guideline for Supplier
4. OH&S Policy
5. Electrical Work policy and standard
6. Working at Height policy and standard
7. Safe Driving policy and standard
8. Work Permit policy and standard
9. Working in Office policy and Office Safety standard
10. Subcontractor Selection and OHS Controls policy and standard
11. Incident Investigation and Reporting policy and standard

8. Blank formats (67 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 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 67 blank formats are provided as per the list given below.

List of Formats

- | | |
|---|---|
| 1. Master list cum distribution list of documents | 2. Vehicle check report |
| 3. Change note | 4. Waste / Used oil control and monitoring report |
| 5. List of licenses / certificates | 6. Management review meeting |
| 7. Calibration status of instrument / equipment | 8. Climate change preparedness checklist |
| 9. Master list of records | 10. Climate change risk & impact sheet |
| 11. Audit plan / schedule | 12. Bio diversity impact register |
| 13. Internal audit non-conformity report | 14. Ecosystem impact analysis |
| 15. Clause wise document wise audit review report – EMS | 16. Clause wise document wise audit review report – OHS |
| 17. HSE objectives and target | 18. Product LCA template |
| 19. Continual improvement plan | 20. Process Change Request Form |
| 21. Scrap yard monitoring report | 22. Management of Change |

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- | | |
|---|--|
| 23. Communication report | 24. GHG Data collection sheet |
| 25. Housekeeping checking report | 26. Training calendar |
| 27. Earthing pit maintenance report | 28. Employee Wise Training & Competence Record Sheet |
| 29. Risk analysis and monitoring sheet | 30. Induction training report |
| 31. Evaluation Of Impacts | 32. Evaluation Of OHS Risks |
| 33. HSE Review Of Prioritization Of Significant Aspect, OHS Hazards Its Impact and Risks Feasibility Analysis | 34. Job description and specification |
| 35. Process change request | 36. Training report |
| 37. Equipment change request | 38. Skill matrix |
| 39. Corrective And Preventive Action Report | 40. Breakdown history card |
| 41. HSEMP Progress Monitoring Report | 42. Reverse osmosis log sheet |
| 43. Near Miss Report | 44. Preventive maintenance schedule |
| 45. Investigation Report | 46. Diesel generator set monitoring report |
| 47. Safety Inspection Check List | 48. Preventive maintenance check points |
| 49. Work Permit Report | 50. Purchase order |
| 51. First aid box check list | 52. Indent and incoming inspection record |
| 53. Firefighting checklist | 54. Approved vendor list |
| 55. Fire Hydrant checklist | 56. Supplier registration form |
| 57. PPE Preventive Maintenance check points | 58. Open purchase order |
| 59. Eye wash / shower check list | 60. Vendor rating |
| 61. Location List of Fire Extinguishers | 62. Material issue / consumption slip – RMs |
| 63. List of Chain Pulley Blocks, Lifts, Pressure Vessel | 64. Gate pass |
| 65. Work permit for Un–loading of Solvent Tanker | 66. Material issue slip – spares / misc. materials |
| 67. Ambulance Review Checklist | |

9. Aspect–Impact & HIRA (total 12 files)

It covers sample copy of aspect impact (06 word files) and hazard identification and risk analysis (HIRA) sheet (06 Excel sheets) for HSE system.

List of aspect-impact and HIRA

1. Aspect-Impact for Electrical department
2. Aspect-Impact for Environment department
3. Aspect-Impact for General area
4. Aspect-Impact for ETP department
5. Aspect-Impact for Production department
6. Aspect-Impact for waste disposal area
7. HIRA for Electrical

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8. HIRA for mechanical
9. HIRA for OHS
10. HIRA for Packing
11. HIRA for QC
12. HIRA for Store

10. HSE Audit Questionnaire (More than 700 Questions)

There covers audit questions based on ISO 45001:2018 and ISO 14001:2026 requirements as well as questions for various functions/department of a typical organization. It will be very good tool for the auditors to make audit Questionnaire while auditing and make effectiveness in auditing.

11. Filled forms (36 forms)

It covers sample copies of filled forms to help users understand how HSE records are maintained using formats maintain records.

12. Sample management review meeting(MRM) documents (2 files)

It covers sample agenda and minutes of meeting as well as HSE objectives review sheet.

13. ISO 14001:2026 and ISO 45001:2018 Document Compliance Matrix

ISO 14001:2026 & ISO 45001:2018 Requirement-wise reference documented information list is given in excel form to understand the HSE management system documentation.

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Chapter-2.0 ABOUT COMPANY

Documentation Consultancy is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of more than 30 years in ISO and management area consultancy and online training as well. 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 4500 clients in more than 101 countries. Our ready-made editable documents kit helps the client in making their documents with ease and helps 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 4500 companies** globally. We have clients **in more than 101 countries.**
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our director has a rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certifications for our clients from reputed certification bodies. 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 provide highly informative training presentations and other products that give you payback within 2 months against our cost.
5. We have spent more than 60000 man-days (170 man-years) in the preparation of documents and training slides.

Documentation Consultancy 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 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 color image at high color.

B. Software used in the 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 the 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 DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO 14001:2026 and ISO 45001:2028 HSE Management System documents.
2. The kit takes care of all the sections and sub-sections of ISO 14001:2026 and ISO 45001:2028 and helps you to establish better HSE Management 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 14001:2026 and ISO 45001:2028 HSE Management System 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 30 years in the ISO series and other management systems documentation 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 14001 and ISO 45001 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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