

# D105: DEMO OF HSE DOCUMENT KIT **Price 360 USD**

Complete editable document tool kit (HSE manual, procedures, SOPs, exhibits, ROR, forms, aspect impact, audit checklist etc.)

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## CHAPTER-1.0 CONTENTS OF HSE DOCUMENT KIT (More than 140 document files)

**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	12 procedures in MS Word
3.	Standard Operating Procedures	27 SOPs in MS Word
4.	Exhibits	06 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
	Routine Formats	19 formats in MS Word
	HSE Formats	36 formats in MS Word
7.	Aspect-Impact	12 files in MS Word
8.	HSE Audit Checklist	More than 800 questions

**Total 140 files quick download in editable form by e delivery**

### B. Documentation:-

Our document kit is having sample documents required for ISO 14001:2015 and OHSAS 18001:2007 certification as listed below. You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready as well as your team will got many ideas for system establishment to reduce the cost and effort with all necessary controls and your total documents are ready. We had given all type of templates and organization use it as per their need and many organization are certified globally in 1<sup>st</sup> trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory further files are made in word document as per the details listed below. All the documents are related to any kind of manufacturing/process industry.

To get more information about HSE Documentation kit [Click Here](#)

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## 1. HSE Manual:

It covers sample copy of HSE manual and clause wise details for how HSE are implemented. It covers list of procedures as well as overview of organization and covers tier 1 of HSE documents.

<b>Table of Contents</b>				
Chapter No.	Subject	Page No.	Clause Reference	
			ISO 14001:2015	BS OHSAS 18001:2007
<b>Section – 1</b>				
1.	Company profile	1 – 3	=====	=====
2.	Table of contents	1 – 2	=====	=====
3.	Control and distribution	1 – 3	=====	=====
<b>Section – 2</b>				
4.	<b>Context of the Organization</b>	1 – 5	4.0	=====
	Understanding the organization and its context		4.1	=====
	Understanding the needs and expectations of interested parties		4.2	=====
	Determining the scope of the Quality management system, environmental management system and occupational health and safety management system		4.3	4.1
	Quality management system, environmental management system and occupational health and safety management system and its processes		4.4	4.1
5.	<b>Leadership</b>	1 – 3	5.0	=====
	Leadership & Commitment		5.1	=====
	Policy		5.2	4.2
	Organizational roles, responsibilities and authorities		5.3	4.4.1
6.	<b>Planning</b>	1 – 5	6.0	4.3
	Action to address risks and opportunities		6.1	4.3.1 and 4.3.2
	Quality, Environmental, health and safety objectives and planning to achieve them and compliance obligation		6.2	4.3.3
	Planning of changes		6.3	=====
7.	<b>Support</b>	1 – 6	7.0	4.4
	Resources		7.1	4.4.1
	Competence		7.2	4.4.2
	Awareness		7.3	4.4.2
	Communication, participation and consultation		7.4	4.4.3
	Documented information		7.5	4.4.4, 4.4.5, 4.5.4

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Chapter No.	Subject	Page No.	Clause Reference	
			ISO 14001:2015	BS OHSAS 18001:2007
8.	<b>Operation</b>	1 – 3	8.0	4.4
	Operational planning and control		8.1	4.4.6
	Requirements for products and services and Emergency preparedness and response		8.2	4.4.7
9.	<b>Performance evaluation</b>	1 – 4	9.0	4.5
	Monitoring, measurement, analysis and evaluation		9.1	4.5.1
	Internal audit		9.2	4.5.5
	Management review		9.3	4.6
10.	<b>Improvement</b>	1 – 2	10.0	=====
	General		10.1	=====
	Nonconformity and corrective action		10.2	4.5.3
	Continual improvement		10.3	=====
<b>Annexure</b>				
ANX-I	List of Documented information	1 – 1	=====	=====
ANX-II	Glossary of terms	1 – 1	=====	=====
ANX-III	Organization structure	1 – 1	=====	=====

## 2. Procedures (12 Procedures)

It covers sample copy of mandatory procedures covering all the details of HSE standard.

### List of Procedures

1. Document and data control
2. Internal audit
3. Management review
4. Incident investigation, non-conformity, corrective and preventive action
5. Identification of environmental aspects, its impacts, OHS hazards and risk assessment
6. Identification of compliance obligations
7. Communication, participation and consultation
8. Operational Control
9. Emergency Preparedness Response
10. Performance Monitoring And Measurement
11. Training
12. Risk Management

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## **3. Standard Operating Procedures (27 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.

<b>Sr. No.</b>	<b>List of SOPs</b>
1.	SOP for control and prevention of pollution
2.	SOP for handling, storage and disposal
3.	SOP for mock drill
4.	SOP for safety and security
5.	SOP for accident reporting, investigation and analysis
6.	SOP for general follow-up
7.	SOP for maintenance activities
8.	SOP for unloading, handling and storage of petroleum and gas
9.	SOP for cleaning and washing
10.	SOP for handling of process materials, raw materials and raw material charging
11.	SOP for pump operator
12.	SOP for drainage line cleaning
13.	SOP for elimination of risk of accident during operation of chain pulley blocks, pressure vessel and lifts
14.	SOP for glass wool control
15.	SOP for solvent handling
16.	SOP for scrap management
17.	SOP for plant shut down and start up
18.	SOP for use of water reactive chemicals
19.	SOP for follow – up of HSE requirements at project stage
20.	SOP for stores
21.	SOP for handling of lab chemicals
22.	SOP for emergency plant shut down
23.	SOP for asbestos handling, storage and disposal
24.	SOP for unloading of LDO / diesel / solvent from the tanker
25.	SOP for scrubber system operation
26.	SOP for effluent treatment plant operation
27.	SOP for research and development

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## **4. Exhibits (07 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 need and expectations of interested parties
5. Exhibit for skill requirements
6. Exhibit for document codification system
7. Exhibit for quality plan

## **5. Register of rules and regulation (ROR)**

It covers sample copy register of rules and regulation.

## **6. Blank formats (57 forms)**

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 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

It covers sample copy of aspect impact for HSE system.

### 8. HSE Audit Questionnaire (More than 800 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 industries and laboratories to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had **more than 1800 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 50 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 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 Document you may keep the setting of colour image at high colour.

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### 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 system standards.
- 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.

## 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 HSE documents.
2. Take care for all the section and sub sections of HSE 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 HSE 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 25 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.

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