

ISO 9001:2015/ISO 14001:2015/ISO 45001:2018 Integrated Documentation Toolkit

<https://advisera.com/9001academy/iso-9001-iso-14001-iso-45001-integrated-documentation-toolkit>

Note: The documentation should preferably be implemented in the order in which it is listed here.

No.	Doc. Code	Name of Document	ISO 9001 Clause	ISO 14001 Clause	ISO 45001 Clause	Mandatory document		
						ISO 9001	ISO 14001	ISO 45001
1	00	Procedure for Document and Record Control	7.5	7.5	7.5			
2	00.1	Appendix 1 – List of Internal Documents						
3	00.2	Appendix 2 – List of External Documents			7.5.3			✓
4	00.3	Appendix 3 – List of Types of Records						
5	00.4	Appendix 4 – Registry of Records for Detention/Central Archive						
6	01	Project Plan						
7	02.1	Quality Policy	5.2			✓		
8	02.1.1	Appendix 1 – Quality Objectives	6.2			✓		
9	02.2	Environmental Policy		5.2			✓	
10	02.1.1	Appendix 2 – Environmental Objectives		6.2			✓	
11	02.3	OH&S Policy			5.2			✓
12	02.1.1	Appendix 3 – OH&S Objectives			6.2.2			✓
13	03	Integrated Management System Manual						
14	04	Procedure for Determining Context of the Organization and Interested Parties	4.1, 4.2	4.1	4.1, 4.2			
15	04.1	Appendix 1 – List of Interested Parties, Legal and Other Requirements	4.2	4.2, 6.1.3	4.2, 6.1.3		✓	✓

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16	04.2	Appendix 2 – Conformance Evaluation Record	4.2	9.1.2	9.1.2		✓	✓
17	04.3	Appendix 3 – Scope of the Integrated Management System	4.3	4.3	4.3	✓	✓	✓
18	05	Procedure for Competence, Training and Awareness	7.1.2, 7.2, 7.3	7.2, 7.3	7.2, 7.3			
19	05.1	Appendix 1 – Training Program	7.2		7.2			
20	05.2	Appendix 2 – Training Record	7.2		7.2	✓	✓	✓
21	05.3	Appendix 3 – Record of Attendance	7.3		7.3			
22	06	Procedure for Communication, Participation and Consultation	7.4	7.4	5.4, 7.4			
23	06.1	Appendix 1 – Communication Report	7.4	7.4	7.4.1		✓	✓
24	06.2	Appendix 2 – Employee Feedback Report			7.4.2			
25	07	Procedure for Addressing Risks and Opportunities	6.1	6.1.1	6.1			
26	07.1	Appendix 1 – Registry of Key Risks and Opportunities	6.1					
27	07.2	Appendix 2 – Procedure for FMEA Risk Assessment	6.1					
28	07.3	Appendix 3 – FMEA Risks Assessment Record	6.1					
29	08	Procedure for Identification and Evaluation of Environmental Aspects and Risks		6.1.2				
30	08.1	Appendix 1 – Process Aspects Chart		6.1.2			✓	

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31	09	Procedure for Hazard Identification and Addressing OH&S Risks and Opportunities			6.1			✓
32	09.1	Appendix 1 – Hazard Evaluation Record			6.1.2			
33	09.2	Appendix 2 – List of Workplaces and Employees with Significant Risk						
34	10	Sales Procedure	8.2	8.1*	8.1		✓	
35	10.1	Appendix 1 – Customer Requirement Review Checklist	8.2.2, 8.2.3			✓		
36	10.2	Appendix 2 – Registry of Customer and Interested Parties Complaints	8.2					
37	11	Procedure for Design and Development	8.3	8.1*	8.1		✓	
38	11.1	Appendix 1 – Project Task	8.3.2, 8.3.3			✓ **		
39	11.2	Appendix 2 – Project Plan and Review	8.3.2, 8.3.4			✓		
40	11.3	Appendix 3 – Change Review Record	8.3.6			✓		
41	11.4	Appendix 4 – Design Review Minutes	8.3.5			✓		
42	12	Procedure for Purchasing and Evaluation of Suppliers	8.4	8.1*	8.1	✓	✓	
43	12.1	Appendix 1 – Checklist for Evaluation of Suppliers	8.4.1			✓ **		
44	12.2	Appendix 2 – List of Approved Suppliers	8.4.1					
45	12.3	Appendix 3 – Registry of Complaints about Suppliers	8.4					

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46	12.4	Appendix 4 – Request and Order for Purchasing	8.4.1					
	13	Procedure for Production and Service Provision	8.5	8.1*	8.1			
	13.1	Operating Procedures						
47	13.1.1	Procedure for Production and Service Provision	8.5	8.1*	8.1	✓ **		
48	13.1.2	Procedure for Construction Process	8.5	8.1*	8.1	✓ **	✓	
49	13.1.3	Procedure for Food Processing	8.5	8.1*	8.1	✓ **	✓	
50	13.1.4	Procedure for Software Development	8.5	8.1*	8.1	✓ **	✓	
51	13.1.5	Procedure for Transportation Services	8.5	8.1*	8.1	✓ **	✓	
52	13.1.6	Procedure for Production of Chemical Products	8.5	8.1*	8.1	✓ **	✓	
53	13.1.7	Procedure for Manufacturing of Electrical and Optical Equipment	8.5	8.1*	8.1	✓ **	✓	
54	13.1.8	Procedure for Production of Machinery and Equipment	8.5	8.1*	8.1	✓ **	✓	
55	13.1.9	Procedure for Production of Metals	8.5	8.1*	8.1	✓ **	✓	
56	13.1.10	Procedure for Production of Rubber and Plastics	8.5	8.1*	8.1	✓ **	✓	
57	13.1.11	Procedure for Wholesale and Retail Operations	8.2	8.1*	8.1	✓ **	✓	
	13.2	Guidelines for Environmental Operational Control						
58	13.2.1	Guideline for Waste Management		8.1			✓ **	
59	13.2.2	Guideline for Wastewater & Sewage Management		8.1			✓ **	

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60	13.2.3	Guideline for Hazardous Substances Management		8.1			✓ **	
61	13.2.4	Guideline for Waste Tires Management		8.1			✓ **	
62	13.2.5	Guideline for Energy & Water Management		8.1			✓ **	
63	13.2.6	Guideline for Waste Vehicles Management		8.1			✓ **	
64	13.2.7	Guideline for Used Batteries and Accumulators Management		8.1			✓ **	
65	13.2.8	Guideline for Oil Waste Management		8.1			✓ **	
66	13.2.9	Guideline for Electronic Waste Management		8.1			✓ **	
67	13.2.10	Guideline for Medical Waste Management		8.1			✓ **	
68	13.2.11	Guideline for Construction/Asbestos Waste Management		8.1			✓ **	
69	13.2.12	Guideline for Pharmaceutical Waste Management		8.1			✓ **	
	13.3	Appendices						
70	13.3.1	Appendix 1 – Product Specification	8.5.1			✓		
71	13.3.2	Appendix 2 – Record of Product/Service Conformance	8.5.1			✓		
72	13.3.3	Appendix 3 – Quality Plan	8.5.1					
73	13.3.4	Appendix 4 – Notification to a Customer about Changes on his Property	8.5.3			✓ **		
74	13.3.5	Appendix 5 – Record of Traceability	8.5.2, 8.6			✓ **		
75	13.3.6	Appendix 6 – Production/Service Change Review Record	8.5.6			✓		

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76	13.3.7	Appendix 7 – Production Plan	8.1					
77	13.3.8	Appendix 8 – Production Registry	8.5					
78	13.3.9	Appendix 9 – Deployed Waste Report		8.1			✓ **	
	13.4	Standard Operating Procedures						
79	13.4.1	Appendix 1 – SOP for Chemical Hazards			8.1			✓ ***
80	13.4.2	Appendix 2 – SOP for Environmental and Physical Hazards			8.1			✓ ***
81	13.4.3	Appendix 3 – SOP for Electrical Hazards			8.1			✓ ***
82	13.4.4	Appendix 4 – SOP for Working on Height Hazards			8.1			✓ ***
83	13.4.5	Appendix 5 – SOP for Display Screens and Posture Hazards (Office Hazards)			8.1			✓ ***
84	14	Warehousing Procedure	8.5.4	8.1*	8.1		✓	
85	14.1	Appendix 1 – Record of Warehousing Temperature Control	8.5.4					
86	15	Procedure for OH&S Change Management			8.1.3			
87	15.1	Appendix 1 – OH&S Change Actions Plan and Review			8.1.3			
88	16	Procedures for Emergency Preparedness and Response		8.2	8.2		✓ **	
89	16.1	Appendix 1 – Emergency Preparedness and Response Plan for Fire		8.2	8.2		✓ **	✓

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90	16.2	Appendix 2 – Emergency Preparedness and Response Plan for Leakage		8.2			✓ **	
91	16.3	Appendix 3 – Emergency Preparedness and Response Plan for Flooding		8.2			✓ **	
92	16.4	Appendix 4 – Evaluation Record of Response Actions Testing		8.2	8.2		✓	
93	17	Procedure for Incident Investigation			10.2			
94	17.1	Appendix 1 – Incident Investigation Report			10.2			✓
95	18	Procedure for Management of Nonconformities and Corrective Actions	8.7, 10.2	10.2	10.2			
96	18.1	Appendix 1 – Non-Conformity Record	8.7, 10.2.2	10.2	10.2	✓	✓	✓
97	18.2	Appendix 2 – Corrective Action Record	10.2.2	10.2	10.2	✓	✓	✓
98	18.3	Appendix 3 – Registry and Status of Nonconformities and Corrective Actions	10.2.2	10.2	10.2			
99	19	Procedure for Equipment Maintenance and Measuring Equipment	7.1.5	8.1*, 9.1.1	8.1, 9.1.1		✓	
100	19.1	Appendix 1 – List of Equipment	7.1.5					
101	19.2	Appendix 2 – Plan for Preventive Maintenance of Equipment	7.1.5					
102	19.3	Appendix 3 – Maintenance and Calibration Record	7.1.5.2	9.1.1	9.1.1	✓	✓	✓
103	20	Procedure for Measuring Customer Satisfaction	9.1.2					

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104	20.1	Appendix 1 – Customer Satisfaction Questionnaire	9.1.2					
105	20.2	Appendix 2 – Report of Customer Satisfaction	9.1.2			✓		
106	20.3	Appendix 3 – Monitoring of Customer Satisfaction	9.1.2			✓		
107	21	Procedure for Internal Audit	9.2	9.2	9.3			
108	21.1	Appendix 1 – ISO 9001:2015 Internal Audit Checklist						
109	21.2	Appendix 2 – ISO 14001:2015 Internal Audit Checklist						
110	21.3	Appendix 3 – ISO 45001:2018 Internal Audit Checklist						
111	21.4	Appendix 4 – Internal Audit Program	9.2.2	9.2.2		✓	✓	✓
112	21.5	Appendix 5 – Internal Audit Plan	9.2.2	9.2.2				
113	21.6	Appendix 6 – Internal Audit Report	9.2.2	9.2.2		✓	✓	✓
114	22	Procedure for Continual Improvement	10.1, 10.3	10.1, 10.3	10.1, 10.3			
115	22.1	Appendix 1 – Continual Improvement Plan and Review	10.3	10.3	10.3	✓	✓	✓
116	23	Procedure for Management Review	9.3	9.3	9.3			
117	23.1	Appendix 1 – Matrix of Key Performance Indicators	9.1.3	9.1.1	9.1.1	✓	✓	✓
118	23.2	Appendix 2 – Data Analysis Report	9.1.3	9.1.1	9.1.1	✓	✓	✓
119	23.3	Appendix 3 – Management Review Minutes	9.3.3	9.3	9.3	✓	✓	✓

*Environmental Operational controls are mandatory in ISO 14001:2015 and they have been integrated in the procedures

**The listed documents are not mandatory if the corresponding processes don't exist in the organization.

***The listed documents are not mandatory if the corresponding hazards don't exist in the organization.