

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.

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