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| **Prepared By** | **Approved By** | **Date** |
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**QHSE**

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**List of Documents**

**QHSE Complete Package - Included Documents**

This document outlines the comprehensive list of procedures, records, forms, manuals, policies, and SOPs included in the QHSE Complete Package. These resources are designed to ensure compliance with quality, health, safety, and environmental management standards, facilitating the implementation of an effective integrated management system (IMS).

Package Features:  
- Full lifetime access  
- Access on a laptop, desktop, and mobile  
- Certificate of completion

## Procedures

|  |  |
| --- | --- |
| No. | Procedures Name |
| 1 | IMS Management System Procedure |
| 2 | Document Control Procedure |
| 3 | Record Control Procedure |
| 4 | Internal Audit Procedure |
| 5 | Management Review Procedure |
| 6 | Nonconformity and Corrective Action Procedure |
| 7 | Risk and Opportunities Management Procedure |
| 8 | Training and Competency Procedure |
| 9 | Emergency Preparedness and Response Procedure |
| 10 | Communication and Consultation Procedure |
| 11 | Incident Investigation Procedure |
| 12 | Calibration and Maintenance Procedure |
| 13 | Waste Management Procedure |
| 14 | Change Management Procedure |
| 15 | Contractor Management Procedure |
| 16 | Legal Compliance Procedure |
| 17 | Performance Evaluation Procedure |

## Records and Forms

|  |  |
| --- | --- |
| No. | Records and Forms Name |
| 1 | IMS Objectives and Targets Record |
| 2 | Internal Audit Schedule |
| 3 | Internal Audit Report Form |
| 4 | Management Review Meeting Minutes |
| 5 | Nonconformity and Corrective Action Request Form |
| 6 | Risk Assessment Matrix |
| 7 | Training Needs Analysis Form |
| 8 | Training Attendance Record |
| 9 | Employee Competency Assessment Form |
| 10 | Emergency Drill Record |
| 11 | Incident Report Form |
| 12 | Calibration Record |
| 13 | Maintenance Record |
| 14 | Waste Disposal Record |
| 15 | Change Request Form |
| 16 | Contractor Evaluation Form |
| 17 | Legal Compliance Register |
| 18 | Performance Evaluation Results |

## Manual and Quality Policy

|  |  |
| --- | --- |
| No. | Manual and Quality Policy Name |
| 1 | Integrated Management System (IMS) Manual |

## Others

|  |  |
| --- | --- |
| No. | Others Name |
| 1 | IMS Policy Statement |
| 2 | IMS Organization Chart |
| 3 | IMS Responsibilities and Authorities Matrix |
| 4 | Process Flowcharts |
| 5 | Performance Monitoring and Measurement Plan |

## Standard Operating Procedures (SOPs)

|  |  |
| --- | --- |
| No. | Standard Operating Procedures (SOPs) Name |
| 1 | SOP for Hazard Identification and Risk Assessment |
| 2 | SOP for Personal Protective Equipment |
| 3 | SOP for Confined Space Entry |
| 4 | SOP for Lockout/Tagout |
| 5 | SOP for Working at Heights |
| 6 | SOP for Hot Work Permit |
| 7 | SOP for Electrical Safety |
| 8 | SOP for Chemical Handling and Storage |
| 9 | SOP for Fire Prevention and Protection |
| 10 | SOP for First Aid and Medical Emergency Response |
| 11 | SOP for Environmental Aspect and Impact Assessment |
| 12 | SOP for Energy Management |
| 13 | SOP for Noise Control and Hearing Conservation |
| 14 | SOP for Workplace Ergonomics |
| 15 | SOP for Housekeeping and Sanitation |
| 16 | SOP for Equipment Inspection and Testing |
| 17 | SOP for Incident Reporting and Investigation |
| 18 | SOP for Spill Prevention and Response |
| 19 | SOP for Emergency Response and Evacuation |