

IMS Clause	Level 1 - Topic	Level 2 Procedure	Procedure Name	Level 3 - Work Instruction	Work instruction Name	Level 4 Form #	Form Name	Flow Diagram	Flow Diagram Name	Attachment #	Attachment Name	Register	Register Nam
All	Integrated Management System - Manual - SMS-006												
4	Context of the organization	P-400	Organizational context			F-440-001 F-440-002	IMS process identification worksheet Organizational context worksheet						
5	Leadership and worker participation	P-500	Leadership			F-540-001	Worker participation and consultation worksheet	FD-510-001	Business process map	A-520-001 A-520-002 A-520-003 A-530-001	Quality policy Environmental policy OH&S policy Organization chart		
6	Planning	P-600 P-610 P-612	Planning for the Integrated Management System QMS-Risk management planning EMS-Risk management planning			F-600-001 F-610-001 F-620-001 F-612-001 F-612-002 F-612-003 F-620-002	Risk-Hazard identification-process worksheet QMS-Risk and opportunity worksheet QMS objectives planning record EMS initial review worksheet EMS-Risk and opportunity worksheet EMS-Program planning worksheet EMS objectives planning record			A-600-001 A-600-002 A-620-001	P-D-C-A guidelines EMS-Aspect-Impact guidelines EMS-Objectives and targets guidelines	R-613	Register of compliance obligations
			ref 6.2.2 Planning to achieve environmental objectives	WI-622-001 WI-622-002 WI-622-003	EMS program - Water recuse EMS program - Air emissions EMS program - Waste disposal	F-612-003 F-612-003 F-612-003	Program planning worksheet Program planning worksheet Program planning worksheet						
		P-615	OHS risk management planning			F-615-001 F-615-002 F-615-003 F-615-004 F-620-003	OHS initial review worksheet-office OHS initial review worksheet-plant OHS-Risk management worksheet OHS-Program planning worksheet OHS objectives planning record			A-615-001 A-620-002	Hazards guidelines OHS-Objectives guidelines		
			ref 6.2.2 Planning to achieve OH&S objectives	WI-622-010 WI-622-011 WI-622-012	OH&S program - Injury prevention OH&S program - Ill-health prevention OH&S program - Hazard reduction	F-612-004 F-612-004 F-612-004	Program planning worksheet Program planning worksheet Program planning worksheet						
7.1	Resources	P-710 P-715	Resource management Control of monitoring and measuring equipment			F-710-001 F-710-002 F-711-001	Equipment problem report Resource maintenance record Equipment calibration list						
7.2	Competence	P-720	Competence, awareness, and training			F-720-001 F-720-002	Training action plan Group training record						
7.3	Awareness		ref P-720 Competence, awareness, and training			F-720-003 F-720-004	Job description Employee training summary						
7.4	Communication	P-740	Communication			F-740-001 F-740-002 F-740-003 F-740-004 F-740-005	Public response report-PRR Alert report-AR Incident report-IR Non-conformance report -NCR Comment and suggestion report					R-740	Register of IMS Action reports
7.5	Documented information	P-750	Control of documented information			F-750-001 F-750-002 F-750-003 F-750-004 F-750-005 F-750-006 F-750-007	List of documented information Records matrix Master documentation lists Records table Document change request form Document revision checklist Software inventory spreadsheet No new forms						
				WI-750-001	Document numbering system								
8.1	Operational planning and control	P-810 P-812 P-815	QMS-Operational planning and control EMS-Operational planning and control OHS-Operational planning and control	WI-810-040	Incoming inspection	F-810-002	Project planning worksheet No new forms No new forms	FD-810-001	Process flow diagram	A-800-001	Operational controls guidelines		
8.2	Requirements for products and services	P-820	Customer related processes			F-820-001 F-820-002	Client assessment report Production order						
8.2	Emergency preparedness and response	P-825	Emergency preparedness and response	WI-825-001	Emergency instructions - Office	F-825-001	Mock drill plan						
8.3	Design and development of products and services	P-830	Design and development			F-830-001 F-830-002 F-830-003	Design plan Design review record Design change form						
8.4	Control of externally provided processes, products, and services	P-840	Control of external providers			F-840-001 F-840-002 F-840-003 F-840-004 F-840-005 F-840-006	Provider assessment report List of acceptable sources Provider corrective action request - PCAR Purchase requisition Purchase order Business agreement - typical contract						

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						F-840-007	Contractor communication checklist						
8.5	Production and service provision	P-851	Control of production and service provision			F-851-001	Process routing sheet - summary	FD-850-001	Operations, production and service flow diagram				
						F-851-002	Process routing sheet - detail						
						F-851-003	Process validation report						
						F-851-004	Packing slip / invoice						
						F-851-005	Service projects log						
						F-851-006	External property control log						
						F-851-007	Project inspection completion report						
		P-852	Identification and traceability			F-852-001	Identification tag						
						F-852-002	Traceability serial number log						
						F-852-003	Traceability label						
		P-854	Preservation			F-854-001	Storage inspection report						
		P-870	Control of nonconforming outputs			F-870-001	Rejected material / Disposition report						
9.1	Monitoring, measurement, analysis and evaluation	P-910	QMS-Monitoring, measurement, analysis and evaluation			F-910-001	Production-Monitoring, measuring, analysis and evaluation table						
						F-910-002	QMS-Monitoring, measuring, analysis and evaluation table						
						F-910-003	Inspection report						
		P-911	EMS-Monitoring, measurement, analysis and evaluation			F-911-001	EMS-Monitoring, measuring, analysis and evaluation table						
		P-912	Customer satisfaction			F-912-001	Customer survey and analysis						
		P-915	OHS-Monitoring, measurement, analysis and evaluation			F-915-001	OHS-Monitoring, measuring, analysis and evaluation table						
9.1.2	Evaluation of compliance	P-916	Evaluation of compliance			F-916-001	Evaluation of compliance plan and report						
9.2	Internal audit	P-920	Internal audit			F-920-001	Applicable procedure by work area						
						F-920-002	Internal audit checklist						
						F-920-003	Audit plan						
						F-920-004	Audit report						
9.3	Management review	P-930	Management review			F-930-001	QMS-Management review agenda						
						F-930-002	QMS-Management review output report						
						F-930-003	EMS-Management review agenda						
						F-930-004	EMS-Management review output report						
						F-930-005	OHS-Management review agenda						
						F-930-006	OHS-Management review output report						
10	Improvement	P-1010	Improvement			F-1010-001	Data analysis worksheet						
		P-1020	Nonconformity and corrective action			F-1020-001	Corrective action request - CAR						