

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-009												
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-510-001 F-540-001 F-550-008	Leadership and commitment checklist Worker participation and consultation worksheet	FD-510-001	Business process map	A-520-001 A-520-002 A-520-003 A-520-004 A-530-001	Quality policy Environmental policy OH&S policy Energy policy Organization chart		
6	Planning	P-600	Planning for the Integrated Management System				No new forms			A-600-001	P-D-C-A guidelines	R-613	Register of compliance obligations
		P-610	QMS-Risk management planning			F-610-001 F-620-001	Risk and opportunity worksheet QMS objectives planning record						
		P-612	EMS-Risk management planning			F-612-001 F-612-002 F-612-003 F-620-002	EMS initial review worksheet EMS-Risk and opportunity worksheet EMS-Program planning worksheet EMS objectives planning record			A-600-002 A-620-001	EMS-Aspect-Impact guidelines EMS-Objectives and targets guidelines		
			ref 6.2.2 Planning to achieve environmental objectives	WI-622-001 WI-622-002 WI-622-003	EMS program - Water reuse EMS program - Air emissions EMS program - Waste disposal		No new forms						
		P-615	OH&S-Risk management planning			F-600-001 F-615-001 F-615-002 F-615-003 F-615-004 F-620-003	OH&S-Hazard identification-process worksheet OH&S initial review worksheet-office OH&S initial review worksheet-plant OH&S-Risk management worksheet OH&S-Program planning worksheet OH&S objectives planning record			A-615-001 A-620-002	Hazards guidelines OH&S-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		No new forms						
		P-617	EnMS-Risk management planning				No new forms						
		P-620	Energy objectives, targets and action plans			F-620-004 F-620-005	EnMS objectives planning record Energy action plan	FD-620-001 FD-620-002 FD-620-011 FD-620-012	Process flow - 1 Energy uses Process flow - 2 Energy uses Process flow - 1 Energy summary Process flow - 2 Energy summary				
			ref 6.2.3 Planning to achieve EnMS objectives	WI-623-001 WI-623-002 WI-623-003	Energy program - Employee awareness Energy program - Contractor awareness Energy program - Implement EnMS		No new forms						
		P-630	Energy review			F-630-001	Energy assessment worksheet			A-630-001	Energy significance guidelines		
		P-640	Energy baseline and energy performance indicators			F-640-001 F-640-002	Energy baseline and energy performance indicators Energy baseline and energy performance indicators - example						
		P-660	Key energy data			F-660-001	Key characteristics energy data worksheet					R-660	Register of key energy data
7.1	Resources	P-710	Resource management			F-710-001 F-710-002	Equipment problem report Resource maintenance record						
		P-715	Control of monitoring and measuring equipment			F-715-001	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 F-750-008 WI-750-001	List of documented information Records matrix Master documentation lists Records table Document change request form Document revision checklist Software inventory spreadsheet Revision status form Document numbering system						
8.1	Operational planning and control	P-810	QMS-Operational planning and control	WI-810-040	Incoming inspection	F-810-002	Project planning worksheet	FD-810-001	Process flow diagram	A-800-001	Operational controls guidelines		
		P-812	EMS-Operational planning and control				No new forms						
		P-815	OH&S-Operational planning and control				No new forms						
		P-817	EnMS-Operational planning and control				No new forms						
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 F-830-004 F-830-005	Design plan Design review record Design change form Energy specifications worksheet Design plan and project action plan						
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 F-840-007	Provider assessment report List of acceptable sources Provider corrective action request - PCAR Purchase requisition Purchase order Business agreement - typical contract Contractor communication checklist						
8.5	Production and service provision	P-851	Control of production and service provision			F-851-001 F-851-002 F-851-003 F-851-004 F-851-005 F-851-006 F-851-007	Process routing sheet - summary Process routing sheet - detail Process validation report Packing slip / invoice Service projects log External property control log Project inspection completion report	FD-850-001	Operations, production and service flow diagram				
		P-852	Identification and traceability			F-852-001	Identification tags						

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						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						
9.1	Monitoring, measurement, analysis and evaluation	P-917	EnMS-Monitoring, measurement, analysis and evaluation				No new forms						
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						
						F-930-007	EnMS-Management review agenda						
						F-930-008	EnMS-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						