

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-004												
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			A-520-001 A-520-002 A-530-001	Environmental policy OHS policy Organization chart		
6	Planning	P-600 P-612	Planning for the Integrated Management System EMS-Risk management planning			F-600-001 F-612-001 F-612-002 F-612-003 F-620-002	Risk-Hazard identification-process worksheet 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	W-622-001 W-622-002 W-622-003	EMS program - Water reuse 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-616	OHS risk management planning			F-616-001 F-616-002 F-616-003 F-616-004 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-616-001 A-620-002	Hazards guidelines OHS-Objectives guidelines		
			ref 6.2.2 Planning to achieve OHS objectives	W-622-010 W-622-011 W-622-012	OHS program - Injury prevention OHS program - Ill-health prevention OHS program - Hazard reduction	F-612-004 F-612-004 F-612-004	OHS-Program planning worksheet OHS-Program planning worksheet OHS-Program planning worksheet						
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 resources			F-715-001	Equipment calibration list						
7.2	Competence	P-720	Competence, awareness, and training			F-720-001 F-720-002 F-720-003	Training action plan Group training record Job description						
7.3	Awareness		ref P-720 Competence, awareness, and training			F-720-004	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-760	Control of documented information			F-760-001 F-760-002 F-760-003 F-760-004 F-760-005 F-760-006 F-760-007	List of documented information Records matrix Master documentation lists Records table Document change request form Document revision checklist Software inventory spreadsheet No new forms						
8.1	Operational planning and control	P-812	EMS-Operational planning and control	W-750-001	Document numbering system		No new forms	FD-810-001	Process flow diagram	A-800-001	Operational controls guidelines		
	Control of externally provided processes, products, and services	P-814	Control of external providers			F-814-001 F-814-002 F-814-003 F-814-004 F-814-005 F-814-006 F-814-007	Provider assessment report List of acceptable sources Provider corrective action request - PCAR Purchase requisition Purchase order Business agreement - typical contract Contractor communication checklist						
		P-816	OHS-Operational planning and control				No new forms						
			ref clause 8.1 - Operational controls	W-810-001	Incoming inspection	F-810-001 F-810-002	Identification tag Rejected material / Disposition report						
			ref clause 8.1 - Operational controls	W-810-002	Design and development	F-810-003 F-810-004 F-810-005	Design plan Design review record Design change form						
			ref clause 8.1 - Operational controls	W-810-003	Control of production and delivery	F-810-006 F-810-007 F-810-008 F-810-009	Process routing sheet - summary Process routing sheet - detail Process validation report Service projects log						
8.2	Emergency preparedness and response	P-820	Emergency preparedness and response	W-820-001	Emergency instructions - Office	F-820-001	Mock drill plan						
9.1	Monitoring, measurement, analysis and evaluation	P-911	EMS-Monitoring, measurement, analysis and evaluation			F-911-001	EMS-Monitoring, measuring, analysis and evaluation table						
	Evaluation of compliance	P-912	Evaluation of compliance			F-912-001	Evaluation of compliance plan and report						
	Monitoring, measurement, analysis and evaluation	P-916	OHS-Monitoring, measurement, analysis and evaluation			F-916-001	OHS-Monitoring, measuring, analysis and evaluation table						
9.2	Internal audit	P-920	Internal audit			F-920-001 F-920-002 F-920-003 F-920-004	Applicable procedure by work area Internal audit checklist Audit plan Audit report						
9.3	Management review	P-930	Management review			F-930-001 F-930-002 F-930-003 F-930-004	EMS-Management review agenda EMS-Management review output report OHS-Management review agenda OHS-Management review output report						
10	Improvement	P-1010 P-1020	Improvement Nonconformity and corrective action			F-1010-001 F-1020-001	Data analysis worksheet Corrective action request - CAR						