

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 Name
All	Integrated Management System - Manual - SMS-010												
4	Context of the organization	P-400	Organizational context			F-440-001 F-440-002	IMS process identification worksheet Organizational context worksheet						
5	Leadership	P-500	Leadership			F-510-001	Leadership and commitment checklist	FD-510-001	Business process map	A-520-002 A-520-004 A-530-001	Environmental policy Energy policy Organization chart		
6	Planning	P-600	Planning for the Integrated Management System				No new forms						
		P-612	EMS-Risk management planning			F-612-001 F-613-001 F-614-001 F-615-001 F-620-002	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-3-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 reuse EMS program - Air emissions EMS program - Waste disposal		No new forms						
		P-617	EnMS-Risk management planning			F-617-001	EnMS-Risk and opportunity worksheet						
		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 EMS objectives	WI-623-001 WI-623-002 WI-623-003	Energy program - Employee awareness Energy program - Contractor awareness Energy program - Implement EMS		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
		P-665	Control of monitoring and measuring equipment			F-665-001	Equipment calibration list						
7.1	Resources	R-710	Resource management			F-710-001 F-710-002	Equipment problem report Resource maintenance report						
7.2	Competence	R-720	Competence, awareness, and training			F-720-001 F-720-002 F-720-003 F-720-004	Training action plan Group training record Job description Employee training summary						
7.3	Awareness												
7.4	Communication	R-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	R-750	Control of documented information			WI-750-001	Document numbering						
						F-750-001 F-750-002 F-750-003 F-750-004 F-750-005 F-750-006 F-750-007 F-750-008	List of documented information Records matrix Master documentation lists Records table Document change request form Document revision checklist Software developer spreadsheet Revision status form						
8.1	Operational planning and control	P-812	EMS-Operational planning and control				No new forms	FD-810-001	Process flow diagram	A-800-001	Operational controls guidelines		
						WI-810-001	Incoming inspection						
						F-810-001 F-810-003	Identification tag Rejected material / Disposition report						
		P-817	EnMS-Operational planning and control				No new forms						
8.2	Emergency preparedness and response - EMS	P-820	Emergency preparedness and response		WI-820-001	F-820-001	Mock drill plan No new forms						
8.2	Design	P-825	Design and development			F-825-001 F-825-002 F-825-003 F-825-004 F-825-005	Design plan Design review record Design change form Energy specifications worksheet Design plan and project action plan						
8.3	Procurement	P-830	Control of external providers			F-830-001 F-830-002 F-830-003 F-830-004 F-830-005 F-830-006 F-830-007	Provider assessment report List of acceptable sources Provider corrective action request - PCAR Purchase requisition Purchase order Business agreement - typical contract Contractor communication checklist						
9.1	Monitoring, measurement, analysis and evaluation	P-911	EMS-Monitoring, measurement, analysis and evaluation			F-911-001	EMS-Monitoring, measurement, analysis and evaluation table						
		P-917	EnMS-Monitoring, measurement, analysis and evaluation				No new forms						
9.1.2	Evaluation of compliance	P-912	Evaluation of compliance			F-912-001	Evaluation of compliance plan and report						
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-930-003 F-930-004 F-930-007 F-930-008	EMS-Management review agenda EMS-Management review output report EnMS-Management review agenda EnMS-Management review output report						
10	Improvement	P-1010	Improvement			F-1010-001	Data analysis worksheet						
		P-1060	Nonconformity and corrective action			F-1060-001	Corrective action request - CAR						