

## ISO 45001 Premium Documentation Toolkit

<https://advisera.com/45001academy/iso-45001-premium-documentation-toolkit/>

Note: The documentation should preferably be implemented in the order in which it is listed here.

No.	Doc. code	Document name	ISO 45001 clause	Mandatory document
1	00	<b>Procedure for Document and Record Control</b>	7.5	
2	00.1	Appendix 1 – List of Internal Documents		
3	00.2	Appendix 2 – List of External Documents	7.5.3	✓
4	00.3	Appendix 3 – Registry of Records for Detention/ Central Archive		
5	01	<b>Project Plan</b>		
6	02	<b>OH&amp;S Policy</b>	5.2	✓
7	02.1	Appendix 1 – OH&S Objectives	6.2.2	✓
8	03	<b>OH&amp;S Manual</b>		
9	04	<b>Procedure for Determining Context of the Organization and Interested Parties</b>	4.1; 4.2	
10	04.1	Appendix 1 – List of Interested Parties, Legal and Other Requirements	4.2, 6.1.3	
11	04.2	Appendix 2 – Compliance Evaluation Record	9.1.2	✓
12	04.3	Appendix 3 – Scope of the OH&S Management System	4.3	✓
13	05	<b>Competence, Training and Awareness Procedure</b>	7.2; 7.3	
14	05.1	Appendix 1 – Training Program	7.2	
15	05.2	Appendix 2 – Training Record	7.2	✓
16	05.3	Appendix 3 – Record of Attendance	7.3	
17	06	<b>Procedure for Addressing Risks and Opportunities and OH&amp;S Hazards</b>	6.1	✓
18	06.1	Appendix 1 – Registry of Key Risks and Opportunities	6.1.1	✓
19	06.2	Appendix 2 – Hazard Evaluation Record	6.1.2	
20	06.3	Appendix 3 – List of Workplaces and Employees with Significant Risk		
21	07	<b>Procedure for Communication, Participation and Consultation</b>	5.4; 7.4	
22	07.1	Appendix 1 – Record of External Communication	7.4.1	✓
23	07.2	Appendix 2 – Employee Feedback Report	7.4.2	
24	08	<b>Procedure for Operational Control</b>	8.1	
25	08.1	Appendix 1 – SOP for Chemical Hazards	8.1	✓ *
26	08.2	Appendix 2 – SOP for Ergonomic Hazards	8.1	✓ *

27	08.3	Appendix 3 – SOP for Environmental and Physical Hazards	8.1	✓ *
28	08.4	Appendix 4 – SOP for Radioactive Hazards	8.1	✓ *
29	08.5	Appendix 5 – SOP for Electrical Hazards	8.1	✓ *
30	08.6	Appendix 6 – SOP for Working on Height Hazards	8.1	✓ *
31	08.7	Appendix 7 – SOP for Display Screens and Posture Hazards (Office Hazards)	8.1	✓ *
32	08.8	Appendix 8 – SOP for Personal Protective Equipment	8.1	✓ *
33	08.9	Appendix 9 – Good Practice for Maintenance of Tools and Machinery	8.1	✓ *
34	08.10	Appendix 10 – SOP for Operating Heavy Machinery	8.1	✓ *
35	08.11	Appendix 11 – Equipment Calibration Record	9.1.1.	✓ **
36	<b>09</b>	<b>Procedure for Change Management</b>	8.1.3	
37	09.1	Appendix 1 – Change Actions Plan and Review	8.1.3	
38	<b>10</b>	<b>Procedure for Emergency Preparedness and Response</b>	8.2	
39	10.1	Appendix 1 – Fire Safety Policy	8.2	✓
40	10.2	Appendix 2 – Emergency Response Drill Record	8.2	
41	<b>11</b>	<b>Procedure for Incident Investigation</b>	10.2	
42	11.1	Appendix 1 – Incident Investigation Report	10.2	✓
43	<b>12</b>	<b>Procedure for the Management of Nonconformities and Corrective Actions</b>	10.2	
44	12.1	Appendix 1 – OH&S Nonconformity Record	10.2	✓
45	12.2	Appendix 2 – Corrective Action Record	10.2	✓
46	12.3	Appendix 3 – Registry and Status for Corrective Actions and Nonconformities	10.2	
47	<b>13</b>	<b>Procedure for Internal Audit</b>	9.2	
48	13.1	Appendix 1 – Internal Audit Checklist		
49	13.2	Appendix 2 – Annual Program of Internal Audits	9.2.2	✓
50	13.3	Appendix 3 – Internal Audit Plan	9.2.2	
51	13.4	Appendix 4 – Internal Audit Report	9.2.2	✓
52	<b>14</b>	<b>Procedure for Continual Improvement</b>	10.1; 10.3	
53	14.1	Appendix 1 – Continual Improvement Plan and Review	10.3	✓
54	<b>15</b>	<b>Procedure for Management Review</b>	9.3	
55	15.1	Appendix 1 – Matrix of OH&S Performance	9.1.1	
56	15.2	Appendix 2 – Management Review Minutes	9.3	✓

\* The listed documents are not mandatory if the corresponding hazards don't exist in the organization.

\*\* The document is needed only if the organization uses monitoring and measuring equipment that requires calibration.