ISO 9001:2015/ISO 14001:2015 Integrated Documentation Toolkit

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

No.	Doc. Code	Name of Document	ISO 9001 Clause	ISO 14001 Clause	Mandatory document	
					ISO 9001	ISO 14001
1	00	Procedure for Document and Record Control	7.5	7.5		
2	00.1	Appendix 1 – List of Internal Documents				
3	00.2	Appendix 2 – List of External Documents				
4	00.3	Appendix 3 – List of Types of Records				
5	00.4	Appendix 4 – Registry of Records for Detention/ Central Archive				
6	01	Project Plan				
7	02.1	Quality Policy	5.2		✓	
8	02.2	Environmental Policy		5.2		✓
9	02.3	Appendix 1 – IMS Objectives	6.2		✓	
10	03	Integrated Management System Manual			✓	
11	04	Procedure for Determining Context of the Organization and Interested Parties	4.1; 4.2	4.1		
12	04.1	Appendix 1 – List of Interested Parties, Legal and Other Requirements	4.2	4.2, 6.1.3		✓
13	04.2	Appendix 2 – Compliance Evaluation Record	4.2	9.1.2		✓
14	04.3	Appendix 3 – Scope of the Integrated Management System	4.3	4.3	✓	✓
15	05	Procedure for Competence, Training and Awareness	7.1.2; 7.2; 7.3	7.2; 7.3		
16	05.1	Appendix 1 – Training Program	7.2			
17	05.2	Appendix 2 – Training Record	7.2		✓	✓
18	05.3	Appendix 3 – Record of Attendance	7.3			
19	06	Procedure for Communication		7.4		
20	06.1	Appendix 1 – Communication Report		7.4		✓
21	07	Procedure for Addressing Risks and Opportunities	6.1	6.1.1		
22	07.1	Appendix 1 – Registry of Key Risks and Opportunities	6.1			
23	07.2	Appendix 2 – Procedure for FMEA Risk Assessment	6.1			
24	07.3	Appendix 3 – FMEA Risks Assessment Record	6.1			

25	08	Procedure for Identification and Evaluation of Environmental Aspects and Risks		6.1.2		
26	08.1	Appendix – 1 Process Aspects Chart		6.1.2		✓
27	09	Sales Procedure	8.2			
28	09.1	Appendix 1 – Customer Requirement Review Checklist	8.2.2; 8.2.3		✓	
29	09.2	Appendix 2 – Registry of Customer and Interested Parties Complaints	8.2			
30	10	Procedure for Design and Development	8.3			
31	10.1	Appendix 1 – Project Task	8.3.2; 8.3.3		✓*	
32	10.2	Appendix 2 – Project Plan and Review	8.3.2; 8.3.4;		✓	
33	10.3	Appendix 3 – Change Review Record	8.3.6		✓	
34	10.4	Appendix 4 – Design Review Minutes	8.3.5		✓	
35	11	Procedure for Purchasing and Evaluation of Suppliers	8.4		✓	
36	11.1	Appendix 1 – Checklist for Evaluation of Suppliers	8.4.1		✓*	
37	11.2	Appendix 2 – List of Approved Suppliers	8.4.1			
38	11.3	Appendix 3 – Registry of Complaints about Suppliers	8.4			
39	11.4	Appendix 4 – Request and Order for Purchasing	8.4.1			
40	12	Procedure for Production and Service Provision	8.5			
41	12.1.1	Procedure for Production and Service Provision	8.5		✓*	
42	12.1.2	Procedure for Construction Process	8.5		✓*	
43	12.1.3	Procedure for Food Processing	8.5		✓*	
44	12.1.4	Procedure for Software Development	8.5		✓*	
45	12.1.5	Procedure for Transportation Services	8.5		✓*	
46	12.1.6	Procedure for Production of Chemical Products	8.5		✓*	
47	12.1.7	Procedure for Manufacturing of Electrical and Optical Equipment	8.5		✓*	
48	12.1.8	Procedure for Production of Machinery and Equipment	8.5		✓*	
49	12.1.9	Procedure for Production of Metals	8.5		✓*	
50	12.1.10	Procedure for Production of Rubber and Plastics	8.5		✓*	
51	12.1.11	Procedure for Wholesale and Retail Operations	8.2		✓*	
52	12.2.1	Guideline for Waste Management		8.1		*✓
53	12.2.2	Guideline for Wastewater & Sewage Management		8.1		*✓
54	12.2.3	Guideline for Hazardous Substances Management		8.1		*✓

55	12.2.4	Guideline for Waste Tires Management		8.1		*✓
56	12.2.5	Guideline for Energy & Water Management		8.1		*✓
57	12.2.6	Guideline for Waste Vehicles Management		8.1		*✓
58	12.2.7	Guideline for Used Batteries and Accumulators Management		8.1		*✓
59	12.2.8	Guideline for Oil Waste Management		8.1		*✓
60	12.2.9	Guideline for Electronic Waste Management		8.1		*✓
61	12.2.10	Guideline for Medical Waste Management		8.1		*✓
62	12.2.11	Guideline for Construction/Asbestos Waste Management		8.1		*✓
63	12.2.12	Guideline for Pharmaceutical Waste Management		8.1		*✓
64	12.3.1	Appendix 1 – Product Specification	8.5.1		✓	
65	12.3.2	Appendix 2 – Record of Product/Service Conformance	8.5.1		✓	
66	12.3.3	Appendix 3 – Quality Plan	8.5.1			
67	12.3.4	Appendix 4 – Notification to a Customer about Changes on his Property	8.5.3		✓*	
68	12.3.5	Appendix 5 – Record of Traceability	8.5.2; 8.6		✓*	
69	12.3.6	Appendix 6 – Production/Service Change Review Record	8.5.6		✓	
70	12.3.7	Appendix 7 – Production Plan	8.1			
71	12.3.8	Appendix 8 – Production Registry	8.5			
72	12.3.9	Appendix 9 – Deployed Waste Report		8.1		*✓
73	13	Warehousing Procedure	8.5.4			
74	13.1	Appendix 1 – Record of Warehousing Temperature Control	8.5.4			
75	14	Procedures for Preparedness and Emergency Response		8.2		*✓
76	14.1	Appendix 1 – Emergency Preparedness and Response Plan for Fire		8.2		*✓
77	14.2	Appendix 2 – Emergency Preparedness and Response Plan for Leakage		8.2		*✓
78	14.3	Appendix 3 – Emergency Preparedness and Response Plan for Flooding		8.2		*✓
79	14.4	Appendix 4 – Evaluation Record of Response Actions Testing		8.2		✓
80	15	Procedure for Management of Nonconformities and Corrective Actions	8.7; 10.2	10.2	✓	

81	15.1	Appendix 1 – Non-Conformity Record	8.7; 10.2.2	10.2	✓	✓
82	15.2	Appendix 2 – Corrective Action Record	10.2.2	10.2	✓	✓
83	15.3	Appendix 3 – Registry and Status of Nonconformities and Corrective Actions	10.2.2	10.2		
84	16	Procedure for Equipment Maintenance and Measuring Equipment	7.1.5	9.1.1		
85	16.1	Appendix 1 – List of Equipment	7.1.5			
86	16.2	Appendix 2 – Plan for Preventive Maintenance of Equipment	7.1.5			
87	16.3	Appendix 3 – Maintenance and Calibration Record	7.1.5.2	9.1.1	✓	✓
88	17	Procedure for Measuring Customer Satisfaction	9.1.2			
89	17.1	Appendix 1 – Customer Satisfaction Questionnaire	9.1.2			
90	17.2	Appendix 2 – Report of Customer Satisfaction	9.1.2		✓	
91	17.3	Appendix 3 – Monitoring of Customer Satisfaction	9.1.2		✓	
92	18	Procedure for Internal Audit	9.2	9.2	✓	
93	18.1	Appendix 1 – ISO 9001:2015 Internal Audit Checklist				
94	18.2	Appendix 2 – ISO 14001:2015 Internal Audit Checklist				
95	18.3	Appendix 3 – Internal Audit Program	9.2.2	9.2.2	✓	✓
96	18.4	Appendix 4 – Internal Audit Plan	9.2.2	9.2.2		
97	18.5	Appendix 5 – Internal Audit Report	9.2.2	9.2.2	✓	✓
98	19	Procedure for Management Review	9.3			
99	19.1	Appendix 1 – Matrix of Key Performance Indicators	9.1.3		✓	
100	19.2	Appendix 2 – Data Analysis Report	9.1.3	9.1.1	✓	✓
101	19.3	Appendix 3 – Management Review Minutes	9.3.3	9.3	✓	✓

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