

OHSAS 18001 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 18001 Clause	Mandatory document
1.	00	Project Plan		
2.	01	OH&S Policy	4.2	✓
3.	01.1	OH&S Objectives and Programs	4.3.3	✓
4.	02	OH&S Manual	4.1; 4.4.4.b)c)	✓
5.	02.1	OH&S KPIs	4.5.1	
6.	03	Procedure for Document and Record Control	4.4.5; 4.5.4	
7.	03.1	List of Internal Documents	4.4.4. e)	
8.	03.2	Registry of Records for Detention/ Central Archive	4.4.4. e)	
9.	04	Procedure for Identification and Evaluation of Legal and Other Requirements	4.3.2; 4.5.2	
10.	04.1	List of Legal and Other Requirements	4.3.2.	
11.	04.2	Compliance Evaluation Record	4.5.2.1	✓
12.	05	Procedure for Risk Assessment and Hazard Identification	4.3.1	
13.	05.1	Hazard Evaluation Record	4.3.1	✓
14.	05.2	List of Workplaces and Employees with Significant Risk	4.3.1 b)	✓
15.	06	Competence, Training and Awareness Procedure	4.4.2	✓
16.	06.1	Training Program	4.4.2	
17.	06.2	Training Record	4.4.2	
18.	06.3	Record of Attendance	4.4.2	✓
19.	07	Procedure for Communication, Participation and Consultation	4.4.3	
20.	07.1	Record of External Communication	4.4.3.1c)	✓
21.	07.2	Employee Feedback Report	4.4.3.2	
22.	08	Procedure for Operational Control	4.4.6	✓
23.	08.01	SOP for Chemical Hazards	4.4.6	
24.	08.02	SOP for Environmental and Physical Hazards	4.4.6	✓ *
25.	08.03	SOP for Electrical Hazards	4.4.6	✓ *
26.	08.04	SOP for Working on Height Hazards	4.4.6	✓ *
27.	08.05	SOP for Display Screens and Posture Hazards (Office Hazards)	4.4.6	✓ *
28.	08.06	Equipment Calibration Record	4.5.1	✓ *
29.	09	Procedure for Emergency Preparedness and	4.4.7	

		Response		
30.	09.1	Fire Safety Policy	4.4.7	
31.	09.2	Emergency Response Drill Record	4.4.7	
32.	10	Procedure for Incident Investigation	4.5.3.1; 4.4.7	
33.	10.1	Incident Investigation Report	4.4.7	✓
34.	11	Procedure for the Management of Nonconformities, Corrective and Preventive Actions	4.5.3	
35.	11.1	OH&S Nonconformity Record	4.5.3 d)	✓
36.	11.2	Preventive and Corrective Action Record	4.5.3 d)	✓
37.	11.3	Registry and Status for Corrective and Preventive Actions and Nonconformities	4.5.3	
38.	12	Procedure for Internal Audit	4.5.5	
39.	12.1	Internal Audit Checklist		
40.	12.2	Annual Program of Internal Audits	4.5.5	✓
41.	12.3	Internal Audit Plan	4.5.5	
42.	12.4	Internal Audit Report	4.5.5	
43.	13	Procedure for Management Review	4.6	
44.	13.1	Management Review Minutes	4.6	✓

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