

QUALITY MANAGEMENT SYSTEM

**ENVIRONMENTAL MANAGEMENT
SYSTEM**

**OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT
SYSTEM**

MANUAL

*Type Your Company Name
Street Address
City, State Zip
Here*

Table of Contents – (this page)

Introduction

Section A Scope of the QMS, EMS and OH&S Management System

Section B References
 a. Normative reference
 b. Definitions

Environmental Management System Requirements

Section C Document Information

- a. Distribution Control List
- b. Revision Status
- c. Quality Policy, Quality Objective, Strategic Direction,
- d. Environmental Policy, Environmental Objective, Strategic Direction,
- e. OH&S Policy, OH&S Objective, Strategic Direction,
- f. Organization Chart
- g. Company Background - Products and Services
- h. Process Flow Diagram

Section D List of Documented Information for the ISO standard clauses 4 through 10

- Clause 4 Context of the Organization
- Clause 5 Leadership - Leadership and worker participation
- Clause 6 Planning
- Clause 7 Support
- Clause 8 Operation
- Clause 9 Performance Evaluation
- Clause 10 Improvement

Sections E, F, G, etc. Spares

Section R Records Documentation Matrix

Introduction to the Integrated System (IMS)

Your Company developed and implemented an integrated Quality, Environmental and Occupational Health and Safety Management System in order to document the company's best business practices, better satisfy the requirements and expectations of its customers, workers, and other interested parties, enhance its quality, environmental performance, support and promote good health and safety practices and improve the overall management of the company.

To fully understand the organization and its context, Your Company determined the external and internal issues that are relevant and that affect its ability to achieve the intended results of the integrated management system.

Your Company meets the requirements of the international standard ISO 9001:2015. The system addresses the design, development, production, installation, and servicing of the company's products.

Your Company meets the requirements of the international standard ISO 14001:2015. The system addresses the management of environmental aspects, compliance obligations, the actions to address risks and opportunities.

Your Company meets the requirements of the ISO 45001:2018 international standard. The system addresses the identification of workplace hazards and the management of the actions to address risks and opportunities

The IMS incorporates the process approach where consistent and predictable results are achieved more effectively and efficiently when activities are understood and managed as interrelated processes. The management of the interactive processes provides for the achievement of continual improvement with focus on efforts leading to the prevention of undesirable outcomes and the incorporation of the Plan-Do-Check-Act continual improvement cycle.

The manual describes the IMS, delineates authorities, interrelationships, and responsibilities of the personnel responsible for performing within the system. The manual also provides the documented information with procedures or references for all activities comprising an integrated system that ensures the compliance to the necessary requirements of the standards.

This manual is used internally to guide the company's employees through the requirements of the ISO standards that must be met and maintained in order to control or influence the ways to provide quality goods and services, protect the environment, maintain safe and healthy workplaces, and to detail the necessary instructions that lead to continual improvement.

This manual is used externally to introduce our IMS to our customers and other external organizations or interested parties. The manual is used to familiarize them with the controls that have been implemented and to assure them that it provides for a framework to meet the intended outcomes of the integrated management system.

The manual is approved by a top management representative.

President: _____ Date: _____

Section A Scope or the Integrated Management System

To determine and establish the scope of the Integrated Management System (IMS) **Your Company** determined the boundaries and applicability of the quality, environmental, and health and safety systems and considered the external and internal issues, the requirements of the workers and other relevant interested parties, the activities, the processes, and the products and services that are within the company's control or influence and that can impact performance. The scope is available and maintained as documented information stating the products and services covered by the IMS.

Scope of the Quality, Environmental and OHSMS.

Your Company applies all the requirements of ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 when they are applicable within the determined scope of the IMS.

As developed with procedure P-400 for Organizational context, include the scope of your IMS here: For example, if you are a manufacturer of toys, the scope may be:

The scope of the Quality, Environmental and Health and Safety Management System includes the major product and service categories associated with the primary functions of manufacturing wooden toys at the North Pole location and distributing the product to children of all ages.

Conformity to the international standards may only be claimed if the requirements determined as not being applicable do not affect the organization's ability or responsibility to meet requirements. In the event that any requirement is not applicable at **Your Company**, justification for any instance where a requirement cannot be applied is documented.

Your Company has determined that the following requirement(s) is/are not applicable to the operations at this site: _____.

As determined with procedure P-400, identify the requirement(s) that do not apply and document the justification here: For example, if you are a manufacturer of toys, a requirement that does not apply may be:

Clause 8.5.5 for post-delivery activities does not apply to the company. Customer feedback has shown that conformity to post-delivery services is achieved with the initial delivery.

Section B References

- a. Normative reference
 - ISO 9000:2015 Quality Management Systems – Fundamentals and vocabulary.
 - There are no normative references for ISO 14001:2015.
 - **There are no normative references for ISO 45001:2018.**
- b. Definitions. Applicable definitions are included in documented procedures and instructions at par 3.0 to enhance the understanding of the process.