SKEDMIA

ISO 45001:2018

Occupational health and safety management systems — Requirements with guidance for use

GUIDE

Document Master List

Controlled list of every document supplied in the ISO 45001:2018 kit, with its revision status and owner.

Document control

Document number	GDE-02	**Revision**	0
Document title	Document Master List	**Issue date**	[Date]
Document owner	Management Representative	**Next review**	[Date]
Management system	Occupational Health and Safety Management System	**Classification**	Internal
Standard clauses	7.5	**Status**	For approval

	Name	Position	Signature / Date
Prepared by	[Name]	[Position]	
Reviewed by	[Name]	[Position]	
Approved by	[Name]	[Position]	

Rev.	Date	Description of change	Author
0	[Date]	First issue.	[Name]

Before you issue this document

Replace every highlighted placeholder such as [Organisation Name] with your own details, delete any clause that does not apply to your scope, and have the document approved by the roles named above. Record the approval in the revision history — an auditor will ask who approved it and when.

This master list records every document in the ISO 45001:2018 Complete OH&S Management System Documentation Kit. It is the register required by the standard's documented-information clause: when [Organisation Name] adopts the kit, update the revision and issue-date columns as each document is approved, and add any document created locally.

How to use this list

Keep one controlled copy. Every time a document is revised, raise its revision number here and on the document's own cover page. An auditor will normally ask for this list first and sample from it.

Doc. No	Document title	Clause(s)	Owner
00 Read Me First			
GDE-01	Kit Guide and Implementation Roadmap	4.1, 5.1, 6, 7, 8, 9, 10	OH&S Manager
01 Manual			
MAN-01	Occupational Health and Safety Management System Manual	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 9.1, 9.2, 9.3, 10.2, 10	OH&S Manager
MAN-02	Scope and Boundaries of the Occupational Health and Safety Management System	4.3, 4.4	OH&S Manager
02 Policies			
POL-01	Occupational Health and Safety Management System Policy	5.2	Managing Director
03 Procedures			
PRO-01	Context of the Organisation and Interested Parties	4.1, 4.2	OH&S Manager
PRO-02	Risks and Opportunities	6.1	OH&S Manager
PRO-03	Hazard Identification and Assessment of OH&S Risks and Opportunities Procedure	6.1.1, 6.1.2.1, 6.1.2.2, 6.1.2.3, 6.1.4, 8.1.2	OH&S Manager
PRO-04	Objectives and Planning to Achieve Them	6.2	OH&S Manager
PRO-05	Competence, Training and Awareness	7.2, 7.3	HR Manager
PRO-06	Communication	7.4	OH&S Manager
PRO-07	Control of Documented Information	7.5	OH&S Manager
PRO-08	Operational Planning and Control	8.1	Operations Manager
PRO-09	Permit to Work Procedure	8.1.1, 8.1.2, 8.1.4.2, 8.2	Operations Manager
PRO-10	Control Standards for High-Risk Activities	8.1.1, 8.1.2, 6.1.2.2, 7.2	OH&S Manager
PRO-11	Contractor, Subcontractor and Procurement OH&S Control Procedure	8.1.4.1, 8.1.4.2, 8.1.4.3, 5.4, 7.2	Procurement Manager
PRO-12	Occupational Health Surveillance and Worker Wellbeing Procedure	8.1.1, 6.1.2.1, 9.1.1, 7.2, 10.3	HR Manager

Doc. No	Document title	Clause(s)	Owner
PRO-13	Personal Protective Equipment Procedure	8.1.2, 7.1, 7.2, 8.1.4.1	OH&S Manager
PRO-14	Control of Hazardous Substances Procedure	8.1.1, 8.1.2, 6.1.2.1, 8.2, 7.4	OH&S Manager
PRO-15	Monitoring, Measurement, Analysis and Evaluation	9.1	OH&S Manager
PRO-16	Evaluation of Compliance with Legal and Other Requirements	9.1.2, 4.2	OH&S Manager
PRO-17	Internal Audit	9.2	Lead Internal Auditor
PRO-18	Management Review	9.3	Managing Director
PRO-19	Nonconformity, Corrective Action and Continual Improvement	10.2, 10	OH&S Manager
PRO-20	Incident Reporting, Investigation and Root Cause Analysis Procedure	10.2, 9.1.1, 5.4, 6.1.2.1	OH&S Manager
PRO-21	Worker Consultation and Participation Procedure	5.4, 7.4.1, 5.1	OH&S Manager
PRO-22	OH&S Committee Terms of Reference	5.4, 5.3, 9.3	OH&S Manager
PRO-23	Management of Change Procedure	8.1.3, 6.1.2, 6.1.4, 7.4	OH&S Manager
04 Forms, Registers & Templates			
FRM-01	Permit to Work Set — Hot Work, Confined Space, Work at Height and Excavation	8.1.1, 8.1.2, 8.2	Operations Manager
FRM-02	Contractor OH&S Pre-Qualification Questionnaire	8.1.4.2, 7.2, 9.1	Procurement Manager
FRM-03	Emergency Drill Report and Evaluation	8.2, 7.2, 10.3	OH&S Manager
FRM-04	PPE Issue and Return Record	8.1.2, 7.2, 7.3	OH&S Manager
FRM-05	Incident Report and Investigation Record	10.2, 9.1.1, 5.4	OH&S Manager
FRM-06	Context and Issues Analysis	4.1	OH&S Manager
FRM-07	Roles, Responsibilities and Authorities Matrix	5.3, 5.1	Managing Director
FRM-08	Task Risk Assessment and Job Safety Analysis Form	6.1.2.1, 6.1.2.2, 8.1.1, 8.1.2	Operations Manager
FRM-09	Competence Matrix and Training Record	7.2	HR Manager
FRM-10	Communication Log and Suggestion Form	7.4	OH&S Manager
FRM-11	OH&S Committee Meeting Minutes and Action Log	5.4, 7.4, 10.3	OH&S Manager
FRM-12	Hazard Observation and Stop-Work Card	5.4, 6.1.2.1, 8.2, 10.2	OH&S Manager
FRM-13	Management of Change Request	8.1, 6.1	Operations Manager
FRM-14	Internal Audit Plan and Report	9.2	Lead Internal Auditor
FRM-15	Management Review Minutes and Actions	9.3	Managing Director
FRM-16	Document Change Request	7.5	OH&S Manager

Doc. No	Document title	Clause(s)	Owner
FRM-17	OH&S Induction and Toolbox Talk Record	7.2, 7.3, 5.4, 7.4.2	Operations Manager
04 Forms, Registers & Templates			
REG-01	Contractor OH&S Performance Register	8.1.4.2, 9.1.1, 10.3	Procurement Manager
REG-02	Health Surveillance and Fitness-for-Task Register	8.1.1, 7.2, 9.1.1	HR Manager
REG-03	Hazardous Substances and Safety Data Sheet Register	8.1.1, 6.1.2.1, 8.2	OH&S Manager
REG-04	Legal and Other Requirements Register — UAE Federal, Emirate and Free-Zone	6.1.3, 9.1.2, 5.2	OH&S Manager
REG-05	Interested Parties and Requirements Register	4.2	OH&S Manager
REG-06	Risk and Opportunity Register	6.1	OH&S Manager
REG-07	Hazard and OH&S Risk Register	6.1.1, 6.1.2.1, 6.1.2.2, 6.1.4, 8.1.2	OH&S Manager
REG-08	Objectives and Action Plan Tracker	6.2	OH&S Manager
REG-09	Nonconformity and Corrective Action Register	10.2	OH&S Manager
REG-10	Incident, Ill-Health and Near-Miss Register	10.2, 9.1.1, 9.3	OH&S Manager
05 Plans & Programmes			
PLN-01	Emergency Preparedness and Response Plan	8.2, 6.1.2.1, 7.4, 9.1.1	OH&S Manager
PLN-02	Heat Stress Prevention and Midday Break Management Plan	8.1.1, 8.1.2, 6.1.2.1, 8.2, 7.3	OH&S Manager
PLN-03	Project and Site OH&S Plan	8.1.1, 6.2, 5.3, 8.1.4.2, 8.2	Operations Manager
PLN-04	OH&SMS Implementation Plan	4.1, 6, 8, 9	OH&S Manager
PLN-05	Annual Internal Audit Programme	9.2	Lead Internal Auditor
PLN-06	Competence and Training Plan	7.2, 7.3	HR Manager
PLN-07	Communication Plan	7.4	OH&S Manager
06 Checklists			
CHK-01	ISO 45001:2018 Gap Analysis Checklist	—	OH&S Manager
CHK-02	Internal Audit Checklist	9.2	Lead Internal Auditor
CHK-03	Workplace, Welfare and Accommodation Inspection Checklist	9.1.1, 8.1.1, 8.1.4.3, 6.1.2.1	OH&S Manager
CHK-04	Certification Readiness Checklist	—	OH&S Manager
07 Internal Auditor Training Pack			

Doc. No	Document title	Clause(s)	Owner
TRN-01	Internal Auditor Participant Handbook	9.2	OH&S Manager
TRN-02	Trainer's Guide	9.2	OH&S Manager
TRN-03	Presentation Slides Outline	9.2	OH&S Manager
TRN-04	Exercises and Case Studies	9.2	OH&S Manager
TRN-05	Examination	9.2	OH&S Manager
TRN-06	Examination Answer Key and Marking Scheme	9.2	OH&S Manager
TRN-07	Course Forms	9.2	OH&S Manager
TRN-08	Certificate of Training Template	9.2	OH&S Manager

Revision status

Record the approved revision of each document as it is issued. Rows are pre-filled at revision 0 (first issue).

Doc. No	Rev.	Issue date	Approved by	Next review
GDE-01	0	[Date]	[Name]	[Date]
MAN-01	0	[Date]	[Name]	[Date]
MAN-02	0	[Date]	[Name]	[Date]
POL-01	0	[Date]	[Name]	[Date]
PRO-01	0	[Date]	[Name]	[Date]
PRO-02	0	[Date]	[Name]	[Date]
PRO-03	0	[Date]	[Name]	[Date]
PRO-04	0	[Date]	[Name]	[Date]
PRO-05	0	[Date]	[Name]	[Date]
PRO-06	0	[Date]	[Name]	[Date]
PRO-07	0	[Date]	[Name]	[Date]
PRO-08	0	[Date]	[Name]	[Date]
PRO-09	0	[Date]	[Name]	[Date]
FRM-01	0	[Date]	[Name]	[Date]
PRO-10	0	[Date]	[Name]	[Date]
PRO-11	0	[Date]	[Name]	[Date]
FRM-02	0	[Date]	[Name]	[Date]
REG-01	0	[Date]	[Name]	[Date]
PLN-01	0	[Date]	[Name]	[Date]
FRM-03	0	[Date]	[Name]	[Date]
PRO-12	0	[Date]	[Name]	[Date]
REG-02	0	[Date]	[Name]	[Date]

Doc. No	Rev.	Issue date	Approved by	Next review
PLN-02	0	[Date]	[Name]	[Date]
PRO-13	0	[Date]	[Name]	[Date]
FRM-04	0	[Date]	[Name]	[Date]
PRO-14	0	[Date]	[Name]	[Date]
REG-03	0	[Date]	[Name]	[Date]
PLN-03	0	[Date]	[Name]	[Date]
PRO-15	0	[Date]	[Name]	[Date]
PRO-16	0	[Date]	[Name]	[Date]
REG-04	0	[Date]	[Name]	[Date]
PRO-17	0	[Date]	[Name]	[Date]
PRO-18	0	[Date]	[Name]	[Date]
PRO-19	0	[Date]	[Name]	[Date]
PRO-20	0	[Date]	[Name]	[Date]
FRM-05	0	[Date]	[Name]	[Date]
FRM-06	0	[Date]	[Name]	[Date]
REG-05	0	[Date]	[Name]	[Date]
FRM-07	0	[Date]	[Name]	[Date]
PRO-21	0	[Date]	[Name]	[Date]
PRO-22	0	[Date]	[Name]	[Date]
REG-06	0	[Date]	[Name]	[Date]
REG-07	0	[Date]	[Name]	[Date]
FRM-08	0	[Date]	[Name]	[Date]
REG-08	0	[Date]	[Name]	[Date]
FRM-09	0	[Date]	[Name]	[Date]
FRM-10	0	[Date]	[Name]	[Date]
FRM-11	0	[Date]	[Name]	[Date]
FRM-12	0	[Date]	[Name]	[Date]
FRM-13	0	[Date]	[Name]	[Date]
PRO-23	0	[Date]	[Name]	[Date]
FRM-14	0	[Date]	[Name]	[Date]
FRM-15	0	[Date]	[Name]	[Date]
REG-09	0	[Date]	[Name]	[Date]
REG-10	0	[Date]	[Name]	[Date]
FRM-16	0	[Date]	[Name]	[Date]
PLN-04	0	[Date]	[Name]	[Date]

Doc. No	Rev.	Issue date	Approved by	Next review
PLN-05	0	[Date]	[Name]	[Date]
PLN-06	0	[Date]	[Name]	[Date]
FRM-17	0	[Date]	[Name]	[Date]
PLN-07	0	[Date]	[Name]	[Date]
CHK-01	0	[Date]	[Name]	[Date]
CHK-02	0	[Date]	[Name]	[Date]
CHK-03	0	[Date]	[Name]	[Date]
CHK-04	0	[Date]	[Name]	[Date]
TRN-01	0	[Date]	[Name]	[Date]
TRN-02	0	[Date]	[Name]	[Date]
TRN-03	0	[Date]	[Name]	[Date]
TRN-04	0	[Date]	[Name]	[Date]
TRN-05	0	[Date]	[Name]	[Date]
TRN-06	0	[Date]	[Name]	[Date]
TRN-07	0	[Date]	[Name]	[Date]
TRN-08	0	[Date]	[Name]	[Date]

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ISO 45001:2018

Occupational health and safety management systems — Requirements with guidance for use

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Clause Cross-Reference Matrix

Shows which kit document answers each clause of ISO 45001:2018 — the table certification bodies ask for at stage 1.

Document control

Document number	GDE-03	**Revision**	0
Document title	Clause Cross-Reference Matrix	**Issue date**	[Date]
Document owner	Management Representative	**Next review**	[Date]
Management system	Occupational Health and Safety Management System	**Classification**	Internal
Standard clauses	—	**Status**	For approval

	Name	Position	Signature / Date
Prepared by	[Name]	[Position]	
Reviewed by	[Name]	[Position]	
Approved by	[Name]	[Position]	

Rev.	Date	Description of change	Author
0	[Date]	First issue.	[Name]

Before you issue this document

Replace every highlighted placeholder such as **[Organisation Name]** with your own details, delete any clause that does not apply to your scope, and have the document approved by the roles named above. Record the approval in the revision history — an auditor will ask who approved it and when.

Use this matrix to demonstrate that every requirement of ISO 45001:2018 is addressed by documented information. Complete the final column with the evidence or record that proves the requirement is being met in practice, and take it to the stage 1 audit.

Good practice

Auditors use a matrix like this to plan their sample. A complete, honest matrix shortens stage 1 considerably; an aspirational one invites a deeper audit.

Clause	Kit document(s)	Evidence / records in use
4.1	FRM-06, GDE-01, MAN-01, PLN-04, PRO-01	
4.2	MAN-01, PRO-01, PRO-16, REG-05	
4.3	MAN-01, MAN-02	
4.4	MAN-01, MAN-02	
5.1	FRM-07, GDE-01, MAN-01, PRO-21	
5.2	MAN-01, POL-01, REG-04	
5.3	FRM-07, MAN-01, PLN-03, PRO-22	
5.4	FRM-05, FRM-11, FRM-12, FRM-17, PRO-11, PRO-20, PRO-21, PRO-22	
6	GDE-01, PLN-04	
6.1	FRM-13, MAN-01, PRO-02, REG-06	
6.1.1	PRO-03, REG-07	
6.1.2	PRO-23	
6.1.2.1	CHK-03, FRM-08, FRM-12, PLN-01, PLN-02, PRO-03, PRO-12, PRO-14, PRO-20, REG-03, REG-07	
6.1.2.2	FRM-08, PRO-03, PRO-10, REG-07	
6.1.2.3	PRO-03	
6.1.3	REG-04	
6.1.4	PRO-03, PRO-23, REG-07	
6.2	MAN-01, PLN-03, PRO-04, REG-08	
7	GDE-01	
7.1	MAN-01, PRO-13	
7.2	FRM-02, FRM-03, FRM-04, FRM-09, FRM-17, MAN-01, PLN-06, PRO-05, PRO-10, PRO-11, PRO-12, PRO-13, REG-02	
7.3	FRM-04, FRM-17, MAN-01, PLN-02, PLN-06, PRO-05	
7.4	FRM-10, FRM-11, MAN-01, PLN-01, PLN-07, PRO-06, PRO-14, PRO-23	
7.4.1	PRO-21	

Clause	Kit document(s)	Evidence / records in use
7.4.2	FRM-17	
7.5	FRM-16, MAN-01, PRO-07	
8	GDE-01, PLN-04	
8.1	FRM-13, MAN-01, PRO-08	
8.1.1	CHK-03, FRM-01, FRM-08, PLN-02, PLN-03, PRO-09, PRO-10, PRO-12, PRO-14, REG-02, REG-03	
8.1.2	FRM-01, FRM-04, FRM-08, PLN-02, PRO-03, PRO-09, PRO-10, PRO-13, PRO-14, REG-07	
8.1.3	PRO-23	
8.1.4.1	PRO-11, PRO-13	
8.1.4.2	FRM-02, PLN-03, PRO-09, PRO-11, REG-01	
8.1.4.3	CHK-03, PRO-11	
8.2	FRM-01, FRM-03, FRM-12, PLN-01, PLN-02, PLN-03, PRO-09, PRO-14, REG-03	
9	GDE-01, PLN-04	
9.1	FRM-02, MAN-01, PRO-15	
9.1.1	CHK-03, FRM-05, PLN-01, PRO-12, PRO-20, REG-01, REG-02, REG-10	
9.1.2	PRO-16, REG-04	
9.2	CHK-02, FRM-14, MAN-01, PLN-05, PRO-17, TRN-01, TRN-02, TRN-03, TRN-04, TRN-05, TRN-06, TRN-07, TRN-08	
9.3	FRM-15, MAN-01, PRO-18, PRO-22, REG-10	
10	GDE-01, MAN-01, PRO-19	
10.2	FRM-05, FRM-12, MAN-01, PRO-19, PRO-20, REG-09, REG-10	
10.3	FRM-03, FRM-11, PRO-12, REG-01	

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