# Documented Information Required

# ISO 45001:2018 – Occupational Health and Safety Management Systems

| "Maintain As" or "Maintained" (formerly "document") | "Retain As" (formerly "record") |
|---|---|
| ✓ 4.3 Scope<br>✓ 5.2 OH&S policy<br>✓ 5.3 Organizational roles, responsibilities, accountabilities and authorities<br>✓ 6.1.1 Actions to address risks and opportunities – General<br>✓ 6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system<br>✓ 6.1.3 Determination of legal requirements and other requirements<br>✓ 6.2.2 Planning to achieve OH&S objectives<br>✓ 7.5.1 General (documented information determined by the organization as being necessary for the effectiveness of the OH&S management system.)<br>✓ 8.1 Operational planning and control<br>✓ 8.6 Emergency preparedness and response<br>✓ 10.3 Continual improvement | ✓ 6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system<br>✓ 6.1.3 Determination of legal requirements and other requirements<br>✓ 6.2.2 Planning to achieve OH&S objectives<br>✓ 7.2 Competence<br>✓ 7.4.1 Communication - General<br>✓ 8.1 Operational planning and control<br>✓ 8.6 Emergency preparedness and response<br>✓ 9.1 Monitoring, measurement, analysis and evaluation - General<br>✓ 9.1.2 Evaluation of compliance<br>✓ 9.2.2 Internal audit process<br>✓ 9.3 Management Reviews<br>✓ 10.2 Incident, nonconformity and corrective action<br>✓ 10.3 Continual improvement |

# ISO 14001:2015 – Environmental Management Systems

| "Maintain As" or "Maintained" (formerly "document") | "Retain As" (formerly "record") |
|---|---|
| ✓ 4.3 Scope<br>✓ 5.2 Environmental policy<br>✓ 6.1.1 Actions to address risks and opportunities - General<br>✓ 6.1.2 Environmental aspects<br>✓ 6.1.3 Compliance obligations<br>✓ 6.2.1 Environmental objectives<br>✓ 7.5.1 b) Documented Information ("*Documented Information determined by the organisation as being necessary for the effectiveness of the environmental management system*").<br>✓ 8.1. Operational control and planning<br>✓ 8.2 Emergency preparedness | ✓ 7.2 Competence<br>✓ 7.4.1 Communication/ General<br>✓ 9.1.1 Monitoring, Measurement, Analysis and Evaluation/ General<br>✓ 9.1.2 Evaluation of Compliance<br>✓ 9.2.2 Internal Audit Program<br>✓ 9.3 Management Review<br>✓ 10.2 Nonconformity and Corrective Action |

## ISO 9001:2015 – Quality Management Systems

| "Maintain As" or "Maintained" (formerly "document") | "Retain As" (formerly "record") |
|---|---|
| ✓ 4.3 Scope<br>✓ 4.4.2 a) Quality management system and its processes<br>✓ 5.2.2 a) Quality policy<br>✓ 6.2.1 Quality objectives<br>✓ 7.5.1 b) Documented Information (*Documented Information determined by the organisation as being necessary for the effectiveness of the quality management system*<br>✓ 8.1. e) Operational planning and control<br>✓ 8.5.1 a) Control of product and service provision   Also "defined" or "define":<br>✓ 8.2.2 a) Requirements for products and services<br>✓ 8.3.4 a) Design and development controls<br>✓ 8.4.2 b) Type and extent of control (of externally provided processes, products and services)<br>✓ 8.5.1 a) Control of production and service provision<br>✓ 9.2.2 b) Internal audit – define criteria, scope of each audit | ✓ 4.4.2 b) Quality management system and its processes<br>✓ 7.1.5.1 Monitoring and measuring resources - General<br>✓ 7.1.5.2 a) Measurement traceability<br>✓ 7.2 d) Competence<br>✓ 8.1. e) Operational planning and control<br>✓ 8.2.3.2 Review of requirements for products and services<br>✓ 8.3.3 Design and development inputs<br>✓ 8.3.4 Design and development controls<br>✓ 8.3.5 Design and development outputs<br>✓ 8.3.6 Design and development changes<br>✓ 8.4.1 Control of externally provided processes, products and services<br>✓ 8.5.2 Identification and traceability<br>✓ 8.5.3 Property belonging to customers or external providers<br>✓ 8.5.6 Control of changes<br>✓ 8.6 Release of products and services<br>✓ 8.7.2 Control of nonconforming outputs<br>✓ 9.1.1 Monitoring, measuring, analysis and evaluation -  General<br>✓ 9.2.2 f) Internal audit programme<br>✓ 9.3.3 Management review/ Outputs<br>✓ 10.2.2 Nonconformity and corrective action |