

# D138: Demo of Social Compliance Documentation Kit

**Price 499 USD**

Complete editable social compliance document kit (procedures, SOPs, policy, social committee, exhibits, formats, audit checklist etc.)

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## Chapter-1.0 Contents of SOCIAL COMPLIANCE DOCUMENT KIT (More than 140 document files)

The Total Editable Document kit has 10 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	Procedures	13 procedures in MS Word
2.	Standard Operating Procedure	35 standard operating procedures in MS Word
3.	Policies	11 policies in MS Word
4.	Social Committee	10 file in MS Word
5.	Exhibits	07 exhibits in MS Word
6.	Aspect / OHS Hazards	02 file in MS Word
7.	Register of rules and regulation	07 file in MS Word
8.	Formats	51 formats in MS Word
	EHS	18 formats in MS Word
	HR	17 formats in MS Word
	Purchase (PUR)	05 formats in MS Word
	System format (SYS)	05 formats in MS Word
	Training (TRG)	06 formats in MS Word
9.	Audit checklist	More than 100 question
10.	Sample major emergency preparedness plan	01 sample file in MS Word

**Total 140 files quick download in editable form by e-delivery**

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## **B. Documentation:–**

Our document kit is having sample documents required for Social Compliance certification as listed below. **You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready and many companies are certified with the help of our documents from any kind of stringent accreditation assessment.**

Under this directory further files are made in word Document as per the details listed below. All the documents are related to any kind of medical laboratories.

### **1. Procedures (13 Procedures):**

It covers sample copy of mandatory procedures covering all the details of Social Compliance standard.

#### **List of procedure**

1. Procedure for Hazards Identification and Risk Assessment
2. Procedure for Identification of Legal and other Requirements
3. Procedure for Objectives & Targets
4. Procedure for OHSMP
5. Procedure for Incident Investigation, Non- Conformity, Corrective Action & Preventive Action
6. Procedure for Operation Control
7. Procedure for Emergency Preparedness and Response
8. Procedure for Performance Monitoring and Measurement
9. Procedure for Communication
10. Procedure for Training
11. Procedure for Document and Data Control
12. Procedure for Control of Records
13. Procedure for Control of Monitoring and Measuring Equipment.

### **2. Standard operating procedure (35 SOPs):**

It covers sample copy of standard operating procedures covering all the details of social compliance standard.

#### **List of standard operating procedure (SPOs)**

1. SOP for Control And Prevention Of Pollution
2. SOP for Handling, Storage And Disposal
3. SOP for Mock Drill
4. SOP for Safety And Security
5. SOP for Accident Reporting, Investigation And Analysis

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6. SOP for General Follow-Up
7. SOP for Maintenance Activities
8. SOP for Unloading, Handling and Storage of Petroleum and Gas
9. SOP for Cleaning and Washing
10. SOP for Handling Of Process Materials, Raw Materials and Raw Material Charging
11. SOP for Pump Operator
12. SOP for Drainage Line Cleaning
13. SOP for Elimination of Risk of Accident during Operation of Chain Pulley Blocks, Pressure Vessel and Lifts
14. SOP for Glass Wool Control
15. SOP for Scrap Management
16. SOP for Plant Shut Down and Start Up
17. SOP for Emergency plant shut down
18. SOP for Follow – Up Of EHS Requirements At Project Stage
19. SOP for Stores
20. SOP for Handling of Lab Chemicals
21. SOP for Waste disposal
22. SOP for Purchasing
23. SOP for Floor cleaning
24. SOP for Cleaning of doors, windows, walls and tube light and fan
25. SOP for Pest control
26. SOP for Working condition in the organization
27. SOP for Child and force labour
28. SOP for Training and career management
29. SOP for Labour Relations
30. SOP for Discrimination
31. SOP for Fundamental Human rights
32. SOP for Whistle blowing channel
33. SOP for Fraud policy
34. SOP for Grievance
35. SOP for Discipline action

### **3. Policies (11 policies):**

It covers sample copy of policies covering all the details of Social Compliance standard.

#### **List of policies**

1. Quality Policy
2. Environment, Health and safety Policy

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3. Policy on Religion, Cast, Regional, Sexual, Racial Harassment or Bullying
4. Grievance Policy
5. Policy of Equal Opportunities (No discrimination)
6. Discipline Action Policy and Procedure
7. HIV/AIDS Policy
8. Policy on Honest Work Practice (Anti Bribery Policy)
9. Ethical Trading Policy
10. Collective Bargaining Policy
11. Sustainable Procurement Policy

#### **4. Social Committee (05 committee):**

It covers sample copy of social committee covering all the details of Social Compliance standard.

##### **List of social committee**

1. Grievance Committee and  
Grievance Committee meeting Record
2. Harassment Committee  
Harassment Committee meeting record
3. Quality Control Committee  
Quality Control Committee meeting record
4. Safety Committee  
Safety Committee meeting record
5. Works Committee  
Works Committee Meeting Record

#### **5. Exhibits (04 Exhibits):**

It covers sample copy of exhibits covering all the details of Social Compliance standard.

##### **List of Exhibits**

1. Objectives and Target – EHS Objective Plan
2. Operational Control Plan
3. OHSAS Control Plan
4. Skill Requirements
5. Document codification system
6. Disposal of Non-Conforming Products
7. Quality Plan

#### **6. Aspects / OHS Hazards:**

It covers sample copy of aspects and OHS hazardous and risk covering all the details of Social Compliance standard.

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## **7. Register of rules and regulation:**

It covers sample copy of register of rules and regulation covering all the details of Social Compliance standard.

## **8. Formats (51 Formats):**

It covers sample copy of blank forms required to maintain records as well as establish control and make system. The samples given are as a guide and not compulsory to follow is free to change the same to suit own requirements.

### **List of Formats**

- |  |   |
|--|---|
| 1. Corrective & Preventive Action Report   | 2. Evaluation of EHS Impacts / Risks                    |
| 3. EHS Review of Prioritization of Significant Aspect, OHS Hazards Its Impact and Risks Feasibility Analysis | 4. EHSMP Progress Monitoring Report                     |
| 5. Near Miss Report  | 6. Investigation report                                 |
| 7. Safety inspection check list  | 8. Work Permit Report                                   |
| 9. Location List of Fire Extinguishers   | 10. List of Chain Pulley Blocks ,lifts, Pressure Vessel |
| 11. First aid box Check List   | 12. Fire fighting checklist                             |
| 13. Fire hydrant Check list  | 14. PPE Preventive maintenance Check point              |
| 15. Eye wash/Shower Check List   | 16. Vehicle Check point                                 |
| 17. Waste/Used oil Control Monitoring Report   | 18. Earthing Pit Maintenance Report                     |
| 19. Grievance records  | 20. Corrective Action Report                            |
| 21. Preventive Action Report   | 22. Scrap Yard Monitoring Report                        |
| 23. List of Licenses / Certificates  | 24. Housekeeping Checking Report                        |
| 25. Medical Check-Up Report  | 26. Cleaning and Sanitation Report                      |
| 27. Visitor's Entry Report   | 28. Pest Control Report                                 |
| 29. Sanitation Audit Report  | 30. Health Questionnaire                                |
| 31. Incident Reporting Record  | 32. Supplier Audit Check List                           |
| 33. Supplier Audit Schedule  | 34. Unloading Vehicle Checking Report                   |
| 35. Loading Vehicle Checking Report  | 36. Purchase order                                      |
| 37. Indent & Incoming Inspection Record  | 38. Approved Vendor List and open purchase order        |
| 39. Supplier Registration form   | 40. Open purchase order                                 |
| 41. Master List & Distribution List of Documents   | 42. Change Note   |
| 43. Calibration Status of Instrument / Equipment   | 44. Master List of Records                              |
| 45. List of License / certificates   | 46. Training Calendar                                   |
| 47. Employee Competence Report   | 48. Induction Training Report                           |
| 49. Job Description & Specification  | 50. Training Report                                     |
| 51. Skill Matrix   |   |

## **9. Audit checklist (more than 100 questions)**

It covers sample audit questions based on all the Social Compliance requirements. It helps the auditor to make own audit checklist for quick and perfect auditing to ensure all the Social Compliance requirements are fulfilled.

## **10. Sample major emergency preparedness plan**

It covers sample major emergency preparedness plan for Social Compliance certification.

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## Chapter-2.0 ABOUT COMPANY

Documentation Consultancy is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of industries and laboratories to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had **more than 1800 clients in more than 45 countries. Our readymade training and editable document kit helps the client in making their documents easy and make them complying to Social Compliance standard faster.**

1. Our promoters and engineers have experience of **more than 1800 companies** globally for management training, ISO series consultancy. We had clients **in more than 45 countries.**
2. Highly qualified 50 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for ISO series certification of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in ISO series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing ISO documents and training slides.

### Documentation Consultancy is committed for:

1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. To establish strong internal control with the help of system and use of the latest management techniques.

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## Chapter-3.0 USER FUNCTION

### A. Hardware:–

- Our document kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact of the power point Document you may keep the setting of colour image at high colour.

### B. Software used in Document kit

- Documents written in MS Office 2003 and window XP programs. You are therefore required to have office 2003 or above with window XP

### 3.2 Features of Document kit:–

- Contains all necessary documents as listed above and comply with the requirements of Social Compliance Standards.
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User–friendly and easy to learn.
- Developed under the guidance of experienced experts.
- Provides model of a Management system that is simple and free from excessive paperwork.

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## Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the Social Compliance documents.
2. Take care for all the section and sub sections of Social Compliance standard helps you in establishing better system.
3. Document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry and create own Social Compliance documents.
4. Save much time and cost in document preparation.
5. You will get better control in your system due to our proven formats.
6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 25 years in ISO, Social Compliance and management system consultancy.
7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
9. Prepared by globally proven team of leading consultant

## Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of purchase we provide user name and password to download the product from our ftp server. Thus we are providing instant on line delivery of our products to user by sending e mail of user name and password

**For Purchase Click Here** ➡



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