

Document list for inspection

Organization

Check *Cr, Rev.* or *New* columns after an introduction of OSHMS starts to be considered.

Cr : Documents already used at the OHSMS introduction. *Rev*: Documents revised at the OHSMS introduction. *New* : Documents newly prepared for the OHSMS introduction.

		No.	Documents	Cr	Rev	New
General Overview		Doc 1	Corporate information including products, services, number of employees, and company brochures			
		Doc 2-1	Labor accident statistics and lists of OSH activities in the past 10 years			
		Doc 2-2	Lists of labor accident records resulting in shutdown/non-shutdown in the past 5 years			
		Man 3	Sets of OSHMS procedures/manuals			
Conformance to Occupational Safety and Health Law, etc.	A	Doc 4-1	Assignment notification lists on General Safety and Health Management supervisor, Safety manager, Health administer, industrial physician, etc.			
		Doc 4-2	Notification lists in the past five years on the Notification of Safety and Health Law Article No.88 Plan, etc.			
		Doc 4-3	Requirement lists regarding national Safety and Health and other related laws			
		Doc 4-4	Lists of qualification, training regarding national Safety and Health, and other related laws			
		Doc 4-5	Lists of legal periodical self-inspections of equipments, etc, regarding national Safety and Health and other related laws			
		Rec 5	Two example records of legal periodical self-inspections of equipments, etc.			
		Man 6	Procedures to determine implementation items according to Safety and Health-related laws, workplace Safety and Health regulations, etc.			
OSHMS system development	B	Doc 7	Regulations/charts, etc. on the hierarchy of OSHMS managers			
		Doc 8	Safety and health management regulations (including the organization chart of OSH management) established under law			
		Doc 9	Safety and health committee regulations established under law			
		Doc 10	Regulations established under law regarding safety and health conferences or councils			
		Rec 11	Minutes of safety and health conferences or councils in the past one year			
		Rec 12	Minutes of Safety and Health Committee in the past one year, concerning reflections of employee opinions, records of notification to employees and related contractors, etc.			
		Rec 13	Records of OSH trainings including OHSMS, hazardous/dangerous operations defined by law, and training to supervisors/new employees			
Investigations of labor accidents	C	Man 14	Procedures to investigate labor accidents and clarify/resolve problem(s)			
		Rec 15	Two latest records of labor accidents with its cause investigations and corrective actions			
Reflection of employee opinions	D	Man 16	Procedures to reflect employee opinions for developing OSH objectives and OSH management plans			
		Man 17	Procedures to reflect employee opinions for implementing, evaluating and improving OSH management plans			
		Rec 18	Minutes of departmental OSH meetings held at two selected workplaces in the past six months			
OSH policies	E	Doc 19	OSH policies and its notification method(s)			
System review	F	Rec 20	Records of OSHMS review including data used. Those overlapping with other documents not required			
Development of OSH objectives/management plan	G H	Man 21	Procedures to develop/review OSH objectives/management plans			
		Doc 22	OSH objectives /management plan of the past 3 years			
		Doc 23	Departmental OSH management plans of two selected workplaces			
		Doc 24	OSH training plans			
Inspection of occupational risks/hazards and determination of actions, etc.	I	Man 25	Procedures to inspect occupational risks/hazards, and their related operation manuals			
		Man 26	Procedures to determine actions from results of risk/hazard inspections, and their related operation manuals			
		Rec 27	Records of risk/hazard inspection of two selected workplaces			
		Rec 28	Records of actions determined from results of risk/hazard inspections and implementation of two selected workplaces			
		Rec 29	Number of risks classified by level of severity and by departments in the past three years			
OSH management plans	J	Man 30	Procedures to ensure appropriate/continual improvement of OHS management plans			
		Man 31	Procedures to notify requirements to employees, contractors and other related parties to ensure appropriate/continuous improvement of OHS management plans			
		Man 32	Procedures to notify employees of requirements in instruction manuals of equipments/machineries			
		Doc 33	One operation procedure example from each of two selected workplaces			
		Rec 34	Records of regular OSH activities such as KYT, 4S and improvement proposals, etc. of two selected workplaces			
		Rec 35	Records of OSH patrol of two selected workplaces			
Regular inspection, improvement, etc.	K	Man 36	Procedures for regular inspections and improvements			
		Rec 37	Records of regular inspections and improvements of the organization and two selected workplaces			
System audit	L	Man 38	System audit procedures			
		Doc 39	List of personnel qualified as internal system auditors			
		Doc 40	System audit plans			
		Rec 41	Records of system audit results summarized in the organization and two selected workplaces			
Emergencies	M	Doc 42	Regulations specifying actions to prevent labor accidents in case of emergency			
		Doc 43	Two latest records of fire drill practices			
Documentation	N	Man 44	Procedures to maintain OSH related documents			
Records	O	Man 45	Procedures to keep and maintain records			
		Doc 46	Lists of OSH related records/document storage			

NOTE 1: Doc: Documents. Man: Manuals. Rec: Records

NOTE 2: In case when the set of No. 3 manuals includes documents required from No.6 to No.46, duplicate submission is not necessary: However, their inclusion needs to be clearly stated in the No. 3 document upon its submission.