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Tab.	Proc. nr:	Revision nr:	Description:
	TBC	0	Table of Contents
	TBC-01	0	IMS MANUAL
	TBC-02	0	SHEQ MANAGEMENT POLICY
	TBC-03	0	SHEQ MANAGEMENT SYSTEM
	TBC-04	0	ORGANIZATION CHART & SHEQ COMMUNICATION
1.	P01	0	SALES
2.	P02	0	RECRUITMENT & SELECTION EMPLOYEES
3.	P03	0	HIRING EMPLOYEES
	P03.W01	0	SHEQ ORIENTATION EMPLOYEES & CONTRACTORS
4.	P04	0	OPERATIONS < IF APPLICABLE NAME DEPT.>.
	P04.01.W01	0	REPAIR & MAINTENANCE TRUCKS
	P04.01.W02	0	REPAIR & MAINTENANCE EQUIPMENT / MACHINES
	P04.01.W03	0	LABORATORY / QUALITY CONTROL
	P04.W01	0	TOOLBOX MEETING
	P04.W02	0	SHEQ INSPECTION
	P04.W03	0	INVOICING DEPARTMENT (AR)
	P04.W04	0	CASH REGISTER
	P04.W05	0	EMERGENCY & EVACUATION PLAN
	P04.W06	0	SWOT- & STAKEHOLDERANALYSIS
	P04.W07	0	SAFETY & HEALTH RISK ASSESSMENT
	P04.W08	0	ENVIRONMENTAL ASPECT REGISTER
	P04.W09	0	WASTE MANAGEMENT PROGRAM
5.	P05	0	SHEQ TRAINING PROGRAM
6.	P06	0	PURCHASING
	P06.W01	0	SUPPLIER / SUBCONTRACTOR MANAGEMENT
	P06.W02	0	ACCOUNTS PAYABLE (AP)
7.	P07.01	0	RECEIVING GOODS / PARTS / RAW MATERIALS
	P07.W01	0	WAREHOUSE
8	P08	0	RESOURCES / CALIBRATION PROGRAM
9.	P09	0	SHEQ MANAGEMENT REVIEW & SYSTEM CONTROL
	P09.W01	0	DOCUMENT CONTROL & MANAGEMENT OF CHANGE
	P09.W02	0	SHEQ INTERNAL AUDIT
	P09.W03.	0	FEEDBACK REPORTING
	P09.W04	0	INCIDENT REPORTING
	P09.W05	0	SHEQ CUSTOMER SURVEY
	<u>ATTACHMENTS:</u>		
10.	ATT.01	0	IT Back-up system
11.	ATT.02	0	REGISTER ISO STANDARDS & SHEQ LOCAL LAWS & CUSTOMER REQUIREMENTS

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12. DOC 0 DOCUMENT / FORMS OVERVIEW / REGISTER

◆ **MODIFICATION INDEX:**

The subjoined INDEX gives a brief survey of the modifications that have been made within this revision and the process in which the modification is made (smaller modifications are saved up as much as possible and made in one time. In that case the modification overview only indicates that a modification has been made).

NR:	DESCRIPTION MODIFICATION:	PROCESS NR:
01		
02		
03		
04		
05		

◆ **AUTHORIZATION SECTION:**

You are requested to adapt your SHEQ management system folder with the revised distributed documents on the basis of the above-mentioned table of contents. **Attention:** make sure that all documents in the folder have the same revision number as indicated in the table of contents

Signature:

Approved by Managing Director:

date : 30-01-2020

Approved by SHEQ Coordinator:

date : 30-01-2020