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Sr. No.	Document No.	Description	Issue Date	Revision No.	Revision Date
		Management Representative			
1	P-MR-01	Procedure for Control of Documents	01.06.09	00	01.06.09
2	P-MR-02	Procedure for Control of Records	01.06.09	00	01.06.09
3	P-MR-03	Procedure for Management Review	01.06.09	00	01.06.09
4	P-MR-04	Procedure for Internal IMS audits	01.06.09	00	01.06.09
5	P-MR-05	Procedure for Incident investigation, non conformity and Corrective action, Preventive action (CPA or CAPA)	01.06.09	00	01.06.09
6	P-MR-06	Procedure for Corrective action, Preventive action and continual improvement	01.06.09	00	01.06.09
		Human Resources			
7	P-HR-01	Procedure for Identification, monitoring and evaluation of legal & other requirement	01.06.09	00	01.06.09
8	P-HR-02	Procedure for consultation, communication and participation	01.06.09	00	01.06.09
9	P-HR-03	Procedure for Competence, training and awareness	01.06.09	00	01.06.09
10	P-HR-04	Procedure for Housekeeping	01.06.09	00	01.06.09
	P-HR-05	Procedure for Identification of environmental aspects, occupational health & safety hazards and control measures	01.06.09	00	01.06.09
11	P-HR-06	Procedure for Emergency preparedness and response	01.06.09	00	01.06.09
12	P-HR-07	Procedure for Monitoring of environment, health and safety performance	01.06.09	00	01.06.09
		Marketing			
13	P-MK-01	Procedure for Resolution of customer complaint	01.06.09	00	01.06.09
14	P-MK-02	Procedure for Customer Satisfaction Survey	01.06.09	00	01.06.09
	NA	Procedure for Review of Customer requirement, Order Acceptance (Contract review)			
		Purchase			
16	P-PR-01	Procedure for Selection, approval and periodic evaluation of supplier (includes contract labour supplier and sub contractor)	01.06.09	00	01.06.09
17	P-PR-02	Procedure for Purchasing	01.06.09	00	01.06.09
		Stores			
18	P-ST-01	Procedure for Receipt, inspection, storage, preservation and issue	01.06.09	00	01.06.09
		Despatch			
19	P-DE-01	Procedure for Preservation and dispatch of finished goods.	01.06.09	00	01.06.09
		Production or service provision			
	NA	Procedure for Production Planning and Scheduling			
	NA	Procedure for Production process control or service provision			

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		Engineering (or Maintenance)			
20	P-EN-01	Procedure for Engineering services	01.06.09	00	01.06.09
21	P-EN-02	Procedure for Control of Monitoring and measurement of equipments	01.06.09	00	01.06.09
		Quality Assurance			
	NA	Procedure for Inspection and testing of incoming material			
	NA	Procedure for Inspection of in process and final product			
22	P-QA-03	Procedure for Control of Non conforming product	01.06.09	00	01.06.09

Procedures for which document code is given as “NA” are not provided as part of the IMS Procedure Manual Kit. Depending upon type of product / service of the organization, these procedures needs to be documented by the organization in the same manner as other procedures are given in this set.