BLACKBIRD FOR TRAINING

Document Control and Records Management for Compliance with ISO 45001 & ISO 14001

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Amsterdam (Netherlands)

UK Traininig
PARTNER



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Document Control and Records Management for Compliance with ISO 45001 & ISO 14001

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Introduction

Effective document control and secure records management are fundamental for ensuring compliance with ISO 45001 Occupational Health and Safety and ISO 14001 Environmental Management Systems. Beyond meeting regulatory requirements, strong document management practices improve operational efficiency, enhance workplace safety, and support environmental sustainability.
This course provides participants with the knowledge and practical tools to design, implement, and audit integrated document control systems that align with international standards and organizational policies.

Course Objectives

By the end of this program, participants will be able to:

- Understand the principles of document control and records management systems.
- Apply ISO 45001 and ISO 14001 requirements to documentation frameworks.
- Develop secure processes for classification, storage, access, and retention of records.
- Integrate safety, environmental, and compliance requirements into documentation systems.
- Conduct internal checks and audits to ensure continual improvement and regulatory compliance.

Course Outlines

Day 1: Fundamentals of Document and Records Management

- Introduction to document control and international standards.
- Document lifecycle: creation, review, approval, storage, and disposal.
- Key requirements of ISO 15489 and its link to ISO 45001 & 14001.
- Overview of electronic document management systems.
- Policies and procedures for secure handling of records.

Day 2: Compliance with ISO 45001 Occupational Health & Safety

- Documentation requirements under ISO 45001.
- Linking safety policies with document control frameworks.
- Recording workplace hazards, risks, and corrective actions.
- Managing safety training records and incident reports.
- Case study: Best practices in safety documentation.



Day 3: Compliance with ISO 14001 Environmental Management

- Documentation requirements under ISO 14001.
- Environmental impact assessments and reporting.
- Recording emissions, waste management, and resource usage.
- Integrating environmental monitoring data into records systems.
- Case study: Best practices in environmental documentation.

Day 4: Security, Retention & Audit Readiness

- Ensuring information security and confidentiality in document control.
- Records retention schedules and legal compliance.
- Secure archiving: digital versus physical records.
- Preparing documents for internal and external audits.
- Common non-conformities and strategies to prevent them.

Day 5: Integration & Practical Workshop

- Building an integrated document control framework for ISO 45001 & 14001.
- Hands-on workshop: creating a document control matrix.
- Developing standard operating procedures SOPs.
- Simulated audit and group presentations.
- Action plan for implementing best practices in organizations.

Why Attend this Course: Wins & Losses!

- Gain in-depth expertise in document control and records management.
- Achieve full understanding of ISO 45001 & 14001 documentation requirements.
- Build integrated systems that ensure compliance and efficiency.
- Strengthen occupational health and safety through structured records.
- Improve environmental accountability with accurate documentation.
- Be fully prepared for internal and external audits.
- Reduce risks of non-compliance and penalties.
- Acquire practical tools applicable to real organizational contexts.

Conclusion

Effective document control and records management in line with ISO 45001 and ISO 14001 is a cornerstone for compliance, operational efficiency, and sustainability. It ensures accurate recording of workplace safety and environmental impacts, strengthens audit readiness, and reduces operational risks. Leveraging digital systems further enhances data security and supports continuous improvement.

By embedding these practices into daily operations, organizations not only meet international standards but also build resilience, improve performance, and maintain trust with stakeholders.

