

Document Register

Occupational Health & Safety Management System

No.	Name	Type	Date of issue	Date of review	Revision	Version No.	Responsible
HS002	First Aid Manual	Procedure	24/09/2021	24/09/2021	A	1	HSEQ Manager
HS003	First Aid - Working Safely - BBV - Training	Procedure	24/09/2021	24/09/2021	A	1	HSEQ Manager
HS004	First Aid - Guidance for calling an Ambulance	Procedure	24/09/2021	24/09/2021	A	1	HSEQ Manager
HS005	Risk Assessment Form	Form	24/09/2021	24/09/2021	A	1	HSEQ Manager
HS006	Health & Safety Reporting Form	Form	29/09/2021	29/09/2021	A	1	HSEQ Manager
HS007	Spill Kit - Leak Repair Putty	Procedure	14/10/2021	14/10/2021	A	1	HSEQ Manager
HS008	Display Screen Equipment Assessment	Form	20/10/2021	20/10/2021	A	1	HSEQ Manager
HS009	First Aid - Specific Guidance - Nut Allergy	Procedure	20/10/2021	20/10/2021	A	1	HSEQ Manager
HS010	First Aid - Specific Guidance - Diabetes	Procedure	20/10/2021	20/10/2021	A	1	HSEQ Manager
HS011	First Aid - Specific Guidance - Asthma Attack	Procedure	20/10/2021	20/10/2021	A	1	HSEQ Manager
HS012	First Aid - Specific Guidance - Electric Shock	Procedure	20/10/2021	20/10/2021	A	1	HSEQ Manager
HS013	First Aid - Specific Guidance - Epileptic Seizure	Procedure	20/10/2021	20/10/2021	A	1	HSEQ Manager
HS014	COSHH Assessment Form	Record	14/09/2021	14/09/2021	A	1	HSEQ Manager
HS015	Working at Height - Ladder Training	Procedure	10/11/2021	10/11/2021	A	1	HSEQ Manager
HS016	Emergency Lighting Inspection Record Form	Record	12/11/2021	12/11/2021	A	1	HSEQ Manager
HS017	Ladder Use Record Form	Record	12/11/2021	12/11/2021	A	1	HSEQ Manager
HS018	Ladder Inspection Record Form	Record	12/11/2021	12/11/2021	A	1	HSEQ Manager
HS019	First Aid Kit Checklist Record Form	Record	26/11/2021	26/11/2021	A	1	HSEQ Manager
HS020	Safe System of Work - Trommel Hopper Loading	Procedure	29/11/2021	29/11/2021	A	1	HSEQ Manager
HS021	Safe System of Work - Trommel binder and colour addition.	Procedure	29/11/2021	29/11/2021	A	1	HSEQ Manager
HS022	Safe System of Work - Trommel Packing Finished Product	Procedure	30/11/2021	30/11/2021	A	1	HSEQ Manager
HS023	Safe System of Work - Trommel Sampling Procedure	Procedure	30/11/2021	30/11/2021	A	1	HSEQ Manager
HS024	Fire Drill Performance Record Sheet	Record	15/12/2021	15/12/2021	A	1	HSEQ Manager
HS025	Fire - Guidance for calling the Fire Brigade	Procedure	15/12/2021	15/12/2021	A	1	HSEQ Manager
HS026	Visitor Sign in Record Sheet	Record	20/12/2021	20/12/2021	A	1	HSEQ Manager
HS027	Safe System of Work - Ride On Floor Sweeper	Procedure	11/01/2022	11/01/2022	A	1	HSEQ Manager
HS028	Site Plans	Procedure	19/01/2022	14/03/2022	A	4	HSEQ Manager
HS029	Major Incident Manual	Procedure	01/06/2020	24/01/2022	A	9	HSEQ Manager
HS030	Fire Alarm Tests Record Sheet	Record	24/01/2022	24/01/2022	A	1	HSEQ Manager
HS031	Fire System - Sprinkler Record Sheet	Record	24/01/2022	24/01/2022	A	1	HSEQ Manager

HS032	Fire Prevention Plan	Procedure	10/02/2022	10/02/2022	A	1	HSEQ Manager
HS033	Safe System of Work - Trommel Packing Finished Product	Procedure	23/02/2022	23/02/2022	A	1	HSEQ Manager
HS034	Spill Procedure - Small spill	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS035	Site Plans - General Layout	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS036	Site Plans - Stock Layout	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS037	Site Plans - Fire Alarm Call Points	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS038	Site Plans - Isocyanate	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS039	Site Plans - Asbestos	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS040	Site Plans - Other Chemical Storage	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS041	Site Plans - Rubber and Resin Storage	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS042	Site Plans - DSEAR	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS043	Site Plans - Spill Kits	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS044	Site Plans - CCTV	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS045	Site Plans - Emission Points	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS046	Site Plans - Drainage Points	Procedure	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS047	A Changing Climate - Policy	Policy	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS048	Energy Policy	Policy	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS049	Fire Water Control Strategy	Policy	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS050	Fire Water Impact	Policy	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS051	Fire Fighting Strategy	Policy	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS052	Site & Equipment Maintenance Policy	Policy	17/03/2022	17/03/2022	A	1	HSEQ Manager
HS053	Spill Procedure - Medium Spill	Procedure	18/03/2022	18/03/2022	A	1	HSEQ Manager
HS054	Spill Procedure - Chemical Hazards	Procedure	18/03/2022	18/03/2022	A	1	HSEQ Manager
HS055	Environmental Risk Assessment of Boiler	Procedure	28/03/2022	28/03/2022	A	1	HSEQ Manager
HS056	Environmental Risk Assessment of Bunding and Environmental Impact	Procedure	28/03/2022	28/03/2022	A	1	HSEQ Manager
HS057	Environmental Risk Assessment of Chiller	Procedure	28/03/2022	28/03/2022	A	1	HSEQ Manager
HS058	Environmental Risk Assessment of General Operations	Procedure	28/03/2022	28/03/2022	A	1	HSEQ Manager
HS059	Environmental Risk Assessment of HDI Use	Procedure	28/03/2022	28/03/2022	A	1	HSEQ Manager
HS060	Environmental Risk Assessment of MDI Use	Procedure	28/03/2022	28/03/2022	A	1	HSEQ Manager
HS061	Environmental Risk Assessmet of IPDI Use	Procedure	28/03/2022	28/03/2022	A	1	HSEQ Manager
HS062	Environmental Risk Assessment of Spill Scenarios	Procedure	28/03/2022	28/03/2022	A	1	HSEQ Manager
HS063	Environmental Risk Assessment of Tanker Filling	Procedure	28/03/2022	28/03/2022	A	1	HSEQ Manager
HS064	Environmental Risk Assessment of TDI Use.	Procedure	28/03/2022	28/03/2022	A	1	HSEQ Manager

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Quality Management System

No.	Name	Type	Date of issue	Date of review	Revision	Version No.	Responsible
QMS001	Risk Register	Procedure	28/04/2021	23/12/2021	A	3	HSEQ Manager
QMS002	Organisation Chart	Procedure	27/09/2021	23/12/2021	A	6	HSEQ Manager
QMS003	Flowchart	Procedure	27/07/2007	23/11/2021	A	2	HSEQ Manager
QMS004	Legal Register	Procedure	25/08/2020	23/12/2021	A	2	HSEQ Manager
QMS005	Lifecycle - Diagram 1	Procedure	23/12/2021	23/12/2021	A	2	HSEQ Manager
QMS006	Lifecycle - Diagram 2	Procedure	23/12/2021	23/12/2021	A	2	HSEQ Manager
QMS007	Lifecycle - Diagram 3	Procedure	23/12/2021	23/12/2021	A	2	HSEQ Manager
QMS008	Internal Audits procedure	Procedure	18/12/2009	23/12/2021	A	10	HSEQ Manager
QMS009	Sales Control & Customer Complaints Procedure	Procedure	08/12/2009	04/01/2022	A	9	HSEQ Manager
QMS010	Document and Data Control	Procedure	01/07/2021	04/01/2022	A	12	HSEQ Manager
QMS011	Purchasing	Procedure	03/10/2008	04/01/2022	A	12	HSEQ Manager
QMS012	Stores Control	Procedure	16/07/2009	04/01/2022	A	5	HSEQ Manager
QMS013	Production	Procedure	18/12/2009	04/01/2022	A	7	HSEQ Manager
QMS014	Design and Development Control	Procedure	01/07/2021	05/01/2022	A	3	HSEQ Manager
QMS015	Inspection & Testing	Procedure	08/12/2009	05/01/2022	A	9	HSEQ Manager
QMS016	Control of Non-conforming Production	Procedure	01/07/2021	05/01/2022	A	9	HSEQ Manager
QMS017	Preservation	Procedure	08/12/2009	05/01/2022	A	6	HSEQ Manager
QMS018	Training of Personnel	Procedure	01/07/2021	05/01/2022	A	9	HSEQ Manager
QMS019	Calibration	Procedure	01/07/2021	05/01/2022	A	10	HSEQ Manager
QMS020	Corrective Actions	Procedure	01/07/2021	05/01/2022	A	8	HSEQ Manager
QMS021	Lifecycle	Procedure	01/07/2021	06/01/2022	A	3	HSEQ Manager
QMS022	Preventative Action	Procedure	08/12/2009	06/01/2022	A	3	HSEQ Manager
QMS023	Risk Management	Procedure	01/07/2021	06/01/2022	A	3	HSEQ Manager
QMS024	Environmental Aspects	Procedure	01/07/2021	06/01/2022	A	3	HSEQ Manager
QMS025	Identification & Evaluation of Legislative & other requirements.	Procedure	01/07/2021	06/01/2022	A	9	HSEQ Manager
QMS026	Non-conformance Record Sheet	Procedure	05/01/2022	05/01/2022	A	3	HSEQ Manager
QMS027	Calibration Register	Register	14/12/2021	25/01/2022	A	7	HSEQ Manager
QMS028	Quarentine Record Sheet	Procedure	23/11/2021	06/01/2022	A	2	HSEQ Manager
QMS029	Goods Return Note	Procedure	06/01/2021	06/01/2022	A	1	HSEQ Manager
QMS030	LB01 - Determination of NCO Content	Procedure	12/12/2014	07/01/2022	A	3	Technical Manager
QMS031	LB02 - Determination of Viscosity using Brookfield DV-1+	Procedure	02/06/2015	07/01/2022	A	3	Technical Manager

QMS032	LB03 - Determination of Moisture Content using CA-06 Moisture Meter	Procedure	20/10/2015	07/01/2022	A	3	Technical Manager
QMS033	LB04 - Three Point Bend Test	Procedure	10/04/2015	07/01/2022	A	3	Technical Manager
QMS034	LB05 - Elongation and Strength Testing	Procedure	06/01/2015	07/01/2022	A	3	Technical Manager
QMS035	LB06 - Daily Balance Calibration Check	Procedure	07/10/2015	07/01/2022	A	2	Technical Manager
QMS036	LP07 - EPDM Cast	Procedure	07/10/2015	07/01/2022	A	3	Technical Manager
QMS037	LB08 - Stonebinder Cast	Procedure	23/10/2015	07/01/2022	A	2	Technical Manager
QMS038	LB09 - Stonebinder Pot Life	Procedure	23/10/2015	07/01/2022	A	2	Technical Manager
QMS039	LB12 - Resin Bound Aggregate 3pt Bend Testing	Procedure	21/10/2015	07/01/2022	A	3	Technical Manager
QMS040	LB15 - Heat Aging Testing	Procedure	21/10/2015	07/01/2022	A	3	Technical Manager
QMS041	LB16 - Freeze Thaw Cycle Testing	Procedure	21/10/2015	07/01/2022	A	3	Technical Manager
QMS042	LB17 - Water Immersion Testing	Procedure	21/10/2015	07/01/2022	A	3	Technical Manager
QMS043	LB18 - Flex Pack Solid Content Method	Procedure	23/01/2015	07/01/2022	A	3	Technical Manager
QMS044	LB19 - Determination of Viscosity using Cone and Plate	Procedure	14/06/2016	07/01/2022	A	2	Technical Manager
QMS045	LB21 - Measurement of Colour Value by Lovibond	Procedure	09/11/2017	07/01/2022	A	2	Technical Manager
QMS046	LB22 - Condition of Dry Film	Procedure	09/11/2017	07/01/2022	A	2	Technical Manager
QMS047	LB23 - Clarity	Procedure	09/11/2017	07/01/2022	A	2	Technical Manager
QMS048	LB24 - Condition of Liquid Samples	Procedure	09/11/2017	07/01/2022	A	2	Technical Manager
QMS049	LB27 - Semi-Dry Film Odour Test	Procedure	09/11/2017	07/01/2022	A	2	Technical Manager
QMS050	LB28 - Semi-Dry Film Odour Test - Nco Functionality	Procedure	09/11/2017	07/01/2022	A	2	Technical Manager
QMS051	LB29 - Odour Test Grades	Procedure	09/11/2017	07/01/2022	A	2	Technical Manager
QMS052	LB36 - Determination of Moisture Content using Mettler Toledo V20S Moisture Analyser	Procedure	08/08/2017	07/01/2022	A	2	Technical Manager
QMS053	LB37 - Hegmann Grind Test	Procedure	08/08/2017	07/01/2022	A	2	Technical Manager
QMS054	LB38 - Determination of Viscosity of Centech PU using Brookfield RVT Viscometer	Procedure	08/08/2017	07/01/2022	A	2	Technical Manager
QMS055	LB39 - Determination Specific Gravity of a Liquid	Procedure	08/08/2017	07/01/2022	A	2	Technical Manager
QMS056	LB40 - Determination of Centech PU Solids Content	Procedure	08/08/2017	07/01/2022	A	1	Technical Manager
QMS057	LB41 - In Process Visual Inspection of Centech PU	Procedure	08/08/2017	07/01/2022	A	2	Technical Manager
QMS058	LB42 – Colour Comparison of Centech PU Final Product	Procedure	28/10/2021	07/01/2022	A	4	Technical Manager
QMS059	LB43 – Coating Drying Times Using the BK Drying Time Recorder	Procedure	08/08/2017	07/01/2022	A	2	Technical Manager
QMS060	LB44 – Underwater Cure Test	Procedure	08/08/2017	07/01/2022	A	2	Technical Manager
QMS061	LB45 - Water Spray Resistance Test	Procedure	08/08/2017	07/01/2022	A	2	Technical Manager
QMS062	LB46 - Visual inspection of Centech APA Balcony & Roofing Coating Part A	Procedure	07/01/2022	07/01/2022	A	1	Technical Manager
QMS063	LB50 - Determination of Viscosity using Brookfield RVT Viscometer	Procedure	08/08/2015	07/01/2022	A	2	Technical Manager
QMS064	LB60 - Safe Handling and Storage of Benzoyl Chloride	Procedure	08/05/2018	07/01/2022	A	2	Technical Manager

QMS065	Environmental Aspects Assessment	Procedure	25/08/2020	07/03/2022	A	3	HSEQ Manager
QMS066	Complaint Record Sheet	Record	20/01/2022	20/01/2022	A	1	HSEQ Manager
QMS067	Control Philosophy - Centaur Process	Procedure	16/03/2022	16/03/2022	A	1	HSEQ Manager
QMS068	Control Philosophy - Pureflex Process	Procedure	16/03/2022	16/03/2022	A	1	HSEQ Manager
QMS069	Control Philosophy - Polytech Process	Procedure	16/03/2022	16/03/2022	A	1	HSEQ Manager

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Management Management Manual

No.	Name	Type	Date of issue	Date of review	Revision	Version No.	Responsible
1.0	Scope	Procedure		21/12/2021	6		HSEQ Manager
2.0	Normative References	Procedure		21/12/2021	5		HSEQ Manager
3.0	Terms and Conditions	Procedure		21/12/2021	4		HSEQ Manager
4.1	Understanding the Organisation and its Context	Procedure		21/12/2021	5		HSEQ Manager
4.2	Understanding the needs and expectations of workers & other interested parties	Procedure		21/12/2021	6		HSEQ Manager
4.3	Determining the scope of the Quality Management System	Procedure		21/12/2021	3		HSEQ Manager
4.4	Management System	Procedure		21/12/2021	5		HSEQ Manager
5.1	Leadership and Commitment	Procedure		21/12/2021	4		HSEQ Manager
5.1.2	Customer Focus	Procedure		22/12/2021	3		HSEQ Manager
5.2	Communicating the Quality Policy	Procedure		22/12/2021	3		HSEQ Manager
5.3	Quality and Environmental Policy	Procedure		22/12/2021	12		HSEQ Manager
5.4	Consultation and Participation of Workers	Procedure		22/12/2021	5		HSEQ Manager
6.1	Actions to address Risks and Opportunities	Procedure		22/12/2021	6		HSEQ Manager
6.2	Environmental and OH & S Objectives and Planning to achieve them	Procedure		22/12/2021	4		HSEQ Manager
6.2	Quality and Environmental Objectives and Planning to achieve them	Procedure		22/12/2021	4		HSEQ Manager
6.3	Planning of Changes	Procedure		22/12/2021	4		HSEQ Manager
7.1	Resources	Procedure		22/12/2021	4		HSEQ Manager
7.2	Competence	Procedure		22/12/2021	4		HSEQ Manager
7.4	Communication	Procedure		22/12/2021	4		HSEQ Manager
7.5	Documented Information	Procedure		22/12/2021	4		HSEQ Manager
8.1	Operational Planning and Control	Procedure		22/12/2021	4		HSEQ Manager
8.2	Requirements for Products and Services	Procedure		22/12/2021	4		HSEQ Manager
8.3	Design and Development	Procedure		03/03/2022	5		HSEQ Manager
8.4	Control of Externally provided services	Procedure		22/12/2021	4		HSEQ Manager
9.1	Monitoring, measurement, analysis and evaluation	Procedure		22/12/2021	4		HSEQ Manager
9.2	Internal Audits	Procedure		22/12/2021	4		HSEQ Manager

9.3	Management Review	Procedure		22/12/2021	5		HSEQ Manager
10.0	Improvement	Procedure		23/12/2021	3		HSEQ Manager