

CONSULTING AND TECHNICAL DOCUMENTATION DEPARTMENT

THE CONDITIONS FOR SERVICE EXECUTION

Consulting

In order to perform the service the obligations of the client are:

- the client should provide the appropriate working conditions (work space, technical support, printing and distribution of the final version of the document)
- the defining of the work team of users (the appointing of the representative responsible for the quality (the protection of the environment and the workplace safety and health), the appointing of the internal controllers)
- the participation in the making of the IMS documentation (QMS/EMS/OHSAS) in accordance with the goals defined by the “MD PROJECT INSTITUTE”
- the making of the necessary general documentation in accordance with the low requirements
- the implementation of all introduced documents in its full form
- the implementation of the Law of workplace safety and health and all the by-laws in whole
- the implementation of the Law of environment protection and all the by-laws in whole
- to keep the methodology and the documents received while implementing (introducing) IMS (QMS/EMS/OHSAS) in confidentiality

While performing the consulting the obligations of the “MD PROJECT INSTITUTE” are:

- keeping the confidentiality of all the business information given by the client
- recording of the existing state
- defining a work team of the “MD PROJECT INSTITUTE”
- carrying out the training for the project realization (the management and the the client’s team members)
- making the draft of the documents for IMS (QMS/EMS/OHSAS) (rule books, procedures, instructions and forms) based on the requests of ISO Standards 9001:2008, ISO Standards 14001:2004 and OHSAS Standards 18001:2007 and in accordance with the Law requirements

- the introduction of the work team with the preparation and implementation of the IMS (QMS/EMS/OHSAS) documentation
- definition and monitoring of the tasks which the client's work team should perform
- carrying out the training for the internal controllers
- performing the internal control of IMS
- system preparation for the certification