IMS DOCUMENTS PRACTICE

1. A new bottle of chemical arrives. The team needs to know if it is dangerous and what gloves to wear.

2. The boss wants a big book that explains all the company's rules for making good products.

3. An auditor finishes checking the office. They must write down what they found wrong and what was good.

4. A manager walks around the factory with a list. They look for problems like messy floors or broken lights.

5. Before using a new machine, the team writes down what could go wrong and how to make it safer.

6. A worker finds a broken product. They write it down so the company can fix the problem.

7. After a safety lesson, everyone signs their name on a paper to show they were there.

8. A paper on the wall tells everyone what to do if there is a fire or an earthquake.

9. Someone falls off a ladder. Their manager writes a report to explain what happened.

10. The company has a problem with too much waste. They make a list of steps to produce less trash.

11. A company wants to build a new shop. They must first study how it will affect the birds and trees nearby.

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1. **Corrective Action Plan**

2. **Training Attendance Record**

3. **Risk Assessment Template**

4. **Non Conformance Report**

5. **Incident Report**

6. **Workplace Inspection Checklist**

7. **Environmental Impact Assessment**

8. **Safety Data Sheets**

9. **Emergency Response Plan**

10. **Internal Audit Report**

11. **Quality Manual**