

The term Documented Information refers to any information in whatever medium presented. This includes, but is not limited to, forms, software, reference guides, presentations, web-based information, etc... Documented Information refers to information that must be controlled and maintained. This includes the medium (i.e. the form itself) as well as the information (i.e. the record created when filling out the form).

The following is a cross-reference to every section of the 45001:2018 Standard where Documented Information is required:

Clause	Topic	Type of documented information	Requirement
4.3	Determining the scope of the OH&S Management System	Document	The scope shall be available as documented information.
5.2	OH&S Policy	Document	The OH&S Policy shall be available as documented information.
5.3	Organizational Roles, Responsibilities, and Authorities	Document	The responsibilities and authorities for relevant roles within the OH&S Management System shall be maintained as documented information.
6.1	Actions to Address Risks & Opportunities	Document	The organization shall maintain documented information on risks and opportunities, and the processes and actions needed to determine and address its risks and opportunities.
6.1.2.2	Assessment of OH&S Risks and other Risks to the OH&S Management System	Document	Documented information shall be maintained and retained on the methodology and criteria (for the assessment of OH&S Risks)
6.1.3	Determination of Legal Requirements and Other Requirements	Document	The organization shall maintain and retain documented information on its legal requirements and other requirements.
6.2.2	Planning to Achieve OH&S Objectives	Document & Record	The organization shall maintain and retain documented information on the OH&S Objectives and plans to achieve them.
7.2	Competence	Record	The organization shall retain appropriate documented information as evidence of competence.
7.4.1	Communication, General	Record	The organization shall retain documented information as evidence of its communications, as appropriate.
8.2	Emergency Preparedness & Response	Document	The organization shall maintain and retain documented information on the processes and on the plans for responding to potential emergency situations.
9.1.1	Monitoring, Measurement, Analysis, and Performance Evaluation, General	Record	The organization shall retain appropriate documented information as evidence of the results of monitoring, measurement, analysis, and performance evaluation.
9.1.1	Monitoring, Measurement, Analysis, and Performance Evaluation, General	Record	The organization shall retain appropriate documented information on the maintenance, calibration, or verification of measuring equipment.

9.1.2	Evaluation of Compliance	Record	The organization shall retain documented information on the compliance evaluation results.
9.2.2	Internal Audit Programme	Document	The organization shall retain documented information as evidence of the implementation of the audit programme.
9.2.2	Internal Audit Programme	Document	The organization shall retain documented information as evidence of the audit results.
9.3	Management Review	Record	The organization shall retain documented information as evidence of the results of management reviews.
10.2	Incident, Nonconformity, and Corrective Action	Record	The organization shall retain documented information as evidence of the nature of the incidents or nonconformities and any subsequent actions taken.
10.2	Incident, Nonconformity, and Corrective Action	Record	The organization shall retain documented information as evidence of the results of any action and corrective action, including their effectiveness.
10.3	Continual Improvement	Record	The organization shall maintain and retain documented information as evidence of continual improvement.