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	Annex W - Continual Improvement Records			Document Ref: OHSMS-10W

Purpose:	To maintain a controlled master record of all OH&S continual improvement activities implemented since the OHSMS launch on 1 September 2026.
Scope:	This Annex is a record register only and applies to approved continual improvement activities; detailed proposals, implementation evidence and effectiveness records remain in their referenced controlled files.
Duties & Responsibilities	(1) <u>Managing Director (MD)</u> : Approves resources and reviews significant OHSMS performance and improvement matters. (2) <u>Executive Director (ED)</u> : Oversees implementation and verifies this controlled record. (3) <u>ISO Manager (IM)</u> : Maintains the master record, coordinates inputs and controls supporting files. (4) <u>Safety and Health Officer (SHO)</u> : Validates OH&S information, results, findings and effectiveness. (5) <u>Head of Department (HOD)</u> : Provides accurate departmental records and completes assigned actions. (6) <u>Project Manager (PM)</u> : Provides accurate project records and completes assigned actions.
ISO Reference:	MS ISO 45001:2018 Clause 10.3

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 10.3

Abbreviation & Definition	
CI	Continual Improvement
ED	Executive Director
HOD	Head of Department
IM	ISO Manager
MD	Managing Director
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
PM	Project Manager
SHO	Safety and Health Officer

Step	Activity	PIC	Reference
1	<u>Master Record Administration</u> 1.1 Commencement Date Continual improvement activities implemented from 1 September 2026 shall be recorded in this Annex.	IM / SHO	OHSMS-07N; OHSMS-07O

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Step	Activity	PIC	Reference
	1.2 Qualifying Improvement The activity shall demonstrate improvement beyond routine correction or restoration of conformity. 1.3 Evidence Each entry shall identify the baseline, improvement, result, OH&S benefit, effectiveness and supporting evidence. 1.4 Standardization Relevant procedures, HIRARC/JSA, specifications, training or other controls updated to sustain the improvement shall be identified.		
2.1	<u>Continual Improvement Activity Record 1</u> CI Record No.: _____ Date / Source: _____ _____ Department / Project: _____ _____ Opportunity / Baseline: _____ _____ Improvement Implemented: _____ _____ Worker Participation / Feedback: _____ _____ Target / Success Measure: _____ _____ Result / OH&S Benefit: _____ _____ Effectiveness Verification / Date: _____ _____ Documents Updated / Standardised: _____ _____ Evidence File Reference / Link: _____ _____	IM / SHO / HOD / PM	Continual Improvement File
2.2	<u>Continual Improvement Activity Record 2</u> CI Record No.: _____ Date / Source: _____ _____ Department / Project: _____ _____ Opportunity / Baseline: _____ _____ Improvement Implemented: _____ _____ Worker Participation / Feedback: _____ _____ Target / Success Measure: _____ _____	IM / SHO / HOD / PM	Continual Improvement File

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Step	Activity	PIC	Reference
	Result / OH&S Benefit: _____ Effectiveness Verification / Date: _____ Documents Updated / Standardised: _____ Evidence File Reference / Link: _____		
2.3	<u>Continual Improvement Activity Record 3</u> CI Record No.: _____ Date / Source: _____ _____ Department / Project: _____ Opportunity / Baseline: _____ Improvement Implemented: _____ Worker Participation / Feedback: _____ Target / Success Measure: _____ Result / OH&S Benefit: _____ Effectiveness Verification / Date: _____ Documents Updated / Standardised: _____ Evidence File Reference / Link: _____	IM / SHO / HOD / PM	Continual Improvement File
2.4	<u>Continual Improvement Activity Record 4</u> CI Record No.: _____ Date / Source: _____ _____ Department / Project: _____ Opportunity / Baseline: _____ Improvement Implemented: _____ Worker Participation / Feedback: _____ Target / Success Measure: _____ Result / OH&S Benefit: _____ Effectiveness Verification / Date: _____	IM / SHO / HOD / PM	Continual Improvement File

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Step	Activity	PIC	Reference
	Documents Updated / Standardised: Evidence File Reference / Link: 		
2.5	<u>Continual Improvement Activity Record 5</u> CI Record No.: _____ Date / Source: _____ Department / Project: _____ Opportunity / Baseline: _____ Improvement Implemented: _____ Worker Participation / Feedback: _____ Target / Success Measure: _____ Result / OH&S Benefit: _____ Effectiveness Verification / Date: _____ Documents Updated / Standardised: _____ Evidence File Reference / Link: _____ 	IM / SHO / HOD / PM	Continual Improvement File
2.6	<u>Continual Improvement Activity Record 6</u> CI Record No.: _____ Date / Source: _____ Department / Project: _____ Opportunity / Baseline: _____ Improvement Implemented: _____ Worker Participation / Feedback: _____ Target / Success Measure: _____ Result / OH&S Benefit: _____ Effectiveness Verification / Date: _____ Documents Updated / Standardised: _____ Evidence File Reference / Link: _____ 	IM / SHO / HOD / PM	Continual Improvement File

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Step	Activity	PIC	Reference
2.7	<u>Continual Improvement Activity Record 7</u> CI Record No.: _____ Date / Source: _____ Department / Project: _____ Opportunity / Baseline: _____ Improvement Implemented: _____ Worker Participation / Feedback: _____ Target / Success Measure: _____ Result / OH&S Benefit: _____ Effectiveness Verification / Date: _____ Documents Updated / Standardised: _____ Evidence File Reference / Link: _____	IM / SHO / HOD / PM	Continual Improvement File

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026
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