**Master Document List**

**All documents listed are electronic.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Master Document List** | | | Last Review Date: March 2024 |
| Document  Reference  Number | Document Title | Latest Issue Number / Date | Comments |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Manuals:** | | | | |
| NW-M-01 | Health and Safety Policy Manual |  |  |  |
| NW-M-02 | Environmental Management Systems Manual | 13 | 01/2025 | Annual Review |
| NW-M-03 | Quality Manual | 13 | 01/2025 | Annual Review |
| NW-M-04 | Energy Manual | 13 | 01/2025 | Annual Review |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Health and Safety Policies:** | | | | |
| NW-HS-01 | Health and Safety Policy | 10 | 01/25 | Manual Handling added to Policy |
| NW-HS-02 | Accident & Dangerous Occurrence Policy | 2 | 04/25 | Annual Review |
| NW-HS-03 | Manual Handling Policy | 2 | 04/25 | Annual Review |
| NW-HS-04 | Stress Management Policy | 2 | 04/25 | Annual Review |
| NW-HS-05 | Personal Protective Equipment Policy | 3 | 04/25 | Annual Review |
| NW-HS-06 | On Call Contract Arrangements Policy | 3 | 04/25 | Annual Review |
| NW-HS-07 | Drug and Alcohol Policy | 7 | 02/25 | Annual Review by HR |
| NW-HS-08 | Refusal to Work Policy | 5 | 05/25 | Annual Review |
| NW-HS-09 | Lone working Policy and Procedures | 3 | 04/25 | Annual Review |
| NW-HS-10 | Assisted Reversing Policy |  |  |  |
| NW-HS-11 | Managing Fatigue | 4 | 04/25 | Annual Review |
| NW-HS-12 | Serious Untoward Incident Policy | 3 | 04/25 | Annual Review |
| NW-HS-13 | Risk Management Policy | 1 | 04/25 | Annual Review |
| NW-HS-14 | Drug and Alcohol Testing- Vehicle Accident Response Procedure for Site Managers | 1 | 07/25 | Annual Review |
|  |  |  |  |  |
| **Management System Policies:** | |  |  |  |
| NW-MS-01 | Quality Policy Statement | 13 | 01/25 | Annual Review |
| NW-MS-02 | Environmental Policy Statement | 13 | 01/25 | Annual Review |
| NW-MS-03 | Sustainability Policy | 2 | 04/25 | Annual Review |
| NW-MS-04 | Net Zero Statement | 2 | 04/25 | Annual Review |
| NW-MS-05 | Waste Reduction Policy | 1 | 04/25 | Annual Review |
| NW-MS-06 | Carbon Management Policy | 1 | 04/25 | Annual Review |
| NW-MS-07 | Combined Environmental and Energy Management Policy | 2 | 04/25 | Annual Review |
| NW-MS-08 | Continuous Improvement Policy | 2 | 04/25 | Annual Review |
| NW-MS-09 | Business Continuity & Disaster Recovery Plan | 5 | 04/25 | Annual Review |
| NW-MS-10 | H&S Management System | 3 | 04/25 | Annual Review |
| NW-MS-11 | Health & Safety Training Policy | 1 | 04/25 | Annual Review |
|  |  |  |  |  |
| **Human Resources Policies:** | |  |  |  |
| NW-HR-01 | Anti-Bribery and Corruption Policy | 3 | 04/25 | Annual Review by HR |
| NW-HR-02 | Equality, Diversion & Inclusion Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-03 | Modern Slavery Policy Statement | 2 | 04/25 | Annual Review by HR |
| NW-HR-04 | Equal Opportunities Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-05 | TUPE of Employees | 2 | 04/25 | Annual Review by HR |
| NW-HR-06 | Menopause Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-07 | Maternity Paternity Adoption & Parental Leave Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-08 | Ethics Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-09 | Right to Search Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-10 | GDPR Breach Notification Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-11 | GDPR Communications Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-12 | GDPR Data Protection Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-13 | GDPR Policy on Your Rights in Relation to your Data | 2 | 04/25 | Annual Review by HR |
| NW-HR-14 | Privacy Notice for Contractor & Client | 2 | 04/25 | Annual Review by HR |
| NW-HR-15 | GDPR Privacy Notice for Employees | 2 | 04/25 | Annual Review by HR |
| NW-HR-16 | GDPR Privacy Notice for Job Applicants | 2 | 04/25 | Annual Review by HR |
| NW-HR-17 | GDPR Subject Access Request Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-18 | GDPR Variation to Terms and Conditions | 2 | 04/25 | Annual Review by HR |
| NW-HR-19 | Anti-Tax Evasion Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-20 | Recruitment Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-21 | Induction Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-22 | Work Permit Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-23 | Living Wage Policy Statement | 2 | 04/25 | Annual Review by HR |
| NW-HR-24 | Human Rights Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-25 | Sexual Harrassment Policy | 2 | 04/25 | Annual Review by HR |
| NW-HR-26 | NW-HR-26 Driving Licence Policy | 1 | 04/25 | Annual Review by HR |
|  |  |  |  |  |
| **Documents:** | |  |  |  |
| NW-D-01 | Objectives Register | 3 | 01/25 | Annual Review |
| NW-D-02 | Interested Parties | 2 | 01/25 | Annual Review |
| NW-D-03 | Legal Register | 2 | 01/25 | Annual Review |
| NW-D-04 | ISO Audit Schedule | 3 | 02/25 | Annual Review |
| NW-D-05 | Non-Conformity Log Live | 3 | 02/25 | Annual Review |
| NW-D-06 | Site Audit Schedule | 1 | 05/25 | Annual Review |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Forms:** | | | | |
| NW-F-00 | Master Document List | 1 | 10/25 | New Document Issued |
| NW-F-01 | Internal Audit Template | 2 | 05/25 | Doc control |
| NW-F-02 | Accident Reporting From | 1 | 10/25 | Annual Review |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Procedures** | | | | |
| NW-PR-01 | Accident Reporting Procedure | 3 | 04/25 | Annual Review |
| NW-PR-02 | Alcohol Testing Procedure | 2 | 04/25 | Annual Review |
| NW-PR-03 | COSHH Process | 2 | 04/25 | Annual Review |
| NW-PR-04 | PAT Process Policy & Procedure | 2 | 04/25 | Annual Review |
| NW-PR-05 | Maternity, Paternity and Adoption Parental Leave and Shared Parental Leave Procedure | 2 | 04/25 | Annual Review |
| NW-PR-06 | Whistleblowing Procedure | 3 | 04/25 | Annual Review |
| NW-PR-07 | Document Control Policy & Procedure | 4 | 04/25 | Annual Review |
| NW-PR-08 | Non-Conformance Escalation Process |  | 04/25 |  |
| NW-PR-09 | Flow chart showing process of new employee induction training shunter assessment | 1 | 04/25 |  |
| NW-PR-10 | Lone Working Procedures | 3 | 04/25 | Annual Review |
| NW-PR-11 | Lost Property Procedure | 4 | 04/25 | Annual Review |
| NW-PR-12 | New & Expectant Mothers Risk Assessment Procedure | 2 | 04/25 | Annual Review |
| NW-PR-13 | Vehicle and Site Accident Response Procedure | 1 | 07/25 | Revised Process |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SSOW:** | |  |  |  |
| NW–SSOW-01 | Sweeping and mopping stairs | 1 | 03/25 | Annual Review |
| NW-SSOW-02 | Damp wipe a bus | 1 | 03/25 | Annual Review |
| NW-SSOW-03 | Dry sweep on a bus | 1 | 03/25 | Annual Review |
| NW-SSOW-04 | Single solution mopping | 1 | 03/25 | Annual Review |
| NW-SSOW-O5 | Wall washing in wet areas | 1 | 03/25 | Annual Review |
| NW-SSOW-06 | Washroom deep cleaning | 1 | 03/25 | Annual Review |
| NW-SSOW-07 | Ride on scrubber | 1 | 03/25 | Annual Review |
| NW-SSOW-08 | Ride on Sweeper | 1 | 03/25 | Annual Review |
| NW-SSOW-09 | Oil, screen wash and Ad blue checks | 1 | 03/25 | Annual Review |
| NW-SSOW-10 | Cleaning of biological waste | 1 | 03/25 | Annual Review |
| NW-SSOW-11 | Removal of sharps | 1 | 03/25 | Annual Review |
| NW-SSOW-12 | Shunting | 1 | 03/25 | Annual Review |
| NW-SSOW-13 | Fuelling | 1 | 03/25 | Annual Review |
| NW-SSOW-14 | Vehicle run in procedure | 1 | 03/25 | Annual Review |
| NW-SSOW-15 | Reversing assistant | 1 | 03/25 | Annual Review |
| NW-SSOW-16 | Bus seat cleaning | 1 | 03/25 | Annual Review |
| NW-SSOW-17 | Bus panel and surface cleaning | 1 | 03/25 | Annual Review |
| NW-SSOW-18 | Removal of spillages | 1 | 03/25 | Annual Review |
| NW-SSOW-19 | Litter picking | 1 | 03/25 | Annual Review |
| NW-SSOW-20 | Graffiti removal | 1 | 03/25 | Annual Review |
| NW-SSOW-21 | Pit cleaning – deck scrubbing | 1 | 03/25 | Annual Review |
| NW-SSOW-22 | Pit cleaning – Pressure washing | 1 | 03/25 | Annual Review |
| NW-SSOW-23 | Working in a bus garage | 1 | 03/25 | Annual Review |
| NW-SSOW-24 | Wheel cleaning | 1 | 03/25 | Annual Review |
| NW-SSOW-25 | Pressure washing | 1 | 03/25 | Annual Review |
| NW-SSOW-26 | Sweeping | 1 | 03/25 | Annual Review |
| NW-SSOW-27 | Distributing Metro newspapers | 1 | 03/25 | Annual Review |
| NW-SSOW-28 | Disinfecting touch points | 1 | 03/25 | Annual Review |
| NW-SSOW-29 | Push along sweeper | 1 | 03/25 | Annual Review |
| NW-SSOW-30 | Charging of electric buses | 1 | 03/25 | Annual Review |
| NW-SSOW-31 | Parking on pits | 1 | 03/25 | Annual Review |
| NW-SSOW-32 | Parking and reversing on pits | 1 | 03/25 | Annual Review |
| NW-SSOW-33 | Charging of electric vehicles | 1 | 03/25 | Annual Review |