

## D179: Demo of API Q1 Documentation Kit **Price 899 USD**

Totally editable documentation package for quick process improvement  
Complete editable document tool kit (API manual, procedures, Exhibits, Process Approach, SOP, formats, audit checklist, etc.) prepared as per API Specification Q1.

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### Chapter-1.0 Contents of API Q1 Documentation kit (More than 180 document files)

**A. This editable documentation kit has 10 main directories in MS Word/excel, as below:**

Sr. No.	Directory	Details of Documents
1.	API Manual	11 File in MS Word
2.	Procedures	25 Procedures in MS Word
3.	Process Approach	10 Process approach in MS Word
4.	Standard Operating Procedures	27 Standard operating procedures in MS Word
	Engineering	06 standard operating procedure in MS Word
	Production	14 standard operating procedure in MS Word
	Quality control	07 standard operating procedure in MS Word
5.	Exhibits	07 Exhibits in MS Word
6.	Blank Formats /Templates Name of departments	77 Blank Formats in MS Word / excel
	System (SYS)	16 formats in MS Word / excel
	Training (TRG)	06 formats in MS Word
	Purchase (PUR)	08 formats in MS Word
	Marketing (MKT)	05 formats in MS Word
	Production (PRD)	09 formats in MS Word / excel
	Quality control (QCD)	11 formats in MS Word / excel
	Installation and services (SER)	02 formats in MS Word
	Maintenance (ENG)	04 formats in MS. Word
	Dispatch (DES)	02 formats in MS Word
	Stores (ST)	04 formats in MS Word / excel
	HRD	03 formats in MS Word
	Design and Development (DND)	07 formats in MS Word
7.	Filled formats	22 Filled formats in MS Word
8.	API specification Q1 Audit checklist	More than 800 questions
9.	Sample Risk assessment sheet	01 File in MS Excel
10.	API specification Q1 document compliance matrix	01 File in MS Excel

**Total 180 files in editable form; Quick Download by e-delivery**

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### B. Documented information package:

Our documentation kit contains sample documents required for API Q1 certification as listed below. **All documents are in MS-Word/Excel files and you can edit them.** You can make changes as per your organization's need and **within few days your entire documents** with all necessary controls will be ready. In the API Q1, documented information (procedures, SOPs, etc.) are required a few places only. But for making the system better, we have provided many editable templates from which a user can select templates as per their own requirement and make some minor changes in them to make own system. Two types of documented information are provided in this kit, as listed below:

1. **Maintain documented information (Scope, Manual, etc.)**
2. **Retain documented information (Forms / Templates)**

Under the main directories, further files are provided in MS Word/excel document as per the details given below.

#### 1. API Manual:

It is a sample copy of API manual having clause-wise details of how API specification Q1 system is implemented. The API manual is tier-1 of API specification Q1 documents and covers list of procedures as well as overview of organization. This manual has covering company profile, amendment sheet, index, clause-wise details as per API specification Q1 for implementation, sample policy and organization chart.

#### **(A) Table of Contents**

Chapter No.	Subject	Page No.	Clause Reference
			API Specification Q1-9 <sup>th</sup> Edition
<b>Section – 1</b>			
1.	Company profile	1 – 3	=====
2.	Table of contents	1 – 2	=====
3.	Control and distribution	1 – 3	=====
<b>Section – 2</b>			
4.	<b>Quality Management System Requirements</b>	1 – 4	4.0
	Quality Management System		4.1
	Management Responsibility		4.2
	Organization Capability		4.3
	Document Requirements		4.4
	Control of Records		4.5

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<b>5.</b>	<b>Product Realization</b>	1 – 5	5.0
	Contract Review		5.1
	Planning		5.2
	Risk Assessment and Management		5.3
	Design and Development		5.4
	Contingency planning		5.5
	Purchasing		5.6
	Production and Servicing Provision		5.7
	Control of Testing, Measuring and Monitoring Equipment for Product Conformity		5.8
	Product Release		5.9
	Control of Nonconforming Product		5.10
	Management of Change (MOC)		5.11
<b>6.</b>	<b>Quality Management System Monitoring, Measurement, Analysis, and Improvement</b>	1 – 5	6.0
	General		6.1
	Monitoring, Measuring, and Improving		6.2
	Analysis of Data		6.3
	Improvement		6.4
	Management Review		6.5
<b>Annexure</b>			
ANX-I	List of Documented information	1 – 2	=====
ANX-II	Glossary of terms	1 – 1	=====
ANX-III	Company activity process flow chart	1 – 3	=====
ANX-IV	Organization Chart	1 – 2	=====

### **2. Procedures (25 procedures):**

Sample copies of mandatory procedures as per API specification Q1 are provided, which cover all the details like purpose, scope, responsibility, how procedure is followed as well as the list of exhibits, reference documents and formats. The list of sample procedures provided in the kit is given below.

#### **List of Procedures**

1. Procedure for Management review
2. Procedure for Document and Data Control
3. Procedure for Control of records
4. Procedure for Internal Audit
5. Procedure for Training
6. Procedure For Corrective and Preventive Action
7. Procedure For Control of Monitoring and Measuring Equipment
8. Procedure for Risk Management
9. Procedure For Analysis of Data

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10. Procedure for customer satisfaction survey
11. Procedure for Purchasing
12. Procedure for Control of Non-Conforming Products
13. Procedure for identification of products
14. Procedure for traceability
15. Procedure for Contingency Planning
16. Procedure for Preservation
17. Procedure for Maintenance
18. Procedure for Communication
19. Procedure for Product release control program
20. Procedure for Management of change
21. Procedure for Contract Review
22. Procedure for process validation
23. Procedure for Control on Customer Supplied Products
24. Procedure for Design & Development
25. Procedure for guidance on Use of API Monogram by Licensees

### 3. Process approach (10 process approaches)

Sample copies of process approaches as per API specification Q1 are provided. The list of sample process approach provided in the kit is given below.

#### List of process approaches

1. Process approach of Customer Service
2. Process approach of Dispatch
3. Process approach of Engineering
4. Process approach of Marketing
5. Process approach of Production
6. Process approach of Purchase
7. Process approach of Quality Control
8. Process approach of Management Representative area
9. Process approach of Design And Development
10. Process approach of Stores

### 4. Standard operating procedures (27 SOPs)

It covers sample copy of standard operating procedure as per API specification Q1. It takes care of all such issues and used as a training guide as well as to establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

#### List of Standard operating procedures

- |  |   |
|--|---|
| 1. SOP for Bench and Portable Grinder Operator | 15. SOP for Incoming Inspection and Testing   |
| 2. SOP for Radial And Pillar Drill Operator    | 16. SOP for In Process Inspection and Testing |
| 3. SOP for hack-saw machine operation          | 17. SOP for Final Inspection and Testing      |
| 4. SOP for Welding Operator                    | 18. SOP for Diesel generating set             |

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- |                                   |   |
|-----------------------------------|---|
| 5. SOP for Assembly               | 19. SOP for Steam boiler                        |
| 6. SOP for Buffing Operation      | 20. SOP for Hot Air Generator                   |
| 7. SOP for CNC Machine            | 21. SOP for Air compressor                      |
| 8. SOP for Crane Operation        | 22. SOP for Thermic fluid heater                |
| 9. SOP for Painting Operation     | 23. SOP for Chilling plant                      |
| 10. SOP for Hydraulic Press       | 24. SOP for CNC Machine                         |
| 11. SOP for Electrical Activities | 25. SOP for Crane Operation                     |
| 12. SOP for Milling Operator      | 26. SOP for Liquid Penetrant Inspection Process |
| 13. SOP for Ultrasonic Testing    | 27. SOP for Magnetic Particle Inspection        |
| 14. SOP for Radiographic Testing  |   |

### 5. Exhibits (07 exhibits)

It covers sample copy of exhibits as per API specification Q1.

#### List of Exhibits

1. Exhibit for Skill Requirements
2. Exhibit for Multi-Skill Requirements
3. Exhibit for Disposal of Nonconforming Products
4. Exhibit for Quality Plan – Incoming Inspection and Testing
5. Exhibit for Material Specifications
6. Exhibit for Document Identification and Codification System
7. Exhibit for Department wise risk analysis sheet

### 6. Blank sample formats for all the departments (77 sample formats)

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples are given for the users as a guide to follow. The organization is free to change the same to suit their own requirements. The blank formats can be used as templates. A total of 77 blank formats are provided as per the list given below.

#### List of blank formats

- |   |  |
|---|--|
| 1 Master List & Distribution List of Documents      | 41 Customer Complaint Report                     |
| 2 Change Note                                       | 42 Customer Feedback Form                        |
| 3 Corrective Action Report                          | 43 Customer Contract Review checklist            |
| 4 Master List of Records                            | 44 Customer Property Monitoring Register         |
|   | 45 Disposal of Nonconforming Products & Services |
| 5 Quality Objectives Monitoring Sheet               | 46 Production Plan                               |
| 6 Audit Plan / Schedule                             |  |
| QMS Internal Quality Audit Non-Conformity Report    | 47 Job Card                                      |
| 7 Report  |  |
| API Q1 9th Std. QMS Clause-wise Audit Review Report | 48 Validation form for Heat Treatment            |
| 8 Report  | 49 Validation form for Forming Process           |
| 9 Quality Objective Plan                            | 50 Validation form for NDT test                  |
| 10 Calibration Status of Instrument / Equipment     | 51 Validation form for Sort Blasting             |
| 11 List of License / certificates                   | 52 Validation form for Painting                  |
| 12 Communication Report                             | 53 Experiment Sheet                              |
| 13 Management review meeting                        |  |

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14	Risk analysis Sheet	54	Final Inspection Report for Product
15	Preventive Action Report	55	Sample Test Request Slip For Incoming materials
16	MOC Format	56	Traceability sheet
17	Training Calendar	57	Breakdown History Card
18	Employee-Wise Training & Competence Record Sheet	58	Preventive Maintenance Schedule
19	Induction Training Report	59	Preventive Maintenance Checkpoint
20	Request for Breakdown Maintenance / Preventive	60	Packing Slip
21	Job Description & Specification	61	Drum / Bag / Carton Inspection Report
22	Training Report	62	Gate Pass
23	Multi-Skill Analysis	63	Material Issue Slip
24	Purchase Order	64	Preservation Assessment Report
25	Indent And Incoming Inspection Record	65	Goods Receipt note
26	Approved Vendor list & Annual purchase order	66	Performance Appraisal Records– Functional Heads
27	Supplier Registration Form	67	Performance Appraisal Records–Staff
28	Annual Purchase Order	68	Manpower Requirement form
29	Purchase Request Slip	69	Installation& Commissioning Report
30	Vendor / Sub-Contractor Evaluation Form	70	Service Report
31	Supplier assessment Report	71	Hardness Test Report
32	Order Form / Order Confirmation	72	Product Assembly and Traceability Report
33	Hydro-Test Report	73	Magnetic Particle Inspection Report
34	Blasting & Painting Report	74	Radiography Inspection Report
35	Liquid Penetrant Testing Report	75	Design and Development Plan
36	Ultrasonic Inspection Report	76	Design and Development Monitoring Register
37	Design and Development Request Report	77	Experiment Data Sheet
38	Design Verification Report		
39	Design Review Report		
40	Design Review Minutes of Meeting		

### **7. Filled sample formats for all the departments (22 sample formats)**

This directory includes sample copy of filled forms that are required to maintain records as well as establish control and create system in the organization. The samples are given for the users as a guide to follow. The organization is free to change the same to suit their own requirements. A total of 22 sample filled formats are provided as per the list given below.

#### **List of filled formats**

1	Master List & Distribution List of Documents	12	Employee-Wise Training & Competence Record Sheet
2	Corrective Action Report	13	Job Description & Specification

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3	Master List of Records	14	Training Report
4	Quality Objectives Monitoring Sheet	15	Multi-Skill Analysis
5	Audit Plan / Schedule	16	Validation form for Heat Treatment
6	QMS Internal Quality Audit Non-Conformity Report	17	Validation form for Forming Process
7	API Q1 9th Std. QMS Clause wise Audit Review Report	18	Quality Objective Plan
8	Validation form for Sort Blasting	19	Validation form for Painting
9	Communication Report	20	Experiment Sheet
10	Management review meeting	21	Preventive Maintenance Schedule
11	Training Calendar	22	Preventive Maintenance Check point

### **8. API Q1 Audit Checklists (More than 800 Questions)**

This covers audit questions based on the API specification Q1 requirements. It will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 800 questions are prepared on the basis of API specification Q1.

### **9. Sample Risk assessment sheet ( Filled)**

The ready to use risk template in filled form is given to prepare the risk document for the organization. It gives complete risk methodology and sample filled risk details for quick reference to users to understand how risk to be identified.

### **10. API Q1 compliance matrix**

This compliance matrix contains API specification Q1 requirement wise list of documented information for easy reference of users and to understand how this system is made.

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### Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries. Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries.**
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO documents and training slides.

#### **Global Manager Group is committed for:**

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach
4. Hard work and updating the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. Establishing strong internal control with the help of system and use of the latest management techniques.

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### Chapter-3.0 USER FUNCTION

#### 3.1 Hardware and Software Requirements

##### A. Hardware

- Our documentation kit can better perform with the help of P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

##### B. Software

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

#### 3.2 Features of Documentation kit

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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### Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the API specification Q1 documents.
2. The kit takes care of all the sections and sub-sections of API specification Q1 standards and helps you to establish better system.
3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own API specification Q1 documents for their organization.
4. It will save much cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

### Chapter-5.0 METHOD OF ONLINE DELIVERY

On completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of our products to the user by sending an e-mail of username and password.

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