

D106.4: DEMO OF ISO/IEC 27001:2022 BALNK FORMATS AND FILLED FORMATES DOCUMENT KIT **Price 240 USD**

(49 Blank Formats, 16 Filled Formats, 10 Job description, Sample MRM and Sample risk sheet)

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Chapter-1.0 Contents of ISO/IEC 27001:2022 Blank Formats, Filled Formats, Job description, Sample MRM and Sample risk sheet Document Kit

Sr. No.	List of Directory	Document of Details
1.	Formats / Templates Name of departments	49 formats – approx. 80 pages in MS Word
	HR / Admin (HR)	05 formats in MS Word
	Training (TRG)	05 formats in MS Word / excel
	Purchase (PUR)	03 formats in MS Word
	Marketing (MKT)	04 formats in MS Word
	Software (SOFT)	04 formats in MS Word / excel
	Information Security (IS)	13 formats in MS Word / excel
	Hardware (HW)	02 formats in MS Word / excel
	System (SYS)	13 formats in MS Word
2.	Filled Formats	16 formats – approx. 40 pages in MS Word
3.	Job Description	10 job description in MS Word
4.	Sample MRM	02 files in MS word
5.	Filled sample risk sheet	02 files in MS excel

Total 79 files quick download in editable form by e delivery

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1. **Blank Formats (49 Blank Formats):**

It covers sample copy of blank forms required to maintain records as well as 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 Blank Formats

Department : HR / Admin

1. F/HR/01 Visitor Entry Register
2. F/HR/02 Employee leaving/transfer/termination Checklist
3. F/HR/03 Employment confidentiality and Non-competition agreement
4. F/HR/04 Job Description and Specification
5. F/HR/05 Supplier confidentiality and Non-competition agreement

Department : Training

6. F/TRG/01 Training Calendar
7. F/TRG/02 Employees Competence Report
8. F/TRG/03 Induction Training Report
9. F/TRG/04 Training Report
10. F/TRG/05 Skills Matrix Sheet

Department : Purchase

11. F/PUR/01 Purchase Order
12. F/PUR/02 Material Inward / Outward Record
13. F/PUR/03 Approved Supplier List

Department : Marketing

14. F/MKT/01 Contract Review Checklist / Summary of Contract
15. F/MKT/02 Customer Complaint Report
16. F/MKT/03 Customer Feedback Form
17. F/MKT/04 Service level agreement

Department : Software

18. F/SOFT/01 Software Project Plan and Review Approval Register
19. F/SOFT/02 Minutes of meeting
20. F/SOFT/03 Configuration Items List
21. F/SOFT/04 Change Request

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Department : IS

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| 22. | F/IS/01 | Asset Identification and Classification |
| 23. | F/IS/02 | Risk Assessment and Treatment Plant |
| 24. | F/IS/03 | New User Creation Form |
| 25. | F/IS/04 | Media Disposal and Scrap Record |
| 26. | F/IS/05 | Security incident Investigation Form |
| 27. | F/IS/06 | Capacity Planning |
| 28. | F/IS/07 | Business Continuity Test Report |
| 29. | F/IS/08 | ISMS Objective Monitoring Report |
| 30. | F/IS/09 | Key Activities Input and Output |
| 31. | F/IS/10 | Asset Identification and Classification |
| 32. | F/IS/11 | Statement of Applicability report |
| 33. | F/IS/12 | Implementation of Recommended Controls |
| 34. | F/IS/13 | Outsourced Service Details |

Department : Hardware

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|-----|---------|----------------------------------|
| 35. | F/HW/01 | Breakdown History Card |
| 36. | F/HW/02 | Preventive Maintenance Checklist |

Department: Information Security Management System

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|-----|----------|---|
| 37. | F/SYS/01 | Master List and Distribution List of Document |
| 38. | F/SYS/02 | Change Note |
| 39. | F/SYS/03 | Corrective Action Report |
| 40. | F/SYS/04 | Master List of Record |
| 41. | F/SYS/05 | IS Objectives Plan |
| 42. | F/SYS/06 | Audit Plan / Program |
| 43. | F/SYS/07 | ISMS Internal Audit NCR Report |
| 44. | F/SYS/08 | ISO 27001:2022 Audit Checklist Report |
| 45. | F/SYS/09 | Continual Improvement Monitoring Log |
| 46. | F/SYS/10 | Change management request form |
| 47. | F/SYS/11 | Communication report |
| 48. | F/SYS/12 | Minutes of meeting |
| 49. | F/SYS/13 | List of licenses |

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2. **Filled Formats (16 Filled Formats):**

It covers sample copy of filled forms required to maintain records as well as establish control and make system in the organization. The filled 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 Filled Formats

1. Asset Register and Evaluation – sample 1
2. Asset Identification and Classification – sample 2
3. Business Continuity Test Report
4. ISMS Objectives Monitoring Sheet
5. Scope Document for ISMS Implementation
6. Master List and Distribution List of Document
7. Change Note
8. Master List of Records
9. Communication report
10. Employees Competence Report
11. Induction Training Report
12. Training Report
13. Breakdown History Card
14. Master Compliance Matrix
15. People Assets
16. Vulnerability Assessment Tools List

3. **Job description (10 job description)**

It covers sample copy of job descriptions. List given below;

List of job description

1. Job description for Director
2. Job description for Finance & Account manager
3. Job description for HR Head
4. Job description for IS Manager
5. Job description for IT consultant
6. Job description for Marketing & business development manager
7. Job description for Networking Engineer
8. Job description for Project Manager
9. Job description for QC Head
10. Job description for Software Developer

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4. **Sample MRM**

It covers sample copy management review meeting, agenda of management review meeting and objective review.

5. **Filled sample risk sheet**

It covers sample copy filled risk assessment and treatment plan as per information security management system requirements.

Chapter-2.0 ABOUT COMPANY

Global Manager Group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 20 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 had **more than 2700 clients in more than 36 countries. Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related ISO standard faster.**

1. Our promoters and engineers have experience of **more than 2700 companies** globally for management training, ISO series consultancy. We had **clients in more than 36 countries.**
2. Highly qualified 80 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for ISO series certification of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in ISO series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing ISO documents and training slides.

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Global Manager Group is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach and globally helped many companies for this standard.
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.

Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

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- 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.

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- 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 ISO/IEC 27001:2022 documents, you can save a lot of your precious time while preparing the ISO documents.
2. The kit takes care of all the sections and sub-sections of ISO/IEC 27001:2022 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 ISO/IEC 27001:2022 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 the kit to the users by sending an e-mail of username and password.

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