Complete editable ISO 44001:2017 document kit (Manual, procedures, exhibits, work instructions, formats, audit checklist etc.)

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Chapter-1.0CONTENTS OF ISO 44001:2017 DOCUMENT KIT (More than 30 document files)

The Total Editable Document kit has 7 main directories as below.

ISO 44001:2017Editable Document kit

Sr. No.	List of Directory	Document of Details		
1.	Manual	01 files in MS Word		
2.	Procedures	11Procedures in MS Word		
3.	Exhibits	01Exhibits in MS Word		
4.	Work instructions	01Work Instructions in MS Word		
5.	Formats	20 formats in MS Word		
	CSD	01 formats in MS Word		
	Operation (OPN)	02 formats in MS Word		
	System Formats (SYS)	08 formats in MS Word		
	Training (TRG)	08 formats in MS Word		
6.	Audit checklist	More than 500 questions		
7.	Sample Risk Template	01 files in MS Excel		

Total 36 files quick download in editable form by e delivery

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B. Documentation:-

Our document kit is having sample documents required for ISO 44001:2017implementation as listed below. You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready as well as your team will got many ideas for system establishment to reduce the cost and effort with all necessary controls and your total documents are ready. We had given all type of templates and organization use it as per their need and many organization are certified globally in 1sttrial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory further files are made in word document as per the details listed below. All the documents are related to ISO 44001:2017 for and user can edit it in line with their own processes.

1. Manual:

It covers sample copy of manual for ISO 44001:2017. It describes how all requirement of ISO 44001:2017. It covers list of procedures as well as overview of covers tier1 of ISO 44001:2017 documents.

ISO 44001:2017ManualIndex

Chapter No.	Subject	Amendme nt No.	P	age No.		
1	Scope	00		1 – 8		
2	Normative references	00	9 – 10			
3	Terms and definitions	00	11 – 12			
4.0 to 10	How requirements are implemented at macro level	00	13 to 51			
Annexure						
ANX-1	List of quality procedures	00	52	=======		
Note → The amendment number given above is at the time of issue of this manual. If any page is						

Note → The amendment number given above is at the time of issue of this manual. If any page is amended then latest amendment number of such pages is recorded in amendment record sheet and on the table of content given above.

2. Procedures (10 Procedures):

It covers sample copy of mandatory procedures covering all the details of ISO 44001:2017standard.

List of procedure

- 1. Procedure for risk management
- 2. Procedure for training
- 3. Procedure for document control
- 4. Procedure for planning for operational collaboration
- 5. Procedure for knowledge management
- 6. Procedure for internal assessment

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- 7. Procedure for partner selection and working together
- 8. Procedure for monitoring and measuring the effectiveness of its collaborative business relationship
- 9. Procedure for internal audit
- 10. Procedure for management review

3. Exhibits (01Exhibit):

It covers sample copy of exhibits covering all the details

List of Exhibit

1. Exhibits for codification system

4. Work instructions (01work instructions):

It covers sample copy of work instruction

List of work instructions

1. SOP for protection and back-up of electronics records

5. Blank Formats (19 Formats):

It covers sample copy of blank forms required to maintain records as well as establish control and make system. The samples given are as a guide and not compulsory to follow to change the same to suit own requirements.

List of Formats

- 1. Customer feedback form
- 2. Operational collaboration plan
- 3. Internal assessment report
- 4. Master list cum distribution list of documents
- 5. Change note
- 6. Corrective action report
- 7. Master list of records
- 8. Objective monitoring report
- 9. Audit plan / Schedule
- 10. Internal audit non-conformity report
- 11. Clausewise document wise audit review report
- 12. Training calendar
- 13. Training report
- 14. Induction training report
- 15. Job description and specification
- 16. Skill matrix
- 17. Appointment letter

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- 18. Confidentiality agreement
- 19. Employees competence chart

6. Audit Checklist (more than 500 questions)

It covers sample audit questions based on all the ISO 44001:2017 requirements. It helps the auditor to make own audit checklist for quick and perfect auditing to ensure all the ISO 44001:2017 requirements are fulfilled.

7. Sample Risk Template

It covers sample risk template ISO 44001:2017 requirements are fulfilled.

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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 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 industries and laboratories to achieve competitiveness, implementations and compliance to international standards and regulations. So far we had more than 2700 clients in more than 45 countries. Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related ISOstandard faster.

- Our promoters and engineers have experience of more than 2700 companies globally for management training, ISO series consultancy. We had clients in more than 45 countries.
- 2. Highly qualified 50 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 ISOseries certification.
- 6. We had spent more than 60000 man-days (170 man years) in preparing ISO documents and training slides.

Global Manager Group is committed for:

- 1. Personal involvement & commitment from first day
- 2. Optimum charges
- 3. Professional approach
- 4. Hard work and update 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. To establish strong internal control with the help of system and use of the latest management techniques.

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Chapter-3.0 USER FUNCTION

A. Hardware:-

- Our document kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact of the power point Document you may keep the setting of colour image at high colour.

B. Software used in Document kit

 Documents written in Ms Office 2003 and window XP programs. You are therefore required to have office 2003 or above with window XP

3.2 Features of Document kit:-

- Contains all necessary documents as listed above and comply with the requirements of ISO 44001:2017 Standards.
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts.
- Provides model of a Management system that is simple and free from excessive paperwork.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

- 1. By using these documents, you can save a lot of your precious time while preparing the ISO 44001:2017 documents.
- 2. Take care for all the section and sub sections of ISO 44001:2017 standard helps you in establishing better system.
- 3. Document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry and create own ISO 44001:2017 documents.
- 4. Save much time and cost in document preparation.
- 5. You will get better control in your system due to our proven formats.
- 6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 25 years in ISO consultancy.
- 7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
- 8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
- 9. Prepared by globally proven team of leading consultant

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of purchase we provide user name and password to download the product from our ftp server. Thus we are providing instant online delivery of our products to user by sending e mail of user name and password

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