

## D161: DEMO OF ISO 55001:2014 DOCUMENTATION KIT **Price 799 USD**

Totally editable documentation package for quick process improvement  
Completely editable documentation toolkit (Asset Manual, Procedures, Process Approach,  
Plans, Exhibits, Blank Forms, Job Descriptions, etc.)

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### Chapter-1.0 CONTENTS OF ISO 55001:2014 DOCUMENTATION KIT (More than 85 document files)

A. This editable documentation kit has 11 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	Asset Manual	21 Files in MS word
2.	Procedures	10 Procedures in MS word
3.	Process approach	04 Process Approaches in MS word
4.	Plan	01 Files in MS word
5.	Exhibits	05 Exhibits in MS word
6.	Blank Formats /Templates Name of departments	36 Blank Formats in MS word / excel
	AMS	15 formats in MS word / excel
	Training	06 formats in MS word
	Outsource	04 formats in MS word
	Asset	07 formats in MS word
	Engineering	04 formats in MS word
7.	Job descriptions	09 Job Descriptions in MS Word
8.	Management Review Agenda & Minutes	02 Files in MS word
9.	ISO 55001:2014 Audit Checklist	02 Files (Total more than 500 questions)
10.	Sample Risk Assessment Sheet	01 File in MS Excel
11.	ISO 55001:2014 document compliance matrix (Requirement wise reference documented information)	01 File in MS Excel

**Total 85 files in editable form; Quick Download by e-delivery**

For more information about ISO 55001:2014 Documentation kit [Click Here](#)

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### B. Documented information package:

Our documentation kit comprises sample documents required for ISO 55001:2014 certification as listed below. All documents are in MS word / excel format and you can edit them. You can make changes as per your company's needs and within few days your entire documents with all necessary system requirements can become ready. In the ISO 55001:2014, at few places, documented information are required. 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, Asset Manual, etc.)
2. Retain documented information (Forms / Templates)

Under the aforementioned directories, further files are provided in MS word document as per the details given below.

#### 1. Asset Manual (10 Chapters and 11 Annexure):

This is a sample copy of asset management system manual which gives clause-wise details of how ISO 55001:2014 system is implemented. It covers the asset management system, sample policy, objectives, scope, organization structure as well as how each requirement from clause no. 4 to 10 of ISO 55001:2014 is implemented at macro level in the organization. The manual covers ISO 55001:2014 documents for tier-1 of documented information. It has total 10 chapters covering company profile, amendment sheet, index, and clause-wise details on how ISO 55001:2014 system is implemented in an organization.

#### (A) Table of Contents

Chapter No.	Subject	Page No.	ISO 55001 Clause Reference
<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>Context of the organization</b>	1 – 3	4.0
	Understanding the organization and its context		4.1
	Understanding the needs and expectations of stakeholders		4.2
	Determining the scope of the asset management system		4.3
	Asset management system		4.4
5.	<b>Leadership</b>	1 – 3	5.0
	Leadership and commitment		5.1
	Policy		5.2
	Organizational roles, responsibilities and authorities		5.3

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**(A) Table of Contents**

Chapter No.	Subject	Page No.	ISO 55001 Clause Reference
6.	<b>Planning</b>	1 – 2	6.0
	Actions to address risks and opportunities for the asset management system		6.1
	Asset management objectives and planning to achieve them		6.2
7.	<b>Support</b>	1 – 6	7.0
	Resources		7.1
	Competence		7.2
	Awareness		7.3
	Communication		7.4
	Information Requirements		7.5
	Documented information		7.6
8.	<b>Operation</b>	1 – 10	8.0
	Operational planning and control		8.1
	Management of change		8.2
	Outsourcing		8.3
9.	<b>Performance evaluation</b>	1 – 3	9.0
	Monitoring, measurement, analysis and evaluation		9.1
	Internal audit		9.2
	Management review		9.3
10.	<b>Improvement</b>	1 – 3	10.
	Nonconformity and corrective action		10.1
	Preventive action		10.2
	Continual improvement		10.3
<b>Annexure</b>			
ANX-I	List of Documented Information	1 – 1	=====
ANX-II	Glossary of Terms and Definitions	1 – 1	=====
ANX-III	Company's Activity Process Flow Chart	1 – 2	=====
ANX-IV	Asset Policy	1 – 1	=====
ANX-V	Organization Structure	1 – 1	=====
ANX-VI	Types of Assets	1 – 1	=====
ANX-VII	Organizational Strategic Plans & Objectives	1 – 1	=====
ANX-VIII	Asset Life Cycle	1 – 1	=====
ANX-IX	Asset Management System Implementation	1 – 1	=====
ANX-X	Organizational Strategic Plan / Asset Management Model	1 – 1	=====
ANX-XI	Asset Non Conformance Process	1 – 1	=====

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### **2. Procedures (10 procedures):**

Sample copies of mandatory procedures as per ISO 55001:2014 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 Corrective Action & Preventive Action
4. Procedure for Control of Asset Records
5. Procedure for Internal Asset Audit
6. Procedure for Training
7. Procedure for Risk Management (Identification, assessment, evaluation, and monitoring)
8. Procedure for Management of Fixed Assets
9. Procedure for Control of Nonconforming Assets
10. Procedure for Asset Management

### **3. Process approach (04 process approach)**

It covers guideline for processes, flow chart and process model useful for process mapping. It includes process flow chart and activities of all the main and critical processes as listed below.

#### **List of process approach**

1. Process flow chart for AMS Coordinator Processes
2. Process flow chart for Engineering
3. Process flow chart for Outsourcing Activity
4. Process flow chart for Training Activity

### **4. Plan:**

It includes the complete strategic asset management plan / continual improvement plan.

### **5. Exhibits (05 exhibits)**

It covers stakeholders' needs & expectations, documented scope of work, etc.

#### **List of exhibits**

1. Exhibit for stakeholders' needs & expectations
2. Exhibit for documented scope of work
3. Documented Scope of Work
4. Skill Requirements
5. Multi Skill Requirements

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### **6. Blank sample formats for all the departments (36 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 36 blank formats are provided as per the list given below.

#### **List of blank formats**

- |   |   |
|---|---|
| 1. Master List & Distribution List of Documents       | 19. Job Description & Specification                   |
| 2. Change Note  | 20. Training Report                                   |
| 3. Calibration Status of Instruments / Equipment      | 21. Multi Skill Analysis                              |
| 4. Master List of Records                             | 22. Purchase Order (Outsourcing)                      |
| 5. Asset Objectives Monitoring Sheet                  | 23. Outsourcing Activity Provider List                |
| 6. Audit Plan / Schedule                              | 24. Outsourcing Provider Registration Form            |
| 7. ISO 55001:2014 AMS Clause wise Audit Review Report | 25. Outsource Activity Rating                         |
| 8. AMS Internal Quality Audit Non-Conformity Report   | 26. Asset Inventory Register                          |
| 9. Strategic Asset Management Plan                    | 27. Asset Identification Tag                          |
| 10. Corrective Action Report                          | 28. Asset Transfer Form                               |
| 11. List of Asset                                     | 29. Asset Disposal Form                               |
| 12. Communication Report                              | 30. Organization Staff Purchase Asset                 |
| 13. Management Review Meeting                         | 31. Disposal of Non-Conforming Asset                  |
| 14. Risk Analysis Sheet                               | 32. Hardware Inventory List                           |
| 15. Preventive Action Report                          | 33. Breakdown History Card                            |
| 16. Training Calendar                                 | 34. Preventive Maintenance Schedule                   |
| 17. Employee Wise Training & Competence Record Sheet  | 34. Equipment Wise Preventive Maintenance Checkpoints |
| 18. Induction Training Report                         | 36. Equipment Inventory List                          |

### **7. Job descriptions (09 job descriptions)**

It covers sample copy of job descriptions covering 09 different categories of personnel. Responsibilities and authorities for each category/position are given in the job description for respective position. All job descriptions are listed below:

#### **List of Job Descriptions**

1. Job description for Accountant
2. Job description for Asset Engineer
3. Job description for Asset Manager
4. Job description for Director / CEO
5. Job description for Contractor (Maintenance Activity)
6. Job description for Finance Manager
7. Job description for HRD In-charge / Admin In-charge
8. Job description for Legal Manager
9. Job description for Purchase Head / Procurement

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### **8. Management Review Agenda & Minutes**

It covers sample copy of management review meeting agenda and minutes.

### **9. ISO 55001:2014 Audit Checklists (More than 500 Questions)**

Two questionnaires, one comprising ISO 55001:2014 requirement wise question and the second comprising department wise questions, are provided in the kit. These checklists will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. The questions are prepared on the basis of ISO 55001:2014. It can be logically used for auditing during internal audit for ISO 55001:2014 to establish proper audit trail.

### **10. Sample risk assessment sheet**

A ready-to-use risk template in editable form is given to prepare the risk document for the organization. It is given in an excel format and can be used as a template.

### **11. ISO 55001:2014 compliance matrix**

This compliance matrix contains ISO 55001:2014 requirement wise list of documented information for easy reference of users and to understand how this system is made.

## **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.

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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
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**

#### **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 ISO documents.
2. The kit takes care of all the sections and sub-sections of ISO 55001:2014 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 55001:2014 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.

**For purchase, Click Here** →



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