

D101.4: DEMO OF ISO 9001:2015 BLANK FORMATS DOCUMENT KIT **Price 150 USD**

(59 sample blank formats)

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Chapter-1.0 Contents of ISO 9001:2015 QMS sample blank formats

Sr. No.	List of Directory	Document of Details
1.	Blank Formats / Templates to retain documented information Name of departments	59 blank formats in Ms. Word / excel
	QMS	14 formats in Ms. Word / excel
	Training	06 formats in Ms. Word
	Purchase	05 formats in Ms. Word
	Marketing	04 formats in Ms. Word
	Production	06 formats in Ms. Word
	Quality Control	03 formats in Ms. Word
	Design	07 formats in Ms. Word
	Maintenance	03 formats in Ms. Word
	Dispatch	02 formats in Ms. Word
	Store	04 formats and in Ms. Word
	HRD	03 formats in Ms. Word
	Installation and Servicing	02 formats in Ms. Word

Total 59 files quick download in editable form by e delivery

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Documented Information

It covers sample copy of blank forms required to retain documented information 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. It can be used as templates and more than 59 blank formats are prepared as per list given below.

List of sample blank formats

QMS Record		
1.	F QMS 01	Master List & Distribution List of Documents
2.	F QMS 02	Change Note
3.	F QMS 03	Calibration Status of Instrument / Equipment
4.	F QMS 04	Master List of Records
5.	F QMS 05	Quality Objectives Monitoring Sheet
6.	F QMS 06	Audit Plan / Schedule
7.	F QMS 07	ISO 9001:2015 QMS Clause wise Audit Review Report
8.	F QMS 08	QMS Internal Quality Audit Non-Conformity Report
9.	F QMS 09	Quality Objective Plan
10.	F QMS 10	Corrective Action Report
11.	F QMS 11	List of License / certificates
12.	F QMS 12	Communication Report
13.	F QMS 13	Management review meeting
14.	F QMS 14	Risk analysis Sheet
Training Record		
15.	F TRG 01	Training Calendar
16.	F TRG 02	Employee Wise Training & Competence Record Sheet
17.	F TRG 03	Induction Training Report
18.	F TRG 04	Job Description & Specification
19.	F TRG 05	Training Report

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20.	F TRG 06	Multi Skill Analysis
Purchase Record		
21.	F PUR 01	Purchase Order
22.	F PUR 02	Indent And Incoming Inspection Record
23.	F PUR 03	Approved external provider list & Annual purchase order
24.	F PUR 04	External Provider Registration Form
25.	F PUR 05	Annual Purchase Order
Marketing Record		
26.	F MKT 01	Order Form / Order Confirmation
27.	F MKT 02	Customer Complaint Report
28.	F MKT 03	Customer Feed Back Form
29.	F MKT 04	Customer Property Monitoring Register
Production Record		
30.	F PRD 01	Disposal of Non-Conforming of Product & service
31.	F PRD 02	Spray Dryer Log Sheet
32.	F PRD 03	Spin Flash Dryer Log Sheet
33.	F PRD 04	Reverse Osmosis Log Sheet
34.	F PRD 05	Blender / Ball Mill Log Sheet
35.	F PRD 06	Process change form
Quality Control Record		
36.	F QCD 01	pH Meter Calibration Report
37.	F QCD 02	Sample Test Request Slip For Incoming materials
38.	F QCD 03	Sample Test Request Slip For In process / Finish product
Design & Development Record		
39.	F RND 01	Research And Development Request Report
40.	F RND 02	Research And Development Plan
41.	F RND 03	Design Verification Report
42.	F RND 04	Design and Development Monitoring Register

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43.	F RND 05	Design Review Report
44.	F RND 06	Experiment Data Sheet
45.	F RND 07	Design Review Minutes Of Meeting
Maintenance Record		
46.	F ENG 01	Breakdown History Card
47.	F ENG 02	Preventive maintenance Schedule
48.	F ENG 03	Preventive Maintenance Check point
Dispatch Record		
49.	F DIS 01	Packing Slip
50.	F DIS 02	Drum / Bag / Carton Inspection Report
Store Record		
51.	F STR 01	Gate Pass
52.	F STR 02	Material Issue Slip
53.	F STR 03	Preservation Assessment Report
54.	F STR 04	Goods Receipt note
HRD Format		
55.	F HRD 01	Performance Appraisal Records–Functional Heads
56.	F HRD 02	Performance Appraisal Records–Staff
57.	F HRD 03	Manpower Requirement form
Installation and servicing Format		
58.	F SER 01	Installation Commissioning Progress Report
59.	F SER 02	Service Report

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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 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 1200 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 ISO standard faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, ISO series consultancy. We had **clients in more than 45 countries.**
2. Highly qualified 40 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.

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

3.1 Hardware and Software Requirements

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 Documentation you may keep the setting of colour image at high colour.

B. Software used in Documentation 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 Documentation kit: -

- Contains all necessary documents as listed above for ISO 9001:2015 formats used to retain documented information and comply with the requirements of ISO 9001:2015 Standards and more than 1000 man days (9000 hours) are spent in preparation of the same
- 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 ISO 9001:2015 QMS sample blank formats kit, you can save a lot of your precious time while preparing the ISO documents and manual
2. Take care for all the section and sub sections of ISO 9001:2015 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 documents for their organization.
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 20 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 on line delivery of our products to user by sending e mail of user name and password

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