# D101.5: DEMO OF ISO 9001:2015 FILLED FORMATS DOCUMENT KIT Price 120 USD

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### Contents of ISO 9001:2015 QMS sample Filled formats

| Sr. No. | List of Directory | Document Details |
|---|---|---|
| 1. | Filled Formats / Templates to retain documented information<br><br>Name of departments | 36 filled formats in Ms. Word |
| | QMS | 08 formats in Ms. Word |
| | Training | 03 formats in Ms. Word |
| | Purchase | 03 formats in Ms. Word |
| | Marketing | 03 formats in Ms. Word |
| | Production | 04 formats in Ms. Word |
| | Quality Control | 02 formats in Ms. Word |
| | Design | 04 formats in Ms. Word |
| | Maintenance | 02 formats in Ms. Word |
| | Dispatch | 01 formats in Ms. Word |
| | Store | 02 formats in Ms. Word |
| | HRD | 02 formats in Ms. Word |
| | Installation and Servicing | 02 formats in Ms. Word |
| **Total 36 files quick download in editable form by e delivery** | | |

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**Sample 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 form 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 36 filled formats are prepared as per list given below.

### List of filled formats

| List of filled Formats | | |
|---|---|---|
| **QMS Record** | | |
| 1. | F QMS 01 | Master List & Distribution List of Documents |
| 2. | F QMS 02 | Change Note |
| 3. | F QMS 04 | Master List of Records |
| 4. | F QMS 06 | Audit Plan / Schedule |
| 5. | F QMS 08 | QMS Internal Quality Audit Non–Conformity Report |
| 6. | F QMS 09 | Quality Objective Plan |
| 7. | F QMS 10 | Corrective Action Report |
| 8. | F QMS 12 | Communication Report |
| **Training Record** | | |
| 9. | F TRG 03 | Induction Training Report |
| 10. | F TRG 04 | Job Description & Specification |
| 11. | F TRG 05 | Training Report |
| **Purchase Record** | | |
| 12. | F PUR 02 | Indent And Incoming Inspection Record |
| 13. | F PUR 03 | Approved external provider list & Annual purchase order |
| 14. | F PUR 04 | External Provider Registration Form |
| **Marketing Record** | | |
| 15. | F MKT 01 | Order Form / Order Confirmation |
| 16. | F MKT 02 | Customer Complaint Report |
| 17. | F MKT 04 | Customer Property Monitoring Register |

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| | | | |
|---|---|---|---|
| **Production Record** | | | |
| 18. | F PRD 01 | Disposal of Non–Conforming of Product & service | |
| 19. | F PRD 02 | Spray Dryer Log Sheet | |
| 20. | F PRD 04 | Reverse Osmosis Log Sheet | |
| 21. | F PRD 06 | Process Change Form | |
| **Quality Control Record** | | | |
| 22. | F QCD 01 | pH Meter Calibration Report | |
| 23. | F QCD 03 | Sample Test Request Slip For In process / Finish product | |
| **Design & Development Record** | | | |
| 24. | F RND 02 | Research And Development Plan | |
| 25. | F RND 04 | Design and Development Monitoring  Register | |
| 26. | F RND 05 | Design Review Report | |
| 27. | F RND 07 | Design Review Minutes Of Meeting | |
| **Maintenance Record** | | | |
| 28. | F ENG 01 | Breakdown History Card | |
| 29. | F ENG 03 | Preventive Maintenance Check point | |
| **Dispatch Record** | | | |
| 30. | F DIS 01 | Packing Slip | |
| **Store Record** | | | |
| 31. | F STR 01 | Gate Pass | |
| 32. | F STR 03 | Preservation Assessment Report | |
| **HRD Format** | | | |
| 33. | F HRD 01 | Performance Appraisal Records–Functional Heads | |
| 34. | F HRD 03 | Manpower Requirement form | |
| **Installation and servicing Format** | | | |
| 35. | F SER 01 | Installation Commissioning Progress Report | |
| 36. | F SER 02 | Service Report | |

## 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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**B. Software used in Documentation kit**

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- Contains all necessary documents as listed above for ISO 9001:2015 sample filled forms 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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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.

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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

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