

## D182: Demo of API Q2 Documentation Kit **Price 899 USD**

Totally editable documentation package for quick process improvement  
Complete editable document tool kit (API manual, procedures, exhibits, process approach, SOP, formats, audit checklist, etc.) prepared as per API Specification Q2.

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### Chapter-1.0 Contents of API Q2 Documentation kit (More than 105 document files)

**A. This editable documentation kit has 9 main directories in MS Word/excel, as below:**

Sr. No.	Directory	Details of Documents
1.	API Manual	11 File in MS Word
2.	Procedures	21 Procedures in MS Word
3.	Process Approach	09 Process approach in MS Word
4.	Standard Operating Procedures	03 Standard operating procedures in MS Word
5.	Exhibits	07 Exhibits in MS Word
6.	Blank Formats /Templates Name of departments	51 Blank Formats in MS Word / excel
	System (SYS)	15 formats in MS Word / excel
	Training (TRG)	06 formats in MS Word
	Purchase (PUR)	09 formats in MS Word
	Marketing (MKT)	05 formats in MS Word
	Execution (OPN)	05 formats in MS Word
	Quality control (QCD)	03 formats in MS Word/excel
	Maintenance (ENG)	04 formats in MS. Word
	Dispatch (DES)	02 formats in MS Word
	Stores (ST)	04 formats in MS Word/excel
7.	API specification Q2 Audit checklist	More than 800 questions
8.	Sample Risk assessment sheet	01 File in MS Excel
9.	API specification Q2 document compliance matrix	01 File in MS Excel

**Total 105 files in editable form; Quick Download by e-delivery**

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### B. Documented information package:

Our documentation kit contains sample documents required for API Q2 certification as listed below. **All documents are in MS-Word/Excel files and you can edit them.** You can make changes as per your organization's need and **within few days your entire documents with all necessary controls will be ready.** In the API Q2, documented information (procedures, SOPs, etc.) are required a few places only. 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, Manual, etc.)**
2. **Retain documented information (Forms / Templates)**

Under the main directories, further files are provided in MS Word/excel document as per the details given below.

#### 1. API Manual:

It is a sample copy of API manual having clause-wise details of how API specification Q2 system is implemented. The API manual is tier-1 of API specification Q2 documents and covers list of procedures as well as overview of organization. This manual has covering company profile, amendment sheet, index, clause-wise details as per API specification Q2 for implementation, sample policy and organization chart.

#### **(A) Table of Contents**

Chapter No.	Subject	Page No.	Clause Reference
			API Specification Q2-2 <sup>nd</sup> Edition
<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>Quality Management System Requirements</b>	1 – 7	4.0
	General		4.1
	Management Responsibility		4.2
	Organization Capability		4.3
	Document Requirements		4.4
	Control of Records		4.5

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5.	<b>Realization of Service and Service-related Product</b>	1 – 12	5.0
	Contract Review		5.1
	Planning		5.2
	Risk Assessment and Management		5.3
	Design and Development of Service		5.4
	Contingency planning		5.5
	Purchasing		5.6
	Execution of Service		5.7
	Control of Testing, Measuring, Monitoring and Detection Equipment(TMMDE)		5.8
	Service Performance Validation		5.9
	Control of Nonconformities		5.10
	Management of Change (MOC)		5.11
	6.		<b>Quality Management System Monitoring, Measurement, Analysis, and Improvement</b>
General		6.1	
Monitoring, Measuring and Improving		6.2	
Analysis of Data		6.3	
Improvement		6.4	
Management Review		6.5	
<b>Annexure</b>			
ANX–I	List of Procedures (Documented Information)	1 – 2	=====
ANX–II	Glossary of Terms	1 – 1	=====
ANX–III	Company Activity Process Flow Chart	1 – 3	=====
ANX–IV	Quality Policy	1 – 1	=====
ANX–V	Organization Structure	1 – 2	=====

### 2. Procedures (21 procedures):

Sample copies of mandatory procedures as per API specification Q2 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

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1. Procedure for Management review
2. Procedure for Document and data control
3. Procedure for Control of records
4. Procedure for Internal audit
5. Procedure for Training
6. Procedure for Corrective action
7. Procedure for Control of monitoring and measuring equipment
8. Procedure for Risk management
9. Procedure for Analysis of data
10. Procedure for customer satisfaction survey
11. Procedure for Purchasing
12. Procedure for Control of Non-Conforming services/ service related products
13. Procedure for Identification of Service related Products
14. Procedure for Traceability
15. Procedure for Contingency Planning
16. Procedure for Preservation
17. Procedure for Maintenance
18. Procedure for Communication
19. Procedure for Control on Customer Supplied Products
20. Procedure for Management of Change
21. Procedure for Contract Review

### **3. Process approach (09 process approaches)**

Sample copies of process approaches as per API specification Q2 are provided. The list of sample process approach provided in the kit is given below.

#### **List of process approaches**

1. Process approach of Customer Service
2. Process approach of Dispatch
3. Process approach of Engineering
4. Process approach of Marketing
5. Process approach of Purchase
6. Process approach of Quality Control
7. Process approach of Stores
8. Process approach of Risk & Opportunity
9. Process approach of Training Activity

### **4. Standard operating procedures (03 SOPs)**

**For more information about API Q2 Documentation kit [Click Here](#)**

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It covers sample copy of standard operating procedure as per API specification Q2. It takes care of all such issues and used as a training guide as well as to 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 Standard operating procedures

1. SOP for Incoming Inspection and Testing
2. SOP for In-Process Inspection and Testing
3. SOP for Final Inspection and Testing

### 5. Exhibits (07 exhibits)

It covers sample copy of exhibits as per API specification Q2.

### List of Exhibits

1. Exhibit for Skill Requirements
2. Exhibit for Multi-Skill Requirements
3. Exhibit for Disposal of Nonconforming Products
4. Exhibit for Service Quality Plan – Incoming Inspection and Testing
5. Exhibit for Material Specifications
6. Exhibit for Document Identification and Codification System
7. Exhibit for Department wise risk analysis sheet

### 6. Blank sample formats for all the departments (51 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 51 blank formats are provided as per the list given below.

### List of blank formats

- |   |  |
|---|--|
| 1. Master List & Distribution List of Documents     | 27. Purchase Request Slip                            |
| 2. Change Note                                      | 28. Vendor / Sub-Contractor Evaluation Form          |
| 3. Corrective Action Report                         | 29. Supplier assessment Report                       |
| 4. Master List of Records                           | 30. Contractor evaluation sheet                      |
| 5. Quality Objectives Monitoring Sheet              | 31. Order Form / Order Confirmation                  |
| 6. Audit Plan / Schedule                            | 32. Customer Complaint Report                        |
| 7. QMS Internal Quality Audit Non-Conformity Report | 33. Customer Feedback Form                           |
| 8. API Q2 QMS Clause wise Audit Review Report       | 34. Customer Contract Review checklist               |
| 9. Quality Objective Plan                           | 35. Customer Property Monitoring Register            |
| 10. Calibration Status of Instrument / Equipment    | 36. Disposal of Nonconforming of Products & services |
| 11. List of License / certificates                  | 37. Service Execution Plan                           |

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- |  |  |
|--|--|
| 12. Communication Report                             | 38. Job card   |
| 13. Management review meeting                        | 39. Final Inspection Report for Product                                    |
| 14. Risk analysis Sheet                              | 40. Sample Test Request Slip For Incoming materials                        |
| 15. MOC Format                                       | 41. Traceability sheet   |
| 16. Training Calendar                                | 42. Breakdown History Card   |
| 17. Employee-Wise Training & Competence Record Sheet | 43. Preventive Maintenance Schedule  |
| 18. Induction Training Report                        | 44. Preventive Maintenance Check point Request for Breakdown Maintenance / |
| 19. Job Description & Specification                  | 45. Preventive Maintenance / Modification of Machine / Test Equipment      |
| 20. Training Report                                  | 46. Packing Slip   |
| 21. Multi-Skill Analysis                             | 47. Drum / Bag / Carton Inspection Report                                  |
| 22. Purchase Order                                   | 48. Gate Pass  |
| 23. Indent And Incoming Inspection Record            | 49. Material Issue Slip  |
| 24. Approved Vendor list & Annual purchase order     | 50. Preservation Assessment Report   |
| 25. Supplier Registration Form                       | 51. Goods Receipt note   |
| 26. Annual Purchase Order                            |  |

### **7. API Q2 Audit Checklists (More than 800 Questions)**

This covers audit questions based on the API specification Q2 requirements. It will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 800 questions are prepared on the basis of API specification Q2.

### **8. Sample Risk assessment sheet**

The ready to use risk template in filled form is given to prepare the risk document for the organization. It gives complete risk methodology and sample filled risk details for quick reference to users to understand how risk to be identified.

### **9. API Q2 compliance matrix**

This compliance matrix contains API specification Q2 requirement wise list of documented information for easy reference of users and to understand how this system is made.

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### Chapter-2.0 ABOUT COMPANY

Documentation Consultancy 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.

#### **Documentation Consultancy 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.

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### 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 API specification Q2 documents.
2. The kit takes care of all the sections and sub-sections of API specification Q2 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 API specification Q2 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 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.

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