

D118: DEMO OF INSPECTION AGENCY SYSTEM DOCUMENT KIT **Price 450 USD**

Complete editable document tool kit (Policy, manual, procedures, forms, audit checklist, Exhibits etc.) **Globally many companies had got ISO/IEC 17020:2012 certificate using our document kit**

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Chapter-1.0 CONTENTS OF INSPECTION AGENCY SYSTEM DOCUMENT KIT (More than 60 document files)

A. The entire Editable Document kit has 6 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	Quality Manual	10 files in Ms. word
2.	Procedures	14 procedures in Ms. word
3.	Exhibits	02 exhibits in Ms. word
4.	Standard Operating Procedures	06 SOPs in Ms. word
5.	Formats / Templates Name of departments	28 formats in Ms. Word
	Calibration	02 formats in Ms. Word
	Client care	05 formats in Ms. Word
	Purchase	04 formats in Ms. Word
	Training	06 formats in Ms. Word
	Management	09 formats in Ms. Word
	Operation	02 formats in Ms. Word
6.	Audit Checklist	More than 200 questions

Total 60 files quick download in editable form by e delivery

Note: The inspection agencies are getting ISO/IEC 17020:2012 certificate from accreditation body (MRA Partner)

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B. System for Inspection agency documents list:

System for Inspection Agency Document Matrix	
Document No	Document title
4.0	
SOP/OPN/06	Follow up of secrecy rules
5.0	
F/TRG/04	Job description and specification
6.0	
QP/01	Procedure for personnel and training
F/TRG/01	Training record
F/TRG/02	Training calendar
F/TRG/03	Induction training form
F/TRG/04	Job description and specifications
F/TRG/05	Competency matrix
F/TRG/06	Skill matrix
QP/02	Procedure for equipment, reference standards, reference materials and its transportation, handling and storage
F/OPN/01	List of equipment
F/OPN/02	Equipment History Card
F/OPN/03	Equipment log book
QP/03	Procedure for purchasing, selection and approval of suppliers
F/PUR/01	Supplier evaluation report
F/PUR/02	Approved Supplier list
F/PUR/03	Purchase requisition
F/PUR/04	Purchase order
QP/13	Procedure for Measurement Traceability and calibration
E/CAL/01	Calibration periodicity
F/CAL/01	Calibration status of equipment
F/CAL/02	List of equipments under intermediate checks
QP/04	Procedure for Subcontracting the inspection services
7.0	
QP/14	Procedure for Contract review
F/CSD/01	Inspection service request
F/CSD/05	Inward Register
QP/05	Procedure for Handling of inspection items

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SOP/OPN/01	Storage and retention of sample
SOP/OPN/02	Results reporting
SOP/OPN/03	Verify accuracy of results
SOP/OPN/04	Reporting, Distribution, recording and storage of results
SOP/OPN/05	Actions taken on abnormal results
QP/06	Procedure for Complaint and appeal process
F/CSD/02	Client feedback form
F/CSD/03	Complaint and appeal Report
F/CSD/04	Complaint and appeal Register
QP/06	Procedure for Complaint and appeal process
F/CSD/02	Client feedback form
F/CSD/03	Complaint and appeal Report
F/CSD/04	Complaint and appeal Register
8.0	
QP/07	Procedure for Control of documents
E/SYS/01	Exhibit for Abbreviation
F/SYS/01	Master list and distribution list of documents
F/SYS/02	Change Note
QP/08	Procedure for Control of records
F/SYS/04	Master list of records
QP/09	Procedure for Management review
QP/10	Procedure for Internal audit
F/SYS/06	Annual audit plan
F/SYS/07	Audit Schedule
F/SYS/08	Internal audit non-conformity report
F/SYS/09	Clause Wise Document Wise Audit Review Report
F/SYS/10	Audit checklist
QP/11	Procedure for Corrective actions
F/SYS/03	Corrective and Preventive action report
F/SYS/08	Internal audit non-conformity report
QP/12	Procedure for Preventive actions
F/SYS/03	Corrective and Preventive action report
F/SYS/08	Internal audit non-conformity report

C. Documentation: -

Our document kit is having sample documents required for Inspection agency as listed below. All documents are in word and you can edit it. You can do changes as per your company need and within 4 days your entire documents with all necessary details are

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ready and many organization are certified globally in 1st trial with the help of our documents from any stringent certification audit. Many inspection agency are implementing the system as per ISO/IEC 17020:2012 standard published by international organization for standardization. There are 2 types of inspection body.

Option A: Means Independent Inspection body (Third party Inspection Agency).

Option B: Means a body already establish and maintain a management system and already certified to ISO 9001

This document kit is prepared for the Inspection of Option – A, means Independent Inspection body (Third party Inspection Agency). This document kit is also prepared based on the option - A as per the clause No. 8.1.2 of system for inspection agency. Option - A means the Inspection body is fulfilling the requirements given in clause No. 8.2 to 8.8 of system for inspection agency.

The other option given in this standard is option - B as per clause No. 8.1.3 of system for inspection agency. Means an inspection body that has established and maintains a management system in accordance with their certified QMS

Under this directory further files are made in word Document as per the details listed below. All the documents are related to inspection agency.

1. Quality Manual (8 Chapters and 2 Annexure):

It covers sample copy of Quality manual and clause wise details for how system for inspection agency is implemented. It covers list of procedures as well as overview of organization and covers tier 1 of system for inspection agency documents. It is having total 8 chapters covering company profile, amendment sheet, index, clause wise details as per system for inspection agency for implementation, sample Quality policy and organization chart. It covers sample copy of Quality manual and clause wise details for how system for inspection agency systems is implemented. It covers list of procedures as well as overview of organization and covers tier1 of system for inspection agency documents. This manual also include requirements of IAF/ILAC-A4 guidelines

Table Of Contents		
Chapter No.	Subject	Page No.
<u>Section – 1</u>		
1	Table of contents and amendment record Sheet	1 – 4
2	Authorization statement and Company profile	1 – 5
3	Control and distribution	1 – 2

<u>Section – 2</u>		
4 to 8	Detail chapters explaining management commitment and at macro level how system is implemented to comply requirements	=====

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<u>Annexure</u>		
Anx.-1	List of quality procedures	1
Anx.-2	Glossary of terms	1

Note: For type B body the chapter 8.2 to 8.8 is not applicable to them

2. Procedures (14 procedures):

It covers sample copy of mandatory procedures covering all the details like purpose, scope, responsibility, how procedure is followed as well as list of exhibits, reference documents and formats. The list of sample procedures provided is as below.

List of procedures

1. Procedure for Personnel and training
2. Procedure for Equipment, reference standards, reference materials and its transportation, handling and storage
3. Procedure for Purchasing, selection and approval of suppliers
4. Procedure for subcontracting the inspection services
5. Procedure for Handling of inspection items
6. Procedure for Complaint and appeal process
7. Procedure for Control of documents
8. Procedure for Control of records
9. Procedure for Management review
10. Procedure for Internal audit
11. Procedure for Corrective actions
12. Procedure for Preventive actions
13. Procedure for Measurement Traceability and calibration
14. Procedure for Contract review

3. Exhibits (02 Exhibits):

It covers exhibit tables for guideline to staff for working. It covers guideline for establishing controls on significant aspects, work instructions for operators. It is useful for testing process control and establishes effective laboratory management system with good laboratory practices culture. It covers sample dos and don'ts and guideline tables in the form of exhibits as per details given below. It helps your laboratory in process mapping as well as preparing the work instructions for own organization. The process model is also given to give overall interlink ages of all the documents.

List of Exhibits

1. E/SYS/01 Exhibit for abbreviation used in system
2. E/CAL/01 Calibration Periodicity

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4. SOPs (06 SOPs)

It covers sample copy of mandatory standard operating procedures and sanitation practices as well as policies covering all the details as per system for inspection agency requirements for Inspection Agency (Issue the lists of operating procedures are listed below.)

List of SOPs

1. SOP for Storage and retention of sample
2. SOP for Results reporting
3. SOP for Verify accuracy of results
4. SOP for Reporting, Distribution, recording and storage of results
5. SOP for Actions taken on abnormal results
6. SOP for Follow up pf secrecy rules

5. Blank sample formats for all the departments (28 sample formats)

It covers sample copy of blank forms required to maintain records 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 28 formats are prepared as per list given below. It gives evidence how system for inspection agency is implemented.

List of Blank Sample format

- | | |
|----------------------------------|---|
| 1. Inspection Service request | 2. Master List and Distribution List of Documents |
| 3. Client feedback form | 4. Change Note |
| 5. Complaint and Appeal report | 6. Corrective / Preventive action report |
| 7. Complaint and Appeal Register | 8. Master List of Records |
| 9. Inward Register | 10. Objectives |
| 11. Supplier Evaluation Form | 12. Annual audit plan |
| 13. Approved vendor list | 14. Audit schedule |
| 15. Purchase Requisition | 16. Internal audit non-conformity report |
| 17. Purchase Order | 18. Clause-wise Document-wise audit review report |
| 19. Training report | 20. Master list of equipments |
| 21. Training calendar | 22. Equipment History Card |
| 23. Induction training report | 24. Calibration Status of Equipment |
| 25. Job description | 26. List of equipments under intermediate checks |
| 27. Competency matrix | 28. Skill matrix |

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6. System for inspection agency requirement wise audit questionnaire (More than 200 Questions)

There covers audit questions based on inspection agency requirements. It will be very good tool for the internal to make audit questionnaire while auditing and make effectiveness in auditing. Total more than 200 questions are prepared for clause no. 4, 5 of inspection agency. It can be used as a very good tool for logically auditing during internal audit for inspection agency.

List of requirement wise audit questionnaire

1. General requirements
2. Structural requirements
3. Resource requirements
4. Process requirements
5. Management system requirements

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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 certification 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 ready made training and editable document kit helps the client in making their documents easy and make them complying to related system standard faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, system 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 system 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 system series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing system 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 word 98 and window 2000 programs. You are therefore required to have office 2000 or above with word 98 or above and power point

3.2 Features of Documentation kit: -

- Contains all necessary documents as listed above and comply with the requirements of system Standards and more than 1000 man days (9000 hours) are spent in preparation of document kit
- 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 having experience of more than 200 companies' system implementation globally.
- Provides model of a Management system that is simple and free from excessive paperwork
- the accredited certifying body is giving the certificate for ISO/IEC 17020

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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 system documents.
2. Take care for all the section and sub sections of system for inspection agency standard and 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 system documents for their organization
4. Ready made templates and sample documents are available which can reduce your time in document preparation
5. Save much time and cost in document preparation
6. The audit questions helps in making perfect audit checklist You will get better control in your system due to our proven formats

For purchase Click Here →



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