

## D132: DEMO OF ISO 17034:2016 DOCUMENT KIT **Price 899 USD**

Complete editable ISO 17034:2016 document kit (Manual, procedures, exhibits, work instructions, formats, audit checklist etc.)

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### Chapter-1.0 CONTENTS OF ISO 17034:2016 DOCUMENT KIT

(More than 115 document files)

The Total Editable Document kit has 6 main directories as below.

#### ISO 17034:2016 Editable Document kit

Sr. No.	List of Directory	Document of Details
1.	Quality Manual	01 files in MS Word
2.	Procedures	31 Procedures in MS Word
3.	Exhibits	04 Exhibits in MS Word
4.	Work instructions	23 Work Instructions in MS Word
	Production	12 Standard operating procedure in MS Word
	Quality Control	11 Standard operating procedure in MS Word
5.	Formats	57 formats in MS Word / Excel
	Despatch (DES)	03 formats in MS Word
	Marketing (MKT)	04 formats in MS Word
	Operation (OPN)	04 formats in MS Word
	Production (PRD)	02 formats in MS Word
	Purchase (PUR)	08 formats in MS Word
	Quality control (QCD)	15 formats in MS Word / Excel
	Stores (STR)	01 formats in MS Word
	System Formats (SYS)	11 formats in MS Word
Training (TRG)	09 formats in MS Word	
6.	Audit checklist	More than 350 questions

**Total 115 files quick download in editable form by e delivery**

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### B. Documentation:-

Our document kit is having sample documents required for ISO 17034:2016 accreditation as listed below. You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready as well as your team will got many ideas for system establishment to reduce the cost and effort with all necessary controls and your total documents are ready. We had given all type of templates and organization use it as per their need and many organization are certified globally in 1<sup>st</sup> trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory further files are made in word document as per the details listed below. All the documents are related to ISO 17034:2016 for and user can edit it in line with their own processes.

#### 1. Quality Manual:

It covers sample copy of quality manual for ISO 17034:2016. It describes how all requirement of ISO 17034:2016. It covers list of procedures as well as overview of covers tier 1 of ISO 17034:2016 documents.

### ISO 17034:2016 Manual Index

Chapter No.	Subject	Amendment No.	Page No.	ISO 17034:2016 Clause Ref.
1	Cover page, Table of contents, amendment record sheet and glossary of terms (abbreviation)	00	1 – 6	=====
2	Authorization statement and organization profile	00	7 – 10	=====
3	Control and distribution	00	11 – 12	=====
<b>4.0</b>	<b>General requirements</b>			
	4.1 Contractual matters	00	13	
	4.2 Impartiality	00	14	
	4.3 Confidentiality	00	15	
<b>5.0</b>	<b>Structural requirements</b>	00	16 – 17	
<b>6.0</b>	<b>Resource requirements</b>			
	6.1 Personnel	00	18 – 19	
	6.2 Subcontracting	00	20 – 22	
	6.3 Provision of equipment, services and supplies	00	23	
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<b>7.0</b>	<b>Technical and production requirements</b>			
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	7.3 Production control	00	28 – 29	
	7.4 Material handling and storage	00	30 – 31	
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<b>Annexure</b>					
ANX-1	List of quality procedures		00	62 – 63	=====
ANX-2	Responsibility and authority of management and technical personnel		00	64 – 66	=====
<b>Note</b> →	The amendment number given above is at the time of issue of this manual. If any page is amended then latest amendment number of such pages is recorded in amendment record sheet and on the table of content given above.				

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### **2. Procedures (31 Procedures):**

It covers sample copy of mandatory procedures covering all the details of ISO 17034:2016 standard.

#### **List of procedure**

1. Procedure for establishing the quality of materials as a component of the management system
2. Procedure for data evaluation
3. Procedure for material handling, storage and transportation
4. Procedure for preparation of processing procedures
5. Procedure for undertaking characterization
6. Procedure for identification, labeling and packaging facilities, packing and delivery
7. Procedure for production of reference materials
8. Procedure for protection of customer's confidential information and proprietary rights
9. Procedure to avoid involvement in any activities that might diminish confidence in its competence, impartiality, judgment or operational integrity
10. Procedure for Document and Data Control
11. Procedure for review of request, tender and contracts
12. Procedure for subcontracting
13. Procedure for procurement of services and supplies
14. Procedure for Complaint Handling
15. Procedure for Control of non-conforming work and reference materials
16. Procedure for Corrective Action
17. Procedure for Control of Records
18. Procedure for Internal Audit
19. Procedure for Management Review
20. Procedure for Personnel and Training
21. Procedure for production planning and implementation
22. Procedure for production control
23. Procedure for accommodation and environment
24. Procedure for material processing
25. Procedure for measurement method
26. Procedure for measuring equipments
27. Procedure for protecting the integrity of data
28. Procedure for metrological traceability
29. Procedure for assessment of homogeneity
30. Procedure for assessment of stability
31. Procedure for assignment of property values and calculation of uncertainty of measurement

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### **3. Exhibits (04 Exhibits):**

It covers sample copy of exhibits covering all the details of ISO 17034:2016 standard.

#### **List of Exhibits**

1. Skill Requirements
2. Codification System
3. Calibration Periodicity
4. Sampling Plan

### **4. Work instructions (23 work instructions):**

It covers sample copy of work instruction covering production and quality control work instruction of ISO 17034:2016 standard.

#### **List of work instructions**

##### **Production**

1. Work instruction for Chemical Reaction
2. Work instruction for Filtration
3. Work instruction for Steam Boiler
4. Work instruction for Air Compressor
5. Work instruction for Water Softening Plant
6. Work instruction for Diesel Generator Set
7. Work instruction for Spray Drying
8. Work instruction for Blending
9. Work instruction for Reverse Osmosis Plant
10. Work instruction for Pulverizer
11. Work instruction for Hot Air Generator
12. Work instruction for Ice Plant

##### **Quality control**

13. Work instruction for Protection of electronic data
14. Work instruction for Preparation of calibration curves
15. Work instruction for Handling, Storage, Use of CRM
16. Work instruction for Intermediate Check on CRM
17. Work instruction for Laboratory Safety
18. Work instruction for Disposal method for retained samples
19. Work instruction for Spectrophotometer
20. Work instruction for Operating Instruction – Weighing balance
21. Work instruction for Operating Instruction – Hot Air Oven
22. Work instruction for Intermediate checks – Weighing Balance
23. Work instruction for Intermediate checks – Oven / Furnace / Dryer

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### **5. Blank Formats (57 Formats):**

It covers sample copy of blank forms required to maintain records as well as establish control and make system. The samples given are as a guide and not compulsory to follow to change the same to suit own requirements.

#### **List of Formats**

- |                                                        |                                                       |
|--------------------------------------------------------|-------------------------------------------------------|
| 1. Packing Report                                      | 2. Delivery challan / deliver memo                    |
| 3. Bill / Invoice                                      | 4. Work order                                         |
| 5. Customer feedback form                              | 6. Complaint report                                   |
| 7. Complain register                                   | 8. Equipment History Card                             |
| 9. Preventive Maintenance Schedule                     | 10. Equipment Wise Preventive Maintenance Checkpoints |
| 11. Non-Conforming Work Report                         | 12. Production Plan                                   |
| 13. Batch manufacturing record                         | 14. Purchase Order                                    |
| 15. Indent (purchase requisition)                      | 16. Approved Vendor List                              |
| 17. Supplier registration form                         | 18. Inspection report                                 |
| 19. Suppliers re-evaluation report                     | 20. Job order                                         |
| 21. Sub-contractor audit report                        | 22. Environment condition monitoring report           |
| 23. Stability study report                             | 24. Re-test Analysis                                  |
| 25. Uncertainty of Measurement                         | 26. Spectrophotometer Calibration Report              |
| 27. Distilled water generation and test report         | 28. pH Meter Calibration Report                       |
| 29. In-house Calibration Report                        | 30. Intermediate check report – weighing balance      |
| 31. Intermediate check report – oven / furnace / dryer | 32. Intermediate check report – Analyzer              |
| 33. Critical consumables                               | 34. Normality record sheet                            |
| 35. Housekeeping checklist                             | 36. Sample Test Request Slip                          |
| 37. Gate Pass                                          | 38. Master List Cum Distribution List of Documents    |
| 39. Change Note                                        | 40. Corrective Action Report                          |
| 41. Master List of Records                             | 42. Quality Objectives                                |
| 43. Audit Plan / Schedule                              | 44. Internal Audit Non-Conformity Report              |
| 45. Clausewise Documentwise Audit Review Report        | 46. Preventive Action Report                          |
| 47. Calibration Status of Equipment                    | 48. Internal audit programme                          |
| 49. Training Calendar                                  | 50. Training Report                                   |
| 51. Induction Training Report                          | 52. Job Description and Specification                 |
| 53. Skill Matrix                                       | 54. Confidentiality Agreement                         |
| 55. Appointment Letter                                 | 56. Employees Competence Report                       |
| 57. Education, training and skill objective            |                                                       |

### **6. Audit checklist (more than 350 questions)**

It covers sample audit questions based on all the ISO 17034:2016 requirements. It helps the auditor to make own audit checklist for quick and perfect auditing to ensure all the ISO 17034:2016 requirements are fulfilled.

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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 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 industries and laboratories to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had **more than 1800 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 1800 companies** globally for management training, ISO series consultancy. We had clients **in more than 45 countries**.
2. Highly qualified 50 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**

#### **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 Document you may keep the setting of colour image at high colour.

#### **B. Software used in Document 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 Document kit:-**

- Contains all necessary documents as listed above and comply with the requirements of ISO 17034:2016 Standards.
- 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 documents, you can save a lot of your precious time while preparing the ISO 17034:2016 documents.
2. Take care for all the section and sub sections of ISO 17034:2016 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 17034:2016 documents.
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 25 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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