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Complete editable ISO/IEC 17065:2012 document kit (Manual, policy, procedures, formats, work instruction, audit checklist etc.)

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Chapter-1.0 CONTENTS OF ISO/IEC 17065:2012 DOCUMENT KIT (More than 55 document files)

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

ISO/IEC 17065:2012 Editable Document kit for Conformity assessment — Requirements for bodies certifying products, processes and services

Sr. No.	List of Directory	Document of Details
1.	Quality Manual	14 files in MS Word
2.	Policy	04 Policies in MS Word
3.	Procedures	11 Procedures in MS Word
4.	Work Instruction	02 Work instructions in MS Word
5.	Formats	27 formats in MS Word
6.	Audit checklist	More than 250 audit questions

Total 59 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/IEC 17065:2012 certification 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 and many organization are certified globally in 1st trial with the help of our documents from any kind of stringent certification audit.

Under this directory further files are made in word Document as per the details listed below. All the documents are related to any kind of manufacturing/process industry.

1. Quality Manual:

It covers sample copy of quality manual for conformity assessment — Requirements for bodies certifying products, processes and services. It describes how all requirement of ISO/IEC 17065:2012 standard for conformity assessment — Requirements for bodies certifying products, processes and services. It covers list of procedures as well as overview of organization and covers tier 1 of ISO/IEC 17065:2012 documents.

ISO/IEC 17065:2012 Manual Index

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2. Policy (04 policies):

It covers sample copy of policy covering all the details in English. All policies as listed below;

- 1 Quality Policy
- 2 Confidentiality Policy
- 3 Impartiality Policy
- 4 Impartiality Committee Members

3. Procedures (11 Procedures):

It covers sample copy of mandatory procedures covering all the details of ISO/IEC 17065:2012 standard.

- 1 Procedure for document and data control
- 2 Procedure for control of records
- 3 Procedure for Internal audit
- 4 Procedure for Corrective and Preventive actions
- 5 Procedure for management review
- 6 Procedure for Human resources and management of competence of personnel
- 7 Procedure for complaints and appeals
- 8 Procedure for Marketing, contract and contract review
- 9 Procedure for evaluation
- 10 Procedure for granting, for maintaining, for extending or reducing the scope of accreditation, for suspending, withdrawing or for refusing certification
- 11 Procedure for outsourcing

4. Work Instructions (2 Work instructions):

It covers sample operating procedures covering all the specific practice areas and provides details for operation of training organization

5. Blank Formats (27 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.

List of Formats

1. Document Matrix
2. Change Note
3. Master List of records
4. Audit Plan / Schedule

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5. Non-conformity report
6. Internal audit report
7. Corrective action report
8. Preventive action report
9. MRM Agenda
10. Contract for employment
11. Sub-contractor agreement
12. Confidentiality and impartiality declaration
13. CPD form
14. Evaluator training plan
15. Evaluator evaluation form
16. Evaluator Qualification Form
17. Training Need Identification
18. Training Calendar
19. Training report
20. Incident Report
21. Incident log
22. Questionnaire
23. Quotation Format
24. Contract review checklist
25. Customer satisfaction survey form
26. Certificate formats
27. List of outsourced evaluators

[6. Audit checklist \(more than 250 questions\)](#)

It covers sample audit questions based on all the ISO/IEC 17065 requirements. It helps the auditor to make own audit checklist for quick and perfect auditing to ensure all the ISO/IEC 17065 requirements are fulfilled by the organization.

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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 organizations 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

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 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/IEC 17065:2012 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/IEC 17065:2012 documents.
2. Take care for all the section and sub sections of ISO/IEC 17065:2012 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/IEC 17065:2012 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 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

For purchase Click Here → 

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