

D124: DEMO OF ISO 20121:2012 EVENT SUSTAINABILITY MANAGEMENT SYSTEM DOCUMENTATION AND AWARENESS TRAINING KIT **Price 810 USD**

Totally editable documentation package and awareness training package for quick process improvement to implement the event management in your organization

Completely editable documentation and training toolkit

(Manual, procedures, exhibits, blank forms, job description, audit checklists; PPT presentation and student manual, etc.)

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Chapter-1.0 CONTENTS OF ISO 20121:2012 Event sustainability management system DOCUMENTATION AND AWARENESS TRAINING KIT (More than 120 files)

A. This editable documentation kit has 11 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	ESMS Manual	14 Files in MS Word
2.	Procedures	18 Procedures in MS Word
3.	Standard Operating Procedures	25 Standard Operating Procedures in MS Word
4.	Exhibits	06 Exhibits in MS Word
5.	Blank Formats	51 Blank Formats in MS Word / excel
6.	ISO 20121:2012 Audit checklists	More than 150 questions
7.	Job Description	01 File in word for 6 JD
8.	Major Emergency preparedness plan	01 File in MS Word
9.	Operational control plan	01 File in MS Word
10.	Risk analysis	01 File in MS Excel
11.	ISO 20121:2012 document compliance matrix (Requirement wise reference documented information)	01 File in MS Excel

Total 120 files in editable form; Quick Download by **e-delivery**

For more information about ISO 20121:2012 Documentation and Awareness Training kit [Click Here](#)

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Part-2: ISO 20121:2012 Awareness training kit

Part – 2: Training: ISO 20121:2012 awareness training

A. PPT Presentation		Nos. of Slides
1.	Overview of ISO 20121:2012	24 slides
2.	ISO 20121:2012 requirements	75 slides
3.	ISO 20121:2012 documentation	15 slides
B. Literature		
	A literature to understand ISO 20121:2012 subject well in 03 chapters, 02 workshops and 01 case study	Approx. 43 pages in Ms. word
C. Work shops		20 questions to solve
D. Case study		1 case study with 5 questions

Part-1: Documented information package:

Our documentation kit contains sample documents required for ISO 20121:2012 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 ISO 20121:2012, documented information (procedures, 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 document as per the details given on the next pages.

1. ESMS Manual (10 Chapters and 4 Annexure):

It is a sample copy of ESMS Manual having clause-wise details of how ISO 20121:2012 system is implemented. The ESMS Manual is tier-1 of ISO 20121:2012 documents and covers list of procedures as well as overview of organization. This manual has total 10 chapters covering company profile, amendment sheet, index, clause-wise details as per ISO 20121:2012 for implementation, sample policy and organization chart.

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(A) Table of Contents

Chapter No.	Subject	ISO 20121:2012 Clause Reference
Section – 1		
1.	Company profile	-----
2.	Table of contents	-----
3.	Control and distribution	-----
Section – 2		
4.	Context of the Organization	4.0
5.	Leadership	5.0
6.	Planning	6.0
7.	Support	7.0
8.	Operation	8.0
9.	Performance evaluation	9.0
10.	Improvement	10.0
Annexures		
ANX-I	List of Documented information	=====
ANX-II	Glossary of terms	=====
ANX-III	Company activity process flow chart	=====
ANX-IV	Organization structure	=====

2. Procedures (18 procedures):

Sample copies of mandatory procedures as per ISO 20121:2012 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

- | | |
|---|--|
| 1. Procedure for Risk Management | 10. Procedure for Event Management System Internal Audit |
| 2. Procedure for Identifying legal and other requirements | 11. Procedure for Management Review |
| 3. Procedure for Competence, Awareness, And Training | 12. Procedure for Non-conformity, Corrective And Preventive Action |
| 4. Procedure for External Communication with suppliers and other interested parties | 13. Procedure for Context of organization |
| 5. Procedure for Document and data control | 14. Procedure for Objectives and targets |
| 6. Procedure for Control Of Records | 15. Procedure for Control of monitoring and measuring equipment |

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- | | |
|---|---|
| 7. Procedure for Operational Planning and Control | 16. Procedure for Purchasing and subcontracting |
| 8. Procedure for Monitoring And Measurement | 17. Procedure for Emergency preparedness and response |
| 9. Procedure for identification of and engagement with interested parties on the identified and emerging sustainable development issues relating to its role in the value chain of events not prepared. | 18. Procedure to identify its sustainable development issues and to evaluate their significance associated with its event-related activities, products and services within the defined scope of the management system not prepared. |

3. Standard Operating Procedures (25 SOPs):

Sample copies of SOPs as per ISO 20121:2012 are provided, which cover the actual operating guidelines for each activities involved in the event organization with the reference of formats to be used. The list of SOPs provided in the kit is given below.

List of SOPs

- | | |
|---|--|
| 1. Standard Operating Procedure for Health and safety inspection | 2. Standard Operating Procedure for Office Facilities |
| 3. Standard Operating Procedure for ESMS general requirements | 4. Standard Operating Procedure for Electrical equipments and its grounding |
| 5. Standard Operating Procedure for Incident Prevention | 6. Standard Operating Procedure for General environmental management procedure |
| 7. Standard Operating Procedure for Incident Reporting | 8. Standard Operating Procedure for Waste Management and Recycling |
| 9. Standard Operating Procedure for Management of change | 10. Standard Operating Procedure for Identification of environmental aspects and its impact evaluation |
| 11. Standard Operating Procedure for Hazard risk assessment | 12. Standard Operating Procedure for Environmental Information for Retailers |
| 13. Standard Operating Procedure for ESMS disciplinary action | 14. Standard Operating Procedure for Environmental committee |
| 15. Standard Operating Procedure for ESMS award and incentive scheme | 16. Standard Operating Procedure for Recycling, refuse and waste separation |
| 17. Standard Operating Procedure for Health and Safety committee | 18. Standard Operating Procedure for Refuse Store Areas and Waste Recycling Points |
| 19. Standard Operating Procedure for Visitor Event Safety Rules | 20. Standard Operating Procedure for Excessive Refuse and Waste |
| 21. Standard Operating Procedure for Disposal of High Risk Materials | 22. Standard Operating Procedure for event organization |
| 23. Standard Operating Procedure for Waste Electrical and Electronic Equipments | 24. Standard Operating Procedure for scrap management |
| 25. Standard Operating Procedure for personnel security | |

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4. Exhibits (06 exhibits)

Exhibits cover Skill Requirements, Multi Skill Requirements, Interested Parties Needs & Expectations, Communication Matrix, Organizational Knowledge, Disposal of Non-Conforming Service, Codification System etc. as per ISO 20121:2012 standard.

List of Exhibits

1. Codification system
2. Skill Requirements
3. Multi Skill Requirements
4. Disposal Of Non-Conforming Operation
5. Interested Parties Needs & Expectations
6. Communication Matrix

5. 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. Risk and Opportunities Monitoring Sheet | 27. Continual Improvement Plan |
| 2. Master list and distribution list of documents | 28. Supplier registration form |
| 3. Master list of Records | 29. Approved Vendor List Cum Open Purchase Order |
| 4. Change Note | 30. Indent and Incoming Inspection Record |
| 5. Event Management Progress Monitoring Report | 31. Purchase Order |
| 6. Event loss and bad work practice observation report | 32. Open Purchase Order |
| 7. Event objectives and Targets | 33. Vendor Rating (Supplier re-evaluation report) |
| 8. Event Inspection check list | 34. Housekeeping checklist |
| 9. Training Calendar | 35. External and internal parties |
| 10. Training need and record sheet | 36. Event Management System Non-Conforming Work Register |
| 11. Induction training report | 37. Sustainable event plan |
| 12. Job Description | 38. ESMS issues register |
| 13. Competence report | 39. Breakdown history cards / equipment history card |
| 14. Communication Register | 40. Preventive maintenance schedule |
| 15. Operational control plan | 41. Preventive maintenance checkpoints |
| 16. Work permit report | 42. Management of change plan |

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- | | |
|---|---|
| 17. Event management system Audit Plan / Schedule | 43. Customer complaint report |
| 18. Internal Audit Non-Conformity Report | 44. Customer feedback report |
| 19. Clausewise document-wise audit checklist | 45. List of license |
| 20. Circular | 46. Masterlist of equipment |
| 21. Minutes of meeting | 47. Incident investigation |
| 22. Corrective action report | 48. Agreement for event |
| 23. Preventive action report | 49. Location list of fire extinguishers |
| 24. Event activities planning checklist | 50. Cleaning and sanitation report |
| 25. First aid box checklist | 51. Waste storage area checklist |
| 26. Fire Fighting checklist | |

6. ISO 20121:2012 ESMS Audit checklist (more than 150 questions)

This covers audit questions based on the ISO 20121:2012 Event sustainability management systems 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 150 questions are prepared on the basis of ISO 20121:2012.

7. Job descriptions (6 job descriptions)

There is ready to use job descriptions with authority and responsibility defined for various categories of persons.

8. Major emergency preparedness plan

There is ready to use Major emergency preparedness plan to respond to the emergency situation.

9. Operational control plan

There is ready to use Operational control plan to control and monitor the parameters.

10. Risk analysis

There is ready to use risk analysis for the sample identified risks to the organization.

11. ISO 20121:2012 Compliance Matrix

This compliance matrix contains ISO 20121:2012 requirement wise list of documented information for easy reference of users and to understand how this system is made.

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Part-2: Training: ISO 20121:2012 awareness training:

A. Presentation: -

Under this directory further files are made in power point presentation as per the chapter listed below.

- Topic wise power point presentation in 3 modules as listed below.

1. Overview of ISO 20121:2012

It covers Overview of event management system, benefits and summary of overall system and process for ISO 20121:2012 and process for certification.

2. ISO 20121:2012 event management requirements

It covers ESMS ISO 20121:2012 systems, Requirements, to establish the event management system, It gives explanation for many concepts and given in plain English.

3. ISO 20121:2012 event management documentation

It covers event management system documented information details and list of areas where standard demands for documented information. Such documented information with list against the requirements is given.

B. The literature to understand ISO 20121:2012 subject well:-

This topic covers write up for the ready reference to the participant for understanding and reading the subject to get in depth knowledge on the subject.

It is given in word. You may also use it for further reading and circulations within audience.

Chapter No.

Name of chapter

- | | |
|----|--|
| 1. | Overview of ISO 20121:2012 event management system |
| 2. | ISO 20121:2012 requirements |
| 3. | ISO 20121:2012 documentation |

C. Total 2 workshops to understand ISO 20121:2012 requirements:-

This topic covers 2 workshops and total 20 questions with details to find out the ISO 20121 applicable clause number to check effectiveness of training gained by students.

D. There is 1 case study to understand ISO 20121:2012 requirements:-

This topic covers 1 case study with audit questions with details to find out the ISO 20121 applicable clause requirement to check effectiveness of training gained by students.

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Chapter-2.0 ABOUT COMPANY

Global manager group 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, certification 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.

Global Manager Group 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 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 ISO documents.
2. The kit takes care of all the sections and sub-sections of ISO 20121:2012 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 ISO 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 a 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 the kit to the users by sending an e-mail of username and password.

For purchase, Click Here → 

Visit our website for more details on the documentation kit:

<https://www.globalmanagergroup.com/Eshop>

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