D175: DEMO OF ISO 20252:2026 MARKET RESEARCH PROCESS MANAGEMENT SYSTEM DOCUMENTATION AND AWARENESS TRAINING KIT Price 690 USD

Totally editable documentation and awareness training package for quick process improvement and market research process management system implementation

Completely editable documentation and training toolkit

(Manual, procedures, exhibits, process flow chart, blank forms, job description, audit checklists; ppt presentation and training handouts, etc.)

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Chapter-1.0 CONTENTS OF ISO 20252:2026 DOCUMENTATION AND AWARENESS TRAINING KIT (More than 140 files)

Part-1 ISO 20252:2026 Documentation Kit

This editable documentation kit has 9 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	Research Manual	01 Files in MS Word
2.	Annexures to Research Manual	07 Files in MS Word
3.	Procedures	35 Procedures in MS Word
4.	Process Flow Chart	03 Process Flow Charts in MS Word
5.	Exhibits	10 Exhibits in MS Word
6.	Blank Formats /Templates **Name of departments**	76 Blank Formats in MS Word / excel
	Research Project (PRO)	26 formats in MS Word / excel
	Management System (RPMS)	29 formats in MS Word
	Purchase (PUR)	04 formats in MS Word
	Quality Control (QC)	03 formats in MS Word
	HR/Training (TRG)	09 formats in MS Word
	Marketing (MKT)	05 Formats in MS Word
7.	Job description	05 Job description in MS Word
8.	ISO 20252:2026 Audit checklist	08 Excel files - More than 1200 questions
9.	ISO 20252:2026 document compliance matrix (Requirement wise reference documented information)	01 File in MS Excel

Total 146 files in editable form; Quick Download by e-delivery

For more information about ISO 20252 :2026 Documentation and Awareness kit Click Here

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Part-2 ISO 20252:2026 Awareness Training Kit

Part – 2: Training: ISO 20252:2026 Awareness Training Package		
A.	**PPT Presentation**	**No. of Slides**
1.	Overview of ISO 20252:2026	23 slides
2.	ISO 20252:2026 requirements and Annexes	105 slides
3.	ISO 20252:2026 documented information	22 slides
4.	Step for ISO 20252:2026 certification	17 slides
	Total Slides	167 Slides
B.	**Literature**	
	Handouts for participants to understand ISO 20252:2026 subject well in 04 chapters.	**Approx. 150 pages in MS Word**
C.	**Workshops**	**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 20252:2026 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 20252:2026, 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 below.

1. Research Manual:

It is a sample copy of research manual having clause-wise details of how ISO 20252:2026 system is implemented. The research manual is tier-1 of ISO 20252:2026 documents and covers list of procedures as well as overview of organization. This manual has covering company profile,

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amendment sheet, index, clause-wise details as per ISO 20252:2026 for implementation, sample policy and organization chart.

(A) Table of Contents

Chapter No.	Subject	Amendment No.	Page No.	ISO 20252 Clause Ref.
1.0	General Information	00	2 – 5	==========
2.0	Authorization Statement	00	6	==========
3.0	Punyam Research Associates	00	7 – 9	==========
4.0	**Core Requirements for Market, Opinion and Social Research, insight and data analytics**			
	4.1 **Core Framework and legal requirements**		10 – 15	4.0
	4.1.1 Statement of Applicability	00		
	4.1.2 Legal and other requirements	00		
	4.1.3 Confidentiality of research	00		
	4.1.4 Documentation and records management	00		
	4.1.5 Development and use of AI and related technologies	00		
	4.2 **Personnel and infrastructure responsibilities**		15 – 16	
	4.2.1 Organizational obligations	00		
	4.2.2 Personnel development and management	00		
	4.3 **Information Security**		16 – 17	
	4.3.1 Information Security Risk assessment	00		
	4.3.2 Information Handling and data security control	00		
	4.3.3 Information Security incident reporting	00		
	4.3.4 Information Security Training and Awareness	00		
	4.4 **Subcontracting Services**		16 – 17	
	4.4.1 General	00		
	4.4.2 Subcontracted Project Work	00		
	4.5 **Planning, Delivery and Reporting on Projects and Research Work**		18 – 19	
	4.5.1 General	00		

For more information about ISO 20252 :2026 Documentation and Awareness kit Click Here

	4.5.2	Client Relationship Management	00		
	4.5.3	Proposals, quotations or other responses to a request for services	00		
	4.5.4	Providing Deliverables to the Client	00		
	4.6	**Senior Management review and improvement**			
	4.6.1	Input	00	19-23	
	4.6.2	Output	00		
	4.7	**Internal audits**	00	24 – 25	
Appendix		Related Procedures	00	26 - 27	=====

2. Annexures to Research Manual (07 Annexures):

It is a sample copy of research manual Annexures. The list of Annexures provided in the kit is given below.

List of Annexures

Sr. No.	Annexure No.	Title of Annexure
1.	Annexure-A	Sampling
2.	Annexure-B	Fieldwork
3.	Annexure-C	Physical Observation
4.	Annexure-D	Digital and online Observation
5.	Annexure-E	Self-Completion
6.	Annexure-F	Data Management and Processing
7.	Annexure-G	Panel Development and Life Cycle Management

3. Procedures (35 procedures):

Sample copies of mandatory procedures as per ISO 20252:2026 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 Document and data control (Handling & Storage of Project related Materials and Documents)
2. Procedure for control of records
3. Procedure for Research Process
4. Procedure for Type of Research
5. Procedure for Sampling
6. Procedure for Type of Sample Designs
7. Procedure for Data Collection
8. Procedure for Corrective Action

For more information about ISO 20252 :2026 Documentation and Awareness kit Click Here

9. Procedure for Data back-up & Information Security Controls
10. Procedure for Training
11. Guidelines for Incentives, Reimbursements and Compensation
12. Procedures for Complaints & Callbacks
13. Procedures for Weighting
14. Procedure for Estimating and imputation
15. Procedures for Recruiting prospective participants to panels, communities, or ongoing research programs
16. Procedure for Identifying and removing fraudulent and inattentive participants
17. Procedure for Use of Synthetic Data
18. Procedure for Development and Use of AI and Related Technologies
19. Procedure for Confidentiality, Participant Reassurance and Consent
20. Procedure for Management Review and Improvement
21. Procedure for Internal Audit
22. Procedure for Identification and Control of Legal and Other Requirements
23. Procedure for Client Reporting, Deliverables and Publication of Results
24. Procedure for Design, Translation and Testing of Data Collection Instruments
25. Procedure for Selection, Monitoring and Control of Subcontractors
26. Procedure for Sample Source Onboarding, De-duplication, Tracking Technologies and Blending
27. Procedure for Fieldworker Recruitment, Training, Appraisal, ID and Briefing
28. Procedure for Fieldwork Validation
29. Procedure for Qualitative Data Collection
30. Procedure for Telephone Data Collection (CATI)
31. Procedure for Physical Observation
32. Procedure for Digital and Online Observation
33. Procedure for Participant Identity Validation
34. Procedure for Data Management and Processing
35. Procedure for Customer complaint handling

4. Process Flow Chart (03 process flow chart):

Sample copies of process flow chart as per ISO 20252:2026 are provided. The list of sample process flow chart provided in the kit is given below.

List of Process flow chart

1. Process Flow for Training Activity
2. Process Flow for Subcontractor
3. Process Flow for Research Data Process

5. Exhibits (10 exhibits)

Sample copies of exhibits as per ISO 20252:2026 are provided. The list of sample exhibits provided in the kit is given below.

For more information about ISO 20252 :2026 Documentation and Awareness kit Click Here

List of Exhibits

1. Document Identification and Codification System
2. Research Process Flow
3. Data Collection Process
4. Interested Parties Need & Expectations
5. Multi Skill Requirements-Director
6. Multi Skill Requirements-Field Supervisor Team Leader / QC Executive
7. Multi Skill Requirements-Field Worker-Data Collector
8. Multi Skill Requirements-IT Executive
9. Multi Skill Requirements-Research Manager
10. Multi Skill Requirements-Telephonic Interviewers

6. Blank sample formats for all the departments (76 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 formats to suit their own requirements. The blank formats can be used as templates. A total of 76 blank formats are provided as per the list given below.

List of blank formats

1.	Training Calendar	2.	Employees Competence Report
3.	Induction Training Report	4.	Job Description and Specification
5.	Skill Matrix	6.	Training Report
7.	Confidentiality Agreement	8.	Identity Card
9.	Performance Appraisal Report	10.	Market Research Proposal
11.	Contract Review Checklist	12.	Client Complaint Report
13.	Customer Service Feedback Form	14.	Incentive Form
15.	Outsourcing service Undertaking	16.	Subcontracting work monitoring register
17.	Subcontractor Conformity Assessment Form	18.	Subcontracting Declaration to Client
19.	Quality Check Of Project	20.	Quality Check plan
21.	Receiving Sample Checklist	22.	Project Summary Report
23.	Project Status Sheet	24.	Project Allotment Sheet
25.	Project Progress Report (PPR)	26.	Productivity & Manpower Plan
27.	Briefing Note-Client	28.	Briefing Note-Qualitative Project
29.	Briefing Note-Quantative Project	30.	Validation Report
31.	Back Check-Data	32.	Data Collection Report
33.	Electronic Data delivery check list	34.	Marketing Research Proposal Checklist
35.	Quantitative Research Project Report	36.	Qualitative Research Project Report
37.	Observational Research Project Report	38.	Data Collection Management Staff
39.	Data Analysis Validation Check List	40.	Methods of Detecting and Preventing Internet Study Duplication and Fraud and Their Implications
41.	Secondary Data Validation Record	42.	Data Collection Instrument Design Acceptance and

			Change Record
43.	Participate Engagement Response Rate and Drop out Monitoring Report	44.	Translation and Verification Record
45.	Data Collection Instrument Test Record Pre-Test Pilot Soft Launch	46.	Publication of Research Results Approval Record
47.	Statement of Conformity Client Report Insert	48.	Master List & Distribution List of Documents
49.	Change Note	50.	Master List of Records
51.	Research Objectives Monitoring Sheet	52.	RPMS Audit Plan / Schedule
53.	ISO 20252:2026 Clause wise Audit Review Report	54.	Internal Research Audit Non–Conformity Report
55.	Research Objective Plan	56.	Management Review Meeting
57.	Corrective Action	58.	List of License
59.	Communication Report	60.	Legal and Other Requirements Register
61.	Participant Invitation Information Checklist	62.	Participant Consent and Privacy Record
63.	Participant Withdrawal and Data Deletion Request Log	64.	Consent Form Children Vulnerable Persons Parent Guardian or Responsible Adult
65.	Third Party Client Database Conformity Confirmation	66.	Record Disposal Destruction Log
67.	AI and Related Technologies Register Authorization and Usage	68.	Custom AI Development Record
69.	AI Data Processing Specification and Client Agreement	70.	AI Monitoring Human Oversight and Output Control Log
71.	Synthetic Data Record	72.	Organization Chart and Roles Accountability Matrix
73.	Information Security Risk Assessment Register	74.	Information Asset and Security Classification Register
75.	Information Security Incident Report and Log	76.	Client Product Material Handling Record

7. Job description (05 job description)

Sample copies of job description as per ISO 20252:2026 are provided. The list of sample job description provided in the kit is given below.

List of Job description

1. Job description for Managing Director
2. Job description for Field Worker
3. Job description for Field Manager
4. Job description for IT Executive
5. Job description for Research Manager

8. ISO 20252:2026 Audit checklist (8 Excel file with more than 1500 questions)

This covers audit questions based on the ISO 20252:2026 market research management system 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 200 questions are prepared on the basis of ISO 20252.

For more information about ISO 20252 :2026 Documentation and Awareness kit Click Here

9. ISO 20252:2026 Compliance Matrix

This compliance matrix contains ISO 20252:2026 requirement wise list of documented information for easy reference of users and to understand how this system is made.

Part-2: Training: ISO 20252:2026 Awareness Training:

A. Presentation: -

Under this directory further files are made in PowerPoint presentation as per the topics listed below.

- Editable PowerPoint presentation on 04 topics, as listed below.

1. **Overview of ISO 20252:2026**

   It covers overview of the standard, its features, key changes compared to previous edition, market research management system, benefits of ISO 20252 and summary of overall ISO 20252 system.

2. **ISO 20252:2026 requirements**

   It covers clause wise requirements of ISO 20252:2026 to establish the market research management system. Requirements are given in simplified way in plain English.

3. **ISO 20252:2026 market research management documented information**

   It covers market research management system documented information details, control of documented information, suggested documentation structure and list of documented information with ISO 20252:2026 clause reference..

4. **Steps for ISO 20252:2026 certification**

   It covers ISO 20252:2026 implementation methodology, steps for ISO 20252 certification, common non-conformances, and overall certification process.

B. Literature to understand ISO 20252 topics well: -

write up is given for better understanding of the presentations, in depth knowledge of the subject and for ready reference to the participants.

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

Chapter No.	Name of chapter
1.	Overview of ISO 20252:2026
2.	Clause Wise Requirements of ISO 20252:2026
3.	ISO 20252:2026 Documented Information

4.	ISO 20252:2026 Research Process Management System Installation and Certification

C. Total 2 workshops to understand ISO 20252:2026 requirements: -

This section covers 2 workshops and total 20 questions with details to find out the ISO 20252 applicable clause number and to check effectiveness of training gained by students.

D. Case study to understand ISO 20252 requirements: -

This topic covers 1 case study with questions and details to find out the ISO 20252 applicable clause requirement to check effectiveness of training gained by students.

Chapter-2.0 ABOUT COMPANY

Punyam Academy Pvt. Ltd. is a progressive EdTech startup company promoted by a group of qualified engineers and management graduates having rich experience of over 30 years in consultancy in ISO and management areas. The company serves the domestic as well as international customers through on-site and off-site modes of service delivery system. 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 4500 clients in more than 111 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 consultants have rich experience of providing management training and ISO series consultancy for **more than 4500 companies** globally. We have clients **in more than 101 countries.**
2. We are a highly qualified team of 80 team members (including MBAs and Degree Engineers) and the Managing Director is having rich professional experience of more than 30 years (since 1991).
3. With a branded image and leading name in the market, our team has 100% success rate for ISO series and other international certification from reputed certification bodies.
4. We suggest continual improvement and cost reduction measures as well as provide highly informative training documents and other products which give fast payback against the cost of our products/services.
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.

Punyam Academy is committed for:

1. Personal involvement and commitment from the day one

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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.

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 20252:2026 standard 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 20252:2026 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 ➡ BUY

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