

**D106.3: DEMO OF ISO 27001:2013 POLICIES, SOPs,
PROCESS FLOW CHARTS DOCUMENT KIT **Price 120 USD****

**(23 Policies, 09 Standard Operating Procedures (SOPs), 06
Process Flow Charts)**

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**Chapter-1.0 Contents of ISO 27001:2013 Policies, SOPs,
Process Flow Charts Document Kit**

Sr. No.	List of Directory	Document of Details
1.	ISO 27001:2013 Policies	23 procedures – 63 pages in Ms. word
2.	ISO 27001:2013 Standard Operation Procedures (SOPs)	09 SOPs – 41 pages in Ms. word
3.	ISO 27001:2013 Process Flow Charts	06 Process Flow Charts – 21 pages in Ms. word

Total 38 files quick download in editable form by e delivery

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1. Information security Policies for ISMS controls (23 policies):

It covers guideline for controls applied as per ISO 27001:2013 guidelines. The policy document templates are provided to frame the information security controls as listed below.

List of Policies

- | | | |
|-----|-----------|-------------------------------------|
| 1. | Policy/01 | Acrylamide Policy |
| 2. | Policy/02 | Additives Policy |
| 3. | Policy/03 | Heavy Metals Policy |
| 4. | Policy/04 | Irradiation Policy |
| 5. | Policy/05 | Mycotoxins Policy |
| 6. | Policy/06 | Packaging Contaminant Policy |
| 7. | Policy/07 | Allergen Policy |
| 8. | Policy/08 | Laptop Policy |
| 9. | Policy/09 | Password Policy |
| 10. | Policy/10 | Patch Management |
| 11. | Policy/11 | User registration Access Management |
| 12. | Policy/12 | Policy for working in Secured Areas |
| 13. | Policy/13 | Visitor Policy |
| 14. | Policy/14 | Work Station Policy |
| 15. | Policy/15 | Cryptographic Policy |
| 16. | Policy/16 | LAN Policy |
| 17. | Policy/17 | Training Policy |
| 18. | Policy/18 | Mobile Computing Policy |
| 19. | Policy/19 | Teleworking Policy |
| 20. | Policy/20 | Internet |
| 21. | Policy/21 | Messenger And E mail |
| 22. | Policy/22 | Change Control |
| 23. | Policy/23 | Freeware and Shareware Policy |

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2. Standard Operating Procedures (09 SOPs):

It covers sample copy of SOPs to link with significant aspects issues in the organization. It takes care of all such issues and used as a training guide as well as to 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 Standard Operating Procedures (SOPs)

1. SOP01 Procedure for liaison with Specialist Organizations
2. SOP02 Procedure For Group Internal And E-mail Usage Procedure
3. SOP03 Sop For Software Configuration Management
4. SOP04 Procedure for Server Hardening
5. SOP05 Procedure for the Management of Removable Media
6. SOP06 Procedure for the Handling of Virus Attacks
7. SOP07 Information security incident management Procedure
8. SOP08 Standard Operating Procedure for Audit trails
9. SOP09 SOP for Business Continuity Plan

3. Process Flow Charts (06 Process Flow Chart):

It covers guideline for processes, process model. It covers process flow chart activities of all the main and critical processes with input-output matrix for manufacturing organization. It helps any organization in process mapping as well as preparing process documents for own organization.

List of Process Flow Charts

1. E/QMS/02/BPO Tax Account Related BPO-Work
2. E/QMS/02/MKT Marketing
3. E/QMS/02/PUR Purchase
4. E/QMS/02/SOFT Software Development
5. E/QMS/02/TRG HRD and Training
6. E/QMS/02/WEB Web Application

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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 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 1200 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 1200 companies** globally for management training, ISO 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 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 Documentation you may keep the setting of colour image at high colour.

B. Software used in Documentation 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 Documentation kit: -

- Contains all necessary ISO 27001:2013 policies, SOPs and Process Flow charts as listed above based on ISO 27001:2013 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 ISO 27001:2013 procedures, you can save a lot of your precious time while preparing the ISO documents.
2. Take care for all the section and sub sections of ISO 27001:2013 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 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 20 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 OLINE DILIVERY

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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