

D184: DEMO OF ISO 28000:2022 DOCUMENTATION AND AWARENESS PPT TRAINING KIT **Price 999 USD**

Totally editable documentation and awareness training package to implement the requirements for quick process improvement and better Organizational

Completely editable documentation and training toolkit
(Manual, Procedures, SOPs, policies and plan, Exhibits, Blank Forms, Audit Checklists; PPT Presentation etc.)

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Chapter–1: Contents of ISO 28000:2022 documentation and ppt awareness training kit (More than 105 files)

This editable documentation and awareness training kit has 2 main parts as below:

Sr. No.	Directory	Details of Documents
Part – 1: Documentation		
1.	Security Manual	14 file in MS Word
2.	Procedures	10 procedures in MS Word
3.	Standard Operating Procedures	19 standard operating procedures in MS Word
4.	Security Policies & Plans	03 file in MS Word
5.	Exhibits	11 exhibits in MS Word / excel
6.	Blank Formats /Templates Name of departments	33 formats in MS Word
	Security management system (SMS)	13 formats in MS Word
	Training (TRG)	06 formats in MS Word
	HRD	03 formats in MS Word
	Security (SEC)	11 formats in MS Word
7.	Filled Formats	12 formats in MS Word
8.	ISO 28000:2022 Audit checklist	More than 500 questions
9.	Sample Risk Assessment sheet	01 file in MS Excel
10.	ISO 28000:2022 document compliance matrix (Requirement wise reference documented information)	01 file in MS Excel
Part – 2: Training: ISO 28000:2022 awareness training		
A. PPT Presentation		No. of Slides
1.	Overview of ISO 28000:2022	20 slides
2.	ISO 28000:2022 requirements	66 slides
3.	ISO 28000:2022 Documentation	15 slides
4.	Step for ISO 28000:s2022 Certification	09 slides
B. Literature		
	A literature to understand ISO 28000:2022 subject well in 04 chapters	Approx. 40 pages in MS word
Total 105 files quick download in editable form by e delivery		

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Part-1: Documentation:

Our documentation kit contains sample documents required for ISO 28000:2022 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 28000:2022, 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 (Manual, Procedures, 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. System manual:

It is a sample copy of system manual having clause-wise details of how ISO 28000:2022 system is implemented. The System manual is tier-1 of ISO 28000:2022 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 28000:2022 for implementation, and organization chart and process flow etc.

ISO 28000:2022 Manual Index

Chapter No.	Subject	Page No.	ISO 28000:2022 Clause Reference
Section – 1			
1.	Company profile	1 – 4	-----
2.	Table of contents	1 – 2	-----
3.	Control and distribution	1 – 3	-----
Section – 2			
4.	Context of the organization	1 – 5	4.0
	Understanding the organization and its context		4.1
	Understanding the needs and expectations of interested parties		4.2
	Determining the scope of the security management system		4.3
	Security management system		4.4
5.	Leadership	1 – 4	5.0

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	Leadership & Commitment		5.1
	Security policy		5.2
	Roles, responsibilities and authorities		5.3
6.	Planning	1 – 3	6.0
	Actions to address risks and opportunities		6.1
	Security objectives and planning to achieve them		6.2
	Planning of changes		6.3
7.	Support	1 – 7	7.0
	Resources		7.1
	Competence		7.2
	Awareness		7.3
	Communication		7.4
	Documented information		7.5
8.	Operation	1 – 4	8.0
	Operational planning and control		8.1
	Identification of processes and activities		8.2
	Risk assessment and treatment		8.3
	Controls		8.4
	Security strategies, procedures, processes, and treatments		8.5
	Security plans		8.6
9.	Performance evaluation	1 – 4	9.0
	Monitoring, measurement, analysis and evaluation		9.1
	Internal audit		9.2
	Management review		9.3
10.	Improvement	1 – 4	10.0
	Continual improvement		10.1
	Nonconformity and corrective action		10.2
Annexure			
ANX-I	List of documented information	1 – 1	=====
ANX-II	Glossary of terms	1 – 1	=====
ANX-III	Company activity process flow chart	1 – 2	=====
ANX-IV	Organization structure	1 – 1	=====

2. Procedures (10 Procedures):

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Sample copies of mandatory procedures as per ISO 28000:2022 are provided, which cover all the details like purpose, scope, responsibility, details of activities to be carried out 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 procedure

1. Procedure for document and data control
2. Procedure for internal audit
3. Procedure for management review
4. Procedure for risk management
5. Procedure for training
6. Procedure for emergency preparedness and response
7. Procedure for incident investigation and corrective action
8. Procedure for communication
9. Procedure for identification of legal and other requirement
10. Procedure for corrective action

3. Standard operating procedures (19 SOPs):

Sample copies of standard operating procedures as per ISO 28000:2022 are provided. The list of sample standard operating procedures provided in the kit is given below.

List of SOPs

- | | |
|---|---|
| 1. SOP for Security related unsafe act, unsafe condition, near miss, incident | 11. SOP for Security disciplinary action |
| 2. SOP for Civil disturbance | 12. SOP for Security award and incentive scheme |
| 3. SOP for Security Post wise deployment & Job description | 13. SOP for CCTV monitoring, control, access |
| 4. SOP for Access of restricted area | 14. SOP for Locker or bag searching normal & abnormal |
| 5. SOP for Safety and security in plant | 15. SOP for Managing work place theft |
| 6. SOP for Security incident response team (SIRT) | 16. SOP for person entering and exiting the factory premises |
| 7. SOP for Visitor site safety rules | 17. SOP for X-ray screening for explosives |
| 8. SOP for Control Violence | 18. SOP for General Security Procedure for Office Facilities |
| 9. SOP for Legal and other requirements | 19. SOP for General Security Procedure for Manufacturing Area |
| 10. SOP for Mock drill | |

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4. Security Policies & Plan

Sample copies of security policies and plan as per ISO 28000:2022 are provided. The list of sample security policies and plan provided in the kit is given below.

List of Policies and Plan

1. Company Security Policy
2. Corporate Security Policy
3. Security Plan

5. Exhibits (11 exhibits)

Sample copies of exhibits as per ISO 28000:2022 are provided. The list of sample exhibits provided in the kit is given below.

List of exhibits

1. Exhibit for Skill Requirements
2. Exhibit for Multi skill requirements
3. Exhibit for Risk Analysis Sheet
4. Exhibit for Need and Expectations of Interested Parties
5. Exhibit for Communication Matrix
6. Exhibit for Department wise Risk and Opportunities
7. Exhibit for Document Identification and Codification System
8. Exhibit for Security Assessment
9. Exhibit for Security Incident Response Team (SIRT)
10. Exhibit for Security Incident Investigation Team (SIIT)
11. Exhibit for Site Security Management Team (SSMT)

6. Blank Formats (33 Formats):

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create system in company. The samples are given for the users as a guide to follow. The company is free to change the same to suit their own requirements. The blank formats can be used as templates. A total of 33 blank formats are provided as per the list given below.

List of Blank Formats

- | | |
|---|--|
| 1. Master List & Distribution List of Documents | 18. Training Report |
| 2. Change Note | 19. Multi Skill Analysis |
| 3. Corrective Action Report | 20. Performance Appraisal Records–Functional Heads |
| 4. Master List of Records | 21. Performance Appraisal Records–Staff |
| 5. Objectives Monitoring Sheet | 22. Manpower Requirement form |
| 6. Audit Plan / Schedule | 23. Security Staff Duty Logbook |

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- | | |
|---|---|
| 7. ISO 28000:2022 Clause wise Audit Review Report | 24. Safety Inspection Check List |
| 8. Internal Audit Non-Conformity Report | 25. Security Program Progress Monitoring Report |
| 9. Objective Plan | 26. Contract worker entry Logbook |
| 10. Management review meeting | 27. Record of material inward |
| 11. List of License / certificates / Compliance obligates | 28. Records of Material outward-Finished Goods |
| 12. Communication Report | 29. Record of RGP |
| 13. Investigation Report | 30. Record of NRGF |
| 14. Training Calendar | 31. Company vehicle movement |
| 15. Employee Competence Record Sheet | 32. Record of Vehicle Fitness |
| 16. Induction Training Report | 33. Record of Key Register |
| 17. Job Description & Specification | |

7. Filled formats (12 filled formats)

This directory includes sample copy of filled forms that are required to maintain records as well as establish control and create system in company. The samples are given for the users as a guide to follow. The company is free to change the same to suit their own requirements. The filled formats can be used as templates. A total of 12 filled formats are provided as per the list given below;

List of Filled Formats

- | | |
|---|--|
| 1. Master List & Distribution List of Documents | 7. Communication Report |
| 2. Change Note | 8. Induction Training Report |
| 3. Master List of Records | 9. Job Description & Specification |
| 4. Objectives Monitoring Sheet | 10. Training Report |
| 5. Audit Plan / Schedule | 11. Performance Appraisal Records-Functional Heads |
| 6. Internal Audit Non-Conformity Report | 12. Manpower Requirement form |

8. ISO 28000:2022 Audit Checklist (more than 500 questions)

This covers audit questions based on the ISO 28000:2022 security 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 500 questions are prepared on the basis of ISO 28000:2022.

9. Sample Risk assessment sheet

The ready to use risk template in filled form is given to prepare the risk document for the organization. It gives complete risk methodology and sample filled risk details for quick reference to users to understand how risk to be identified.

10. ISO 28000:2022 Compliance Matrix

This compliance matrix contains ISO 28000:2022 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 28000:2022 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 4 modules as listed below.

1. Overview of ISO 28000:2022

It covers Overview of ISO 28000:2022 standard, its benefits and summary of overall system and process for ISO 28000:2022.

2. ISO 28000:2022 requirements

It covers ISO 28000:2022 requirements, to establish a security management system. It also gives explanation of many concepts in plain English.

3. ISO 28000:2022 management system documentation

It covers security management system documented information details and list of areas where standard demands documents. A list of documented information with the corresponding requirements of ISO 28000:2022 standard is given.

4. Step for ISO 28000:2022 Certification

It covers implementation methodology, steps for ISO 28000:2022 implementation and certification, list of some common non-conformances, etc.

B. The literature to understand ISO 28000:2022 subject well:-

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

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

Chapter No.	Name of chapter
1.	Overview of ISO 28000:2022 security management system
2.	ISO 28000:2022 requirements
3.	ISO 28000:2022 documentation
4.	Step for ISO 28000:2022 certification

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Chapter-2.0 ABOUT COMPANY

Documentation Consultancy 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.

Documentation Consultancy is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach and globally helped many companies for this standard.
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 training document 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 TRAINING DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO documents and presentation.
2. The kit takes care of all the sections and sub-sections of ISO 28000:2022 standards and helps you to establish better system.
3. This training documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents and presentation as per their industry requirements and create their own ISO 28000:2022 documents for their organization.
4. It will save much cost in document and presentation 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 training 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 training 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 →



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