D149: DEMO OF ISO 29001:2020 Petroleum, petrochemical and natural gas industries – sector-specific quality management systems – Requirements for product and service supply organizations DOCUMENTATION AND AWARENESS TRAINING KIT Price 810 USD

Totally editable documentation package and awareness training package for quick process improvement to implement the sector specific quality management system in your organization
Completely editable documentation and training toolkit
(Manual, Procedures, exhibits, process flow charts, blank forms, audit checklists; PPT presentation and student manual, etc.)

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Chapter - 1.0 CONTENTS OF ISO 29001:2020 DOCUMENTATION AND AWARENESS TRAINING KIT (More than 90 files)

A. This editable documentation kit has 7 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	Quality Manual	1 File in MS Word
2.	Procedures	12 Procedures in MS Word
3.	Exhibits	08 Exhibits in MS Word
4.	Standard Operating Procedures (SOPs)	28 SOPs in MS Word
5.	Process approach	06 Nos. in MS Word
6.	Blank Formats / Templates Name of departments	61 Blank Formats in MS Word / excel
	Marketing (MKT)	04 formats in MS Word
	Design and Development (DND)	05 formats in MS Word
	Production (PRD)	10 formats in MS Word
	Engineering (ENG)	06 formats in MS Word
	Purchase (PUR)	06 formats in MS Word
	Quality control (QCD)	03 formats in MS Word
	Quality management system (SYS)	13 formats in MS Word / excel
	Training (TRG)	07 formats in MS Word
	Stores (STR)	05 formats in MS Word
	Dispatch (DES)	02 formats in MS Word
7.	ISO 29001:2020 Audit checklists	More than 150 questions
8.	ISO 29001:2020 document compliance matrix (Requirement wise reference documented information)	01 File in MS Excel
9.	Job Description	01 File in word for 17 JD

Total 75 files in editable form; Quick Download by e-delivery

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Part-2: ISO 29001:2020 Awareness training kit

Part – 2: Training: ISO 29001:2020 awareness training	
A. PPT Presentation	**No. of Slides**
1.	Overview and steps for certification of ISO 29001:2020	23 slides
2.	ISO 29001:2020 principles	11 slides
3.	ISO 29001:2020 requirements	100 slides
4.	ISO 29001:2020 documentation	16 slides
B. Literature	
A literature to understand ISO 29001:2020 subject well in 04 chapters, 02 workshops and 01 case study	**Approx. 51 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 29001:2020 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 29001:2020, documented information 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, Procedures and other tiers of documents 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.

For more information about ISO 29001:2020 Documentation and Awareness Training kit **Click Here**

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1. Quality Manual (1 File):

It is a sample copy of Quality Manual having clause-wise details of how ISO 29001:2020 system is implemented. The Quality Manual is tier-1 of ISO 29001:2020 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 29001:2020 for implementation, sample policy and organization chart.

(A) Table of Contents

For more information about ISO 29001:2020 Documentation and Awareness Training kit Click Here

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2. Procedures (12 procedures):

Sample copies of mandatory procedures as per ISO 29001:2020 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 on next page.

List of Procedures

1. Procedure for risk assessment

2. Procedure for maintaining competence and training

3. Procedure for document and data control

4. Procedure for contract review and handling, analyzing and resolving the complaints

5. Procedure for design and development

6. Procedure for purchasing of products and services

7. Procedure for evaluating, selecting, approving the external providers

8. Procedure for identification, documentation, evaluation, segregation and disposition of non-conforming output

9. Procedure for feedback collection from customers, evaluation and improvements

10. Procedure for internal audit

11. Procedure for management review

12. Procedure for corrective actions

3. Exhibits (05 exhibits)

Exhibits will serves as a reference documents as per ISO 29001:2020 standard.

List of Exhibits

1.	Document Codification System	2.	Skill Requirements
3.	Calibration Periodicity	4.	Quality Plan
5.	Business Continuity Plan	6.	Raw material specifications
7.	Competence Requirements	8.	Finished products specifications

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4. Standard Operating Procedure (28 SOPs)

1. SOP for Production
2. SOP for Manufacturing of Bitumen emulsion
3. SOP for Manufacturing of Blown bitumen
4. SOP for Manufacturing of Fuel
5. SOP for Refining of waste oil
6. SOP for Solid waste handling, storage and disposal
7. SOP for Centrifuge operation
8. SOP for Tanker loading and unloading
9. SOP for Diesel generating set
10. SOP for Air compressor
11. SOP for Thermic fluid heater
12. SOP for Sample receipt
13. SOP for Testing of purity of Hydrochloric Acid
14. SOP for Testing of evaporation
15. SOP for Cone penetration meter operation
16. SOP for Ring and ball apparatus operation
17. SOP for Ductility Apparatus operation
18. SOP for Viscosity Bath operation
19. SOP for Flash Point operation
20. SOP for Oven / Muffle Furnace operation
21. SOP for Weighing Balance operation
22. SOP for testing of residue by sieving through 600 micron sieve
23. SOP for determination of emulsion at low temperature
24. SOP for determination of storage stability
25. SOP for testing of Coating ability and water resistance
26. SOP for testing of Stability to mixing with cement
27. SOP for Determination of particle charge
28. SOP for testing of Viscosity

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5. Process approach as documented information (06 Nos.)

This directory includes samples processes to be followed as listed below:

1. Process approach for Dispatch
2. Process approach for Engineering
3. Process approach for Production
4. Process approach for Quality Control
5. Process approach for QMS
6. Process approach for Stores

6. Blank sample formats for all the departments (61 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 41 blank formats are provided as per the list given below.

List of blank formats

1. Offer for products – quotation	2. Inspection report
3. Order form and order confirmation	4. Incoming inspection report
5. Customer Feedback Form	6. In-process inspection report
7. Complaint Report	8. Final inspection report / Certificate of Analysis
9. Design and development plan	10. Masterlist and distributionlist of document
11. Design review report	12. Document change request note
13. Design verification report	14. Periodic document review report
15. Design validation report	16. Masterlist of records
17. Design change note	18. Quality Objectives monitoring report
19. Production plan	20. Audit plan / schedule
21. Daily production report	22. Internal audit non–conformity report
23. Product Log sheet	24. Clausewise Documentwise audit review report
25. Blending report	26. Circular (MRM Agenda)
27. Management of change	28. Minutes of meeting
29. Non–conforming output and action report	30. Corrective action report
31. Log sheet – Bitumen emulsion	32. Risk assessment and opportunity sheet
33. Log Sheet – Furnace oil (Recycled / Fresh)	34. Calibration status of equipment

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35.	Log Sheet – Blown Bitumen	36.	Training calendar
37.	Log Sheet – Pyrolysis Process from Waste Plastic	38.	Training report
39.	Equipment History Card	40.	Induction training report
41.	Preventive Maintenance Schedule	42.	Job description
43.	Equipment Wise Preventive Maintenance Checkpoints	44.	Employee competence report
45.	List of critical spares	46.	Skill matrix
47.	Log sheet – DG Set	48.	Interview report
49.	Log sheet – Thermic Fluid Heater	50.	Goods receipt note
51.	Purchase order	52.	Material issue slip
53.	Indent (Purchase requisition)	54.	Stock register
55.	Approved External Provider List	56.	Preservation assessment report
57.	External provider evaluation and registration report	58.	Gate Pass (Delivery challan / memo for sending material outside the factory)
59.	External provider re–evaluation report	60.	Sales Invoice
61.	Finished Product delivery challan		

7. ISO 29001:2020 FMSAudit checklist (more than 150 questions)

This covers audit questions based on the ISO 29001:2020 Quality 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 150 questions are prepared on the basis of ISO 29001:2020.

8. ISO 29001:2020 Compliance Matrix

This compliance matrix contains ISO 29001:2020 requirement wise list of documented information for easy reference of users and to understand how this system is made.

8. Job descriptions (6 job descriptions)

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

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Part-2: Training: ISO 29001:2020 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 and steps for certification of ISO 29001:2020**

   It covers Overview of Quality management system, benefits and summary of overall system and process for ISO 29001:2020 and steps for certification, the non-conformances, and process, what happens during a certification audit.

2. **ISO 29001:2020 Quality management system principles**

   It covers ISO 29001:2020 systems, and its governing principles.

3. **ISO 29001:2020 Quality management system requirements**

   It covers ISO 29001:2020 systems, Requirements, to establish the Quality management system, It gives explanation for many concepts and given in plain English.

4. **ISO 29001:2020 Quality management system documentation**

   It covers Quality 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 29001:2020 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 and steps involved in certification of ISO 29001:2020 Quality management system
2.	ISO 29001:2020 principles
3.	ISO 29001:2020 requirements
4.	ISO 29001:2020 documentation

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C. Total 2 workshops to understand ISO 29001:2020 requirements:-

This topic covers 2 workshops and total 20 questions with details to find out the ISO 29001:2020 applicable clause number to check effectiveness of training gained by students.

D. There is 1 case study to understand ISO 29001:2020 requirements:-

This topic covers 1 case study with audit questions with details to find out the ISO 29001:2020 applicable clause requirement to check effectiveness of training gained by students.

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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
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.

For more information about ISO 29001:2020 Documentation and Awareness Training kit Click Here

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 29001:2020standards 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 29001:2020 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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