

D178: DEMO OF ISO 29993:2017 DOCUMENTATION AND AWARENESS TRAINING KIT **Price 999 USD**

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

Completely editable documentation and training toolkit (Manual, procedures, exhibits, SOPs, formats, job description, audit checklist, PPT presentation and student manual etc.)

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Chapter–1: Contents of ISO 29993:2017 documentation and awareness training kit (More than 50 files)

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

Sr. No.	Directory	Details of Documents
Part – 1: Documentation		
1.	Manual	01 file in MS Word
2.	Procedures	12 procedures in MS Word
3.	Exhibits	04 exhibits in MS Word
4.	Standard operating procedures	02 standard operating procedure in MS Word
5.	Formats	29 formats in MS Word / excel
6.	Job description	01 file in MS Word
7.	Audit checklist	More than 100 questions
8.	ISO 29993:2017 document compliance matrix	01 file in MS Excel
Part – 2: Training: ISO 29993:2017 awareness training		
A. PPT Presentation		No. of Slides
1.	ISO 29993:2017 Overview	13 slides
2.	ISO 29993:2017 requirements	25 slides
3.	ISO 29993:2017 Documented information	13 slides
4.	Step for ISO 29993:2017 Certification	06 slides
B. Literature		
	A literature to understand ISO 29993:2017 subject well in 04 chapters, 02 workshops and 01 case study	Approx. 35 pages in MS word
C. Workshops and Case study		20 questions to solve and 1 Case study
Total 50 files quick download in editable form by e delivery		

For more information about ISO 29993:2017 Documentation and Awareness Training kit [Click Here](#)

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Part-1: Documentation:

Our documentation kit contains sample documents required for ISO 29993:2017 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 29993:2017, documented information (procedures, SOPs, 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. Manual:

It is a sample copy of quality manual having clause-wise details of how ISO 29993 system is implemented. The quality manual is tier-1 of ISO 29993 documents and covers list of procedures as well as overview of organization. This manual has total 14 chapters covering company profile, amendment sheet, index, clause-wise details as per ISO 29993 for implementation and organization chart.

ISO 29993:2017 Manual Index

Chapter No.	Subject	Amendment No.	Page No.	ISO 29993 Clause Ref.
1	Cover page, Table of contents, amendment record sheet and glossary of terms (abbreviation)	00		=====
2	Authorization statement and laboratory profile and context of organization	00		=====
3	Control and distribution	00		=====
4	General information provided by the PLS	00	10-11	4
5	Proposal Development	00	12	5
6	Information provided prior to acquisition of the learning service	00	13	6
7	Needs analysis	00	14	7
8	Design of the learning service	00	15-16	8
9	Information about the learning service for enrolled learners or their sponsors	00	17	9

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Service delivery					
10	10.1	Staff engaged in the delivery of learning services	00	18-19	10
	10.2	Learning material	00		
	10.3	Learning environment	00		
11	Facilitators		00	20	11
12	Assessment of learning		00	21	12
13	Monitoring and evaluation of the learning service		00	22-23	13
14	Invoicing		00	24	14
<u>Annexure</u>					
ANX-1	List of documents		00	25	=====
Note → The amendment number given above is at the time of issue of this manual. If any page is amended then latest amendment number of such pages is recorded in amendment record sheet and on the table of content given above.					

2. Procedures (12 Procedures):

Sample copies of mandatory procedures as per ISO 29993 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 procedure

1. Procedure for enrolment of learners
2. Procedure for feedback collection, evaluation and improvements
3. Procedure for need analysis and acquisition of learning services
4. Procedure for design of learning service
5. Procedure for periodic design review of the learning materials
6. Procedure for control of documents and records
7. Procedure for maintaining security of learning materials, equipment and facilities
8. Procedure for complaints, suggestions and dispute resolution
9. Procedure for dealing with emergencies and security issues
10. Procedure for evaluating, selecting, appointing facilitators
11. Procedure for assessment of learning
12. Procedure for monitoring and evaluation of the learning service

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3. Exhibits (04 exhibits)

It covers sample copy of exhibits covering all the details of ISO 29993:2017.

List of exhibits

1. Exhibit for Competence criteria
2. Exhibit for Cancellation, withdrawal and refund policy
3. Exhibit for Security policy
4. Exhibit for Process flow – Learning services

4. Standard operating procedures (02 SOPs):

It covers sample copy of SOPs 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. The list of standard operating procedures provided in the kit is given below.

List of SOPs

1. Standard Operating Procedure for Examiners / Invigilators' Qualification
2. Standard Operating Procedure for external facilitator's Job Responsibilities

5. Blank Formats (29 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 29 blank formats are provided as per the list given below.

List of Formats

- | | |
|--|---|
| 1. Learner Application Form | 2. Personnel records of Facilitator – internal and external |
| 3. Learning Service Proposal | 4. Evaluation of Facilitator – internal and external |
| 5. Invoice | 6. Facilitator Registration Form |
| 7. Learner Feedback Form | 8. Code of conduct for Facilitator – internal |
| 9. Analysis of Feedback | 10. Code of conduct for Facilitator – external |
| 11. Performance evaluation of learner | 12. Training Calendar |
| 13. Corrective Action Report | 14. Training Report |
| 15. Learning service need analysis report | 16. Induction Training Report |
| 17. Learning service design review report | 18. Job Description |
| 19. Learning material review report | 20. Competence Chart |
| 21. Master list of internal and external documents | 22. Skill Matrix |
| 23. Master list of records | 24. Learning Assessment Form |
| 25. Change Note | 26. Learning Certificate |
| 27. Objective Monitoring Sheet | 28. Learning service evaluation report |
| 29. Complaints and appeals report | |

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6. Job description

This covers job description and specification based on the ISO 29993:2017 requirements.

7. ISO 29993:2017 Audit Checklist (more than 100 questions)

This covers audit questions based on the ISO 29993:2017 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 100 questions are prepared on the basis of ISO 29993:2017.

8. ISO 29993:2017 Compliance Matrix

This compliance matrix contains ISO 29993:2017 requirement wise list of documented information for easy reference of users and to understand how this system is made.

Part-2: Training: ISO 29993:2017 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. **ISO 29993:2017 Overview**

It covers overview of Learning services outside formal education-Service requirements.

2. **ISO 29993:2017 Requirements**

It covers ISO 29993:2017 systems, Requirements, to establish the systems, It gives explanation for many concepts and given in plain English.

3. **ISO 29993:2017 Documented Information**

It covers ISO 29993:2017 documented information details and list of areas where standard demands for documented information. Such documented information with list against the requirements is given.

4. **Step for ISO 29993:2017 Certification**

It covers implementation methodology, steps for ISO 29993:2017 certification, the non-conformances, process, what happens during a certification audit.

B. A literature to understand ISO 29993:2017 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.	ISO 29993:2017 Overview
2.	ISO 29993:2017 requirements
3.	ISO 29993:2017 documented information
4.	Step for ISO 29993:2017 Certification

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C. Total 02 workshops and 01 case study to understand ISO 29993:2017 requirements:-

This topic covers 2 workshops and 1 case study questions with details to find out the ISO 29993:2017 applicable clause number 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 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 29993:2017 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 29993:2017 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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