

D159: DEMO OF ISO 37001:2025 DOCUMENTS KIT **Price 599 USD**

Totally Editable Documentation Package (System manual, Procedures, Forms, Process Approach, Exhibits, Policies, Audit Checklist, etc.) For ISO 37001:2025 Anti-bribery Management System Certification and Quick Process Improvement

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Chapter-1.0 Contents of ISO 37001:2025 Anti-bribery Management System Documents Kit (95 document files)

A. This Editable Documents Kit Has 10 Main Directories as Below:

Sr. No.	List of Directory	Details of Documents
1.	System Manual	14 Files in MS-Word
2.	Procedures	09 Procedures in MS-Word
3.	Process Approach (Flow Chart)	10 Process Flow Chart in MS-Word
4.	Policy	01 Policy in MS-Word
5.	Exhibits	04 Exhibits in MS-Word
6.	Blank Formats /Templates to retain documented information Name of departments:	36 Blank formats in MS-Word / Excel
	System (SYS)	20 Formats in MS-Word / Excel
	Training (TRG)	06 Formats in MS-Word
	Marketing (MKT)	03 Formats in MS-Word
	Purchase (PUR)	04 Formats in MS-Word
	HRD	03 Formats in MS-Word
7.	Filled Formats / Templates to retain documented information Name of departments:	18 Filled formats in MS-Word / Excel
	System (SYS)	08 Formats in MS-Word / Excel
	Training (TRG)	03 Formats in MS-Word
	Marketing (MKT)	02 Formats in MS-Word
	Purchase (PUR)	03 Formats in MS-Word
	HRD	02 Formats in MS-Word
8.	ISO 37001:2025 Audit Checklist	More than 350 questions
9.	Sample Risk Assessment sheet	01 File in MS-Excel
10.	ISO 37001:2025 Compliance Matrix (Requirements wise reference documented information)	01 File in MS-Excel

Total 95 files in editable form for Quick Download by e-delivery

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B. Documented Information Package:

Our documentation kit comprises sample documents required for ISO 37001:2025 anti-bribery management system implementation and certification. **All documents are in editable MS-Word / Excel format.** You can easily make changes in our sample documents as per your organization's needs and **within few days your entire documents** with all necessary system requirements can be made ready to use. In the revised ISO 37001:2025, at few places, documented information are required. But for making better system, we have provided many document templates from which a user can select documents to make own system with minor changes, as applicable. Though ISO 37001:2025 standard does not require manual, procedures, etc., it requires to maintain and/or retain some documented information specified in various clauses of the standard. Therefore, this kit contains two types of documented information as listed below:

1. **Maintain documented information: Scope, Policy System Manual, Process Flow, Etc.**
2. **Retain documented information: Records (Forms) - templates**

Under the main directories of this kit, further files are provided in MS Word/Excel document as per the details given below.

1. System Manual (10 Chapters and 4 Annexure):

This sample document is sample copy of an organization's system manual which describes clause wise details on how ISO 37001:2025 anti-bribery management system is implemented. It covers the context of organization, scope, policy, objectives, organization structure as well as macro level details of implementation of each requirements from clause no. 4 to 10 of ISO 37001:2025. This sample manual will also help you prepare company profile, amendment sheet, anti-bribery policy statement and organization chart etc.

(A) Table of Contents

Chapter No.	Subject	Page No.	ISO 37001:2025 Clause Reference
Section – 1			
1.	Company profile	1 – 3	-----
2.	Table of contents	1 – 2	-----
3.	Control and distribution	1 – 3	-----
Section – 2			
4.	Context of the Organization	1 – 4	4.0
	Understanding the organization and its context		4.1
	Understanding the needs and expectations of interested parties		4.2

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	Determining the scope of the anti-bribery management system		4.3
	Anti-bribery management system		4.4
	Bribery risk assessment		4.5
5.	Leadership		5.0
	Leadership & Commitment	1 – 3	5.1
	Anti-bribery policy		5.2
	Organizational roles, responsibilities and authorities		5.3
6.	Planning		6.0
	Action to address risks and opportunities	1 – 2	6.1
	Anti-bribery objectives and planning to achieve them		6.2
	Planning of changes		
7.	Support		7.0
	Resources	1 – 6	7.1
	Competence		7.2
	Awareness		7.3
	Communication		7.4
	Documented information		7.5
8.	Operation		8.0
	Operational planning and control	1 – 5	8.1
	Due diligence		8.2
	Financial controls		8.3
	Non-financial controls		8.4
	Implementation of anti-bribery controls by controlled organizations and by business associates		8.5
	Anti-bribery commitments		8.6
	Gifts, hospitality, donations and similar benefits		8.7
	Managing inadequacy of anti-bribery controls		8.8
	Raising concerns		8.9
	Investigating and dealing with bribery		8.10
9.	Performance evaluation		9.0
	Monitoring, measurement, analysis and evaluation	1 – 4	9.1
	Internal audit		9.2
	Management review		9.3

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	Review by anti-bribery function		9.4
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10.	Improvement	1 – 2	10.0
	Continual improvement		10.1
	Nonconformity and corrective action		10.2
Annexures			
ANX–I	List of Documented information	1 – 1	=====
ANX–II	Glossary of terms	1 – 1	=====
ANX–III	Process Flow	1 – 2	=====
ANX–IV	Organization structure	1 – 1	=====

2. Procedures (09 procedures):

Sample copies of necessary procedures are given as per ISO 37001:2025, covering all the details like purpose, scope, responsibility, activities to be followed as well as the list of exhibits, reference documents and formats, as applicable. The list of sample procedures provided is as below.

List of Procedures

1. Procedure for document and data control
2. Procedure for corrective action
3. Procedure for internal audit
4. Procedure for management review
5. Procedure for Bribery Risk Management
6. Procedure for training
7. Procedure for raising concerns
8. Procedure for Investigating and dealing with bribery
9. Procedure for supplier/ vendor selection

3. Process approach (10 process flow templates)

It covers guideline for processes, flow chart and process model useful for process mapping. It covers process activities of all the main and critical processes as listed below with input-output matrix for organization. It helps any organization in process mapping as well as preparing process documents for own organization. In Input and output matrix list of documents input and output as well as interlinkage of documents with other departments are given.

List of process flow chart

1. Process Flow Chart of Customer Service
2. Process Flow Chart of Dispatch
3. Process Flow Chart of Engineering
4. Process Flow Chart of Marketing

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5. Process Flow Chart of Production
6. Process Flow Chart of Purchase
7. Process Flow Chart of Quality Control
8. Process Flow Chart of System Coordinator Processes
9. Process Flow Chart of Stores
10. Process Flow for Training Activity

4. Policy (01 policy)

It covers sample copy of policies to meet the requirements of ISO 37001:2025.

List of policy

1. Anti-bribery and Anti-corruption Policy

5. Exhibits (04 exhibits)

It covers Skill Requirements, Multi skill requirements, Document Identification and Codification System and Need and Expectations of interested parties, etc.

List of exhibits

1. Exhibit for Skill requirements
2. Exhibit for Multi skill requirements
3. Exhibit for Document Identification and Codification System
4. Exhibit for interested parties and their concerns

6. Blank sample formats for all the departments (36 sample formats)

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create a good system in the organization. The sample forms for various departments/areas can be used as a guide for the users to prepare own formats with minor changes as required by their organization. The organization is free to change the formats to suit their own requirements. A total of 36 blank formats are provided as per the list given below.

List of blank formats

1.	Master List & Distribution List of Documents	19.	Anti-bribery compliance checklist
2.	Change Note	20.	Raising Concern Report
3.	Petty cash payment record	21.	Training Calendar
4.	Master List of Records	22.	Employee Wise Training & Competence Record
5.	Objectives Monitoring Sheet	23.	Induction Training Report
6.	Audit Plan / Schedule	24.	Job Description & Specification
7.	Internal Audit Non-Conformity Report	25.	Training Report
8.	ISO 37001:2025 Clause wise Audit Review Report	26.	Multi Skill Analysis
9.	List of License / certificates / Compliance obligates	27.	Order Form / Order Confirmation
10.	Communication Report	28.	Customer Complaint Report
11.	Management review meeting	29.	Customer Feed Back Form
12.	Objective Plan	30.	Purchase Order
13.	Bribery Risk Analysis sheet – department level	31.	Indent And Incoming Inspection Record
14.	Bribery Risk Assessment Form – Organization	32.	Approved external provider list & Annual

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	level		purchase order
15.	Whistleblower Committee	33.	External Provider Registration Form
16.	Anti-bribery compliance function report	34.	Performance Appraisal Records–Functional Heads
17.	Corrective Action Report	35.	Performance Appraisal Records–Staff
18.	Investigation Report	36.	Manpower Requirement form

11. Filled Formats (18 sample filled formats)

This directory includes sample copy of filled forms to maintain/retain records as well as establish control and create system in the organization. The given samples are just a guide to follow and the organization should modify the same according to follow-up of related processes. Filled formats can be used as templates. A total of 18 formats are provided as per the list given below.

List of filled formats

1.	Master List & Distribution List of Documents	10	Job Description & Specification
2.	Change Note	11.	Training Report
3.	Master List of Records	12.	Order Form / Order Confirmation
4.	Objectives Monitoring Sheet	13.	Customer Complaint Report
5.	Audit Plan / Schedule	14.	Indent And Incoming Inspection Record
6.	Internal Audit Non–Conformity Report	15.	Approved external provider list & Annual purchase order
7.	Bribery Risk Analysis sheet	16.	External Provider Registration Form
8.	Bribery Risk Assessment Form and Bribery Risk Register	17.	Performance Appraisal Records–Functional Heads
9.	Induction Training Report	18	Manpower Requirement form

8. ISO 37001:2025 Audit Questionnaires (More than 350 Questions)

This covers audit questions based on the ISO 37001:2025 requirements. It will be a very good tool for the auditors to make Audit Questionnaire for auditing an anti-bribery management system. It will bring effectiveness in auditing. A total of more than 350 questions are prepared on the basis of ISO 37001:2025 requirements and given according to the sequence of the requirements clauses of the standard. It can be logically used for auditing during internal audit for ISO 37001:2025 to establish proper audit trail.

9. Sample Risk Assessment Sheet

The ready-to-use risk template in editable form is given to prepare the risk document for the organization. It is given in an Excel format and can be used as a template.

10. ISO 37001:2025 compliance matrix

The ISO 37001:2025 requirement wise list of documented information reference of this kit is given in the compliance matrix for easy reference of user to understand how documentation system is made.

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Chapter-2.0 ABOUT COMPANY

Global Manager Group is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of more than 30 years in ISO and management area consultancy and online training. 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 have **more than 4500 clients in more than 101 countries. Our ready-made training and editable documents kit helps the client in making their documents with ease and helps them comply with the related ISO standard faster.**

1. Our promoters and engineers have experience in providing management training, 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 members (M.B.A., Degree Engineers). Our director has a rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certifications for our clients from reputed certification bodies. We possess a branded image and are a leading name in the global market.
4. We also 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. We have spent more than 60000 man-days (170 man-years) in the preparation of documents and training slides.

Global Manager Group 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.

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Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware

- Our documentation kit can better perform with the help of 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.

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 37001:2025 anti-bribery management system documents.
2. The kit takes care of all the sections and sub-sections of ISO 37001:2025 and helps you to establish better anti-bribery management 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 37001:2025 documents for their organization.

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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 30 years in the ISO series and other management systems documentation 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 37001 consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of the purchase, we provide a user name and password to download the product from our FTP server. Hence, we provide an instant online delivery of our products to the user by sending an email of user name and password.

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