A. The Total Editable Document kit has 10 main directories as below:

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<th>Sr. No.</th>
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<td>6.</td>
<td>Blank Formats /Templates to retain documented information</td>
<td>34 Blank formats in MS-Word / Excel</td>
</tr>
<tr>
<td></td>
<td>Name of departments</td>
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<tr>
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<td></td>
<td>Training (TRG)</td>
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<tr>
<td></td>
<td>Name of departments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>System (SYS)</td>
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<tr>
<td></td>
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<td></td>
<td>Purchase (PUR)</td>
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<td></td>
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<td>10.</td>
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<td>01 File in MS-Excel</td>
</tr>
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</table>

Total 90 files in editable form for Quick Download by e-delivery

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B. Documented information package:

Our document kit comprises sample documents required for ISO 37001:2016 certification as listed below. All documents are in MS-Word / excel format and you can edit it. You can do changes as per your company needs and within few days your entire documents with all necessary system requirement scan be made ready. In the revised ISO 37001:2016, at few places, documented information are required. But for making better system, we have provided many templates from which a user can select to make own system with minor changes. Now, ISO 37001:2016 standard is not requiring manual, procedures, etc. It requires 2 type of documented information as listed below.

1. Maintain documented information Scope, system manual, process flow charts, policy etc.)
2. Retain documented information (Forms - templates)

Under this directory, further files are made in the Word Document as per the details listed below which you can edit it. All the documents are related to manufacturing / process industry.

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

It covers sample copy of system manual and clause-wise details on how ISO 37001:2016 systems are implemented. It covers the context of organization, sample policy, objectives, scope, organizations structure as well as macro level each requirements from 4 to 10 of ISO 37001:2016 on how it is implemented in the organization. It covers ISO 37001:2016 documents for tier-1. It has total 10 chapters that cover company profile, amendment sheet, index, clause wise details as per ISO 37001:2016 for implementation. It covers sample copy of system manual and clause-wise details on how ISO 37001:2016 systems are implemented.

(A) Table of Contents

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A complete editable documented package on ISO 37001:2016, Anti-bribery management systems
(System manual, Procedures, forms, process approach, exhibits, policies, audit checklist, etc.)

| 4.3  | Determining the scope of the anti-bribery management system |
| 4.4  | Anti-bribery management system |
| 4.5  | Bribery risk assessment |
| 5.0  | Leadership |
| 5.1  | Leadership & Commitment |
| 5.2  | Anti-bribery policy |
| 5.3  | Organizational roles, responsibilities and authorities |
| 6.0  | Planning |
| 6.1  | Action to address risks and opportunities |
| 6.2  | Anti-bribery objectives and planning to achieve them |
| 7.0  | Support |
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2. Procedures (07 procedures):

It covers a sample copy of mandatory procedures as per ISO 37001:2016 covering 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 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 Investigating and dealing with bribery

3. Process approach (10 process templates)

It covers guideline for processes, flow chart and process model useful for process mapping. It covers process flow chart and 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 interlink age 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
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

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4. Policy (01 policy)

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 stake holders 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 Need and Expectations of stake holders

6. Blank sample formats for all the departments (34 sample formats)
It covers a sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples given area guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 34 blank formats are provided as per the list given below.

List of blank formats
1. Master List & Distribution List of Documents
2. Change Note
3. Petty cash payment record
4. Master List of Records
5. Objectives Monitoring Sheet
6. Audit Plan / Schedule
7. Internal Audit Non-Conformity Report
9. List of License / certificates / Compliance obligates
10. Communication Report
11. Management review meeting
12. Objective Plan
13. Bribery Risk Analysis sheet – department level
14. Bribery Risk Assessment Form – Organization level
15. Whistleblower Committee
16. Anti bribery compliance function report
17. Corrective Action Report
18. Investigation Report
19. Training Calendar
20. Employee Wise Training & Competence Record Sheet
21. Induction Training Report
22. Job Description & Specification
23. Training Report
24. Multi Skill Analysis
25. Order Form / Order Confirmation
27. Customer Feed Back Form
28. Purchase Order
29. Indent And Incoming Inspection Record
30. Approved external provider list & Annual purchase order
31. External Provider Registration Form
32. Performance Appraisal Records–Functional Heads
33. Performance Appraisal Records–Staff
34. Manpower Requirement form

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11. Filled formats (17 sample filled formats)

It covers a sample copy of filled forms required to maintain records as well as establish control and create system in the organization. The samples given are a guide to follow and the organization is free to modify the same to suit their own requirements. It can be used as templates. A total of 17 formats are provided as per the list given below.

**List of filled formats**

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

8. ISO 37001:2016 Audit Questionnaires (More than 350 Questions)

This covers audit questions based on the ISO 37001:2016 requirements for each department as per the list of departments given below. 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 350 Questions are prepared on the basis of ISO 37001:2016. It can be logically used for auditing during internal audit for ISO 37001:2016 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 37001:2016 compliance matrix

The ISO 37001:2016 requirement-wise list of documented information reference of this kit is given in the compliance matrix for easy reference of user to understand how this system is made.

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1. Our promoters and engineers have experience in providing management training, 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 60 members (M.B.A., Degree engineers). Our owner has a rich professional experience in this field (since 1991).

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4. We, also, suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products that give you payback within 2 months against our cost.

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6. We have spent more than 60000 man-days (170 man years) in the preparation of ISO documents and training slides.

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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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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 of 10 GB hard disk space.
- For better visual impact of the PowerPoint slides, you may keep the setting of colour image at high colour.

B. Software: -

- Documents are written in MS-Office 2003 and Windows XP programs. You are, therefore, required to have MS-Office 2003 or above versions with Windows XP

3.2 Features of Documentation kit: -

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- It 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 kit content is 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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2. The kit takes care of all the sections and sub-sections of ISO standard and helps you to establish better system.
3. The 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 requirements and create their own ISO documents for their organization.
4. It will save much of the time and 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 due to our proven documents and templates 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 provided a total customer satisfaction as well as experienced value for money.
8. In the preparation of document kits; our team has verified and evaluated the entire content at various levels. More than 1000 hours are spent in the preparation of this product kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

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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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