

D186: DEMO OF ISO 37301:2021 DOCUMENT KIT **Price 999 USD**

Complete editable document tool kit (Manual, procedures, policies, exhibits, forms, audit checklist etc.)

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Chapter-1.0 CONTENTS ISO 37301:2021 DOCUMENT KIT (More than 90 document files)

A. The entire editable document kit has 10 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	Compliance Management System Manual	14 files in MS Word
2.	Procedures	10 procedures in MS Word
3.	Policies	03 policies in MS Word
4.	Exhibits	04 exhibits in MS Word
5.	Formats / Templates Name of departments	34 formats in MS Word / excel
	System (SYS)	16 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	05 formats in MS Word
6.	Register of Rules and Regulation (ROR)	07 files in MS Word
7.	Filled Formats	19 filled formats in MS Word/ excel
8.	ISO 37301:2021 Audit Checklist	More than 300 questions
9.	Filled sample risk assessment sheet	01 files in MS excel
10.	ISO 37301:2021 document matrix	01 file in MS excel

Total 90 files quick download in editable form by e delivery

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B. Documentation: -

Our document kit is having sample documents required for system certification as listed below. **All documents are in word and you can edit it.** You can do changes as per your company need and **within 5 days your entire documents** with all necessary controls are ready and our many organization are certified globally in 1st trial with the help of our documents from any stringent certification audit. The ISO 37301:2021 is the latest edition of standard available from international organization for standardization web site.

Under this directory further files are made in word document as per the details listed below. All the documents are related to any kind of manufacturing/process industry.

1. Compliance Management System Manual:

It covers sample copy of compliance management system manual and clause wise details for how compliance management systems are implemented. It covers list of procedures as well as overview of organization and covers tier1 of CMS documents

(A) Table of Contents

Chapter No.	Subject	Page No.
4 to 10	Detail chapters explaining management commitment and at macro level how system is implemented to comply requirements	===
Annexure		
ANX-I	List of Documented Information	1 – 2
ANX-II	Glossary of terms	1 – 1
ANX-III	Process flow chart	1 – 2
ANX-IV	Organization Structure	1 – 1

2. Procedures (10 procedures):

It covers a sample copy of mandatory procedures as per ISO 37301:2021 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 training
6. Procedure for compliance with legal requirements
7. Grievance procedure (process for raising concerns)
8. Procedure for incident management (reporting & investigation)

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9. Procedure for employment
10. Procedure for risk management

3. Policies (03 policies)

It covers guideline for controls applied as per compliance management system guidelines. The policy document templates are provided to frame the compliance management system controls as listed below.

List of policies

1. Compliance Policy
2. Discipline Action Procedure
3. Anti-bribery and Anti-corruption Policy

4. Exhibits (04 exhibits)

It covers Skill Requirements, Multi Skill requirements, Document Identification and Codification System, Needs and Expectations of Stakeholders 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 Needs and Expectations of Stakeholders

5. Blank Formats (34 Blank formats)

It covers sample copy of blank forms required to maintain records as well as 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.

List of blank formats

- | | |
|---|---|
| 1. Master List & Distribution List of Documents | 18. Employee Wise Training & Competence Record Sheet |
| 2. Change Note | 19. Induction Training Report |
| 3. Corrective Action Report | 20. Job Description & Specification |
| 4. Master List of Records | 21. Training Report |
| 5. Objectives Monitoring Sheet | 22. Multi Skill Analysis |
| 6. Audit Plan / Schedule | 23. Order Form / Order Confirmation |
| 7. Internal Audit Non-Conformity Report | 24. Customer Complaint Report |
| 8. Clause wise Audit Review Report | 25. Customer Feedback Form |
| 9. Objective Plan | 26. Purchase Order |
| 10. Communication Report | 27. Indent and Incoming Inspection Record |
| 11. List of License / certificates / Compliance obligates | 28. Approved external provider list & Annual purchase order |
| 12. Management review meeting | 29. External Provider Registration Form |
| 13. Investigation Report | 30. Performance Appraisal Records-Functional Heads |
| 14. Legal Compliance checklist | 31. Performance Appraisal Records-Staff |
| 15. Legal tracker sheet | 32. Manpower Requirement form |
| 16. Risk Analysis sheet | 33. Leave Application Form |
| 17. Training Calendar | 34. Employee Personal File Checklist |

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6. Register of rules and regulation (ROR)

It covers sample copy register of rules and regulation.

7. Filled formats (19 Filled formats)

It covers sample copy of filled forms required to maintain records as well as establish control and make system in the organization. The filled samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

List of filled formats

- | | |
|--|---|
| 1. Master List & Distribution List of Documents | 18. Job Description & Specification |
| 2. Change Note | 19. Training Report |
| 3. Master List of Records | 20. Order Form / Order Confirmation |
| 4. Objectives Monitoring Sheet | 21. Customer Complaint Report |
| 5. Audit Plan / Schedule | 22. Indent And Incoming Inspection Record |
| 6. Internal Audit Non-Conformity Report | 23. Approved external provider list & Annual purchase order |
| 7. List of License / certificates / Compliance obligates | 24. External Provider Registration Form |
| 8. Legal tracker sheet | 25. Performance Appraisal Records-Functional Heads |
| 9. Risk Analysis sheet | 26. Manpower Requirement form |
| 10. Induction Training Report | |

8. Audit Checklist (More than 300 Audit check list questions)

There covers audit questions based on compliance management system requirements as well as for each departments. It will be very good tool for the auditors to make audit Questionnaire while auditing and make effectiveness in auditing.

9. Filled 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 37301:2021 document matrix

The ISO 37301:2021 requirement wise list of documented information reference of this kit is given in document matrix for ready reference to user to understand how this system is made.

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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 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 37301:2021 standards 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 37301:2021 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 →



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