D165: DEMO OF ISO 41001:2018 FACILITY MANAGEMENT SYSTEM DOCUMENTATION AND AWARENESS TRAINING KIT Price 699 USD

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

Completely editable documentation and training toolkit
(Manual, procedures, exhibits, blank forms, audit checklists; ppt presentation and student manual, etc.)

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Chapter-1.0 CONTENTS OF ISO 41001:2018 DOCUMENTATION AND AWARENESS TRAINING KIT (More than 100 files)

A. This editable documentation kit has 8 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	**Facility Manual**	**15 Files in MS Word**
2.	**Procedures**	**14 Procedures in MS Word**
3.	**Exhibits**	**07 Exhibits in MS Word**
4.	**Standard Operating Procedures (SOPs)**	**07 SOPs in MS Word**
5.	**Blank Formats / Templates** **Name of departments**	**55 Blank Formats in MS Word / excel**
	Asset	07 formats in MS Word
	Facility management system (FMS)	17 formats in MS Word / excel
	FOP	16 formats in MS Word
	Purchase (PUR)	06 formats in MS Word
	Stores (STR)	03 formats in MS Word
	Training (TRG)	06 formats in MS Word
6.	**Job Description**	**01 File in word for 6 JDs**
7.	**ISO 41001:2018 Audit checklists**	**More than 150 questions**
8.	**ISO 41001:2018 document compliance matrix (Requirement wise reference documented information)**	**01 File in MS Excel**

Total 100 files in editable form; Quick Download by e-delivery

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Part-2: ISO 41001 Awareness training kit

Part – 2: Training: ISO 41001:2018 awareness training	
A. PPT Presentation	**No. of Slides**
1. Overview of ISO 41001:2018	20 slides
2. ISO 41001:2018 requirements	41 slides
3. ISO 41001:2018 documentation	13 slides
4. Step for ISO 41001:2018 certification	17 slides
B. Literature	
A literature to understand ISO 41001:2018 subject well in 04 chapters, 02 workshops and 01 case study	**Approx. 37 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 41001:2018 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 41001:2018, documented information (procedures, 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. Facility Manual (10 Chapters and 5 Annexures):

It is a sample copy of facility manual having clause-wise details of how ISO 41001:2018 system is implemented. The facility manual is tier-1 of ISO 41001:2018 documents and covers list of procedures as well as overview of organization. This manual has total 10 chapters covering

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company profile, amendment sheet, index, clause-wise details as per ISO 41001:2018 for implementation, sample policy and organization chart.

(A) Table of Contents

2. Procedures (14 procedures):

Sample copies of mandatory procedures as per ISO 41001:2018 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 Documented Information Control
2. Procedure for Corrective Action
3. Procedure for Internal Audit-FMS
4. Procedure for Management Review
5. Procedure for Risk Management
6. Procedure for Training
7. Procedure for Control of Records
8. Procedure for Preventive Action
9. Procedure for Capacity Management
10. Procedure for Relationship Management
11. Procedure for Facility Project Management
12. Procedure for Service Level Agreement (SLA) Management
13. Procedure for Management of Fixed Assets
14. Procedure For Asset management

3. Exhibits (07 exhibits)

Exhibits cover Skill requirements, Multi skill requirements, Interested parties needs & expectations, Communication matrix, Organizational knowledge, Disposable of non-conforming service, codification system etc. as per ISO 41001:2018 standard.

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List of Exhibits

1. Skill Requirements
2. Multi Skill Requirements
3. Interested Parties Needs & Expectations
4. Communication Matrix
5. Organizational Knowledge
6. Disposable of Non-Conforming Service
7. Codification System

4. Standard Operating Procedure (7 SOPs)

1. Standard operating procedure for Health and safety inspection and facility management
2. Standard operating procedure for Accident Prevention
3. Standard operating procedure for Accident Reporting
4. Standard operating procedure for FMS disciplinary action
5. Standard operating procedure for Office Facilities
6. Standard operating procedure for General environmental management procedure
7. Standard operating procedure for Disposal of High-Risk Materials

5. Blank sample formats for all the departments (55 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 55 blank formats are provided as per the list given below.

List of blank formats

1.	Asset Inventory Register	29.	Housekeeping Check List
2.	Asset Identification Tag	30.	Visitor Log Book
3.	Asset Transfer Form	31.	Monthly Fire Extinguisher checklist
4.	Asset Disposal Form	32.	Facility management Customer Services Survey Results
5.	Organization Staff Purchase Asset	33.	Facility Customer Complaint Form
6.	Disposal of Non-Conforming Asset	34.	Garden Maintenance Schedule
7.	Hardware Inventory List	35.	Pool Maintenance Schedule
8.	Master List Cum Distribution List of Documents	36.	Facility Management Plan
9.	Change Note	37.	Waste Water Treatment Plant (STP)-Log Sheet for Operation

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10.	Preventive Action Report	38.	Building Maintenance Log Book
11.	Master List of Records	39.	Breakdown History Card
12.	FMS Objectives Monitoring sheet	40.	Preventive Maintenance Schedule
13.	FMS Audit Plan / Schedule	41.	Purchase Order
14.	ISO 41001:2018 Clause wise Document wise Audit Review Report	42.	Indent and Incoming Inspection Record
15.	FMS Internal Audit Non–Conformity Report	43.	Approved external product & service provider list cum annual purchase order
16.	Continual Improvement Plan	44.	External Provider Registration Form
17.	Corrective Action Report	45.	Annual Purchase Order
18.	List of Licenses / certificates	46.	External Provider Evaluation / Rating
19.	Communication Report	47.	Material Issue / Consumption Slip
20.	Management Review Meeting	48.	Gate Pass
21.	Risk Analysis Sheet	49.	Stock register
22.	Capacity plan template	50.	Training Calendar
23.	Capacity planning sheet	51.	Training Need Cum Records Sheet
24.	Service level requirements template	52.	Induction Training Report
25.	Disposal of non-Conforming Services	53.	Job Description and Specification
26.	Facility Management Contract	54.	Multi Skill Analysis
27.	Building Maintenance Card	55.	Training Attendance Cum Evaluation Sheet
28.	Equipment Maintenance Log Book		

6. Job descriptions (6 job descriptions)

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

7. ISO 41001:2018 FMS Audit checklist (more than 150 questions)

This covers audit questions based on the ISO 41001:2018 facility 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 41001:2018.

8. ISO 41001:2018 Compliance Matrix

This compliance matrix contains ISO 41001:2018 requirement wise list of documented information for easy reference of users and to understand how this system is made.

Part-2: Training: ISO 41001:2018 awareness training:

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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 of ISO 41001:2018

It covers Overview of facility management system, benefits and summary of overall system and process for ISO 41001:2018.

2. ISO 41001:2018 facility management requirements

It covers FMS ISO 41001:2018 systems, Requirements, to establish the facility management system, it gives explanation for many concepts and given in plain English.

3. ISO 41001:2018 facility management documentation

It covers facility management system documented information details and list of areas were standard demands for documented information. Such documented information with list against the requirements is given.

4. Steps for ISO 41001:2018 certification

It covers implementation methodology, steps for ISO 41001:2018 certification, the non-conformances, process, what happens during a certification audit.

B. The literature to understand ISO 41001:2018 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 of ISO 41001:2018 facility management system
2.	ISO 41001:2018 requirements
3.	ISO 41001:2018 documentation
4.	Step for ISO 41001:2018 certification

C. Total 2 workshops to understand ISO 41001:2018 requirements:-

This topic covers 2 workshops and total 20 questions with details to find out the ISO 41001 applicable clause number to check effectiveness of training gained by students.

D. There is 1 case study to understand ISO 41001:2018 requirements: -

This topic covers 1 case study with audit questions with details to find out the ISO 41001 applicable clause requirement to check effectiveness of training gained by students.

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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 25 years in ISO and management area consultancy and online training 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, 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 certification for our clients from reputed certifying body. 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 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 ISO documents and training slides.

Global Manager Group is committed for:

1. Personal involvement & commitment from first day

2. Optimum charges

3. Professional approach

4. Hard work and update 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. To establish 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 written in MS office 2007 and windows xp programs. You are therefore required to have Office 2007 or above 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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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 41001:2018 documents.

2. The kit takes care of all the sections and sub-sections of ISO 41001:2018 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 user can modify the documents as per their requirements and create their own ISO 41001:2018 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 expressed a total customer satisfaction as well as experienced value for money.

8. In the preparation of this documentation kit, 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.

Chapter- 5.0 METHOD OF ONLINE DELIVERY

On secured completion of purchase, we provide username and password in 8 hours to download the product from our ftp server. Thus, we provide instant on-line delivery of our products to user by sending e-mail of user name and password.

For purchase, Click Here ➡ BUY

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