

D189: DEMO OF ISO/IEC 42001:2023 Artificial Intelligence Management System Documentation Kit **Price 699 USD**

Total editable documentation package for quick process improvement

Completely editable documents tool kit (AIMS manual, policies, process flow chart, procedures, blank forms, filled forms, SOPs, audit checklist, job description, etc.)

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Chapter-1.0 Contents of Artificial Intelligence Management System Documentation Package (based on ISO/IEC 42001:2023)

A. The Totally editable documentation kit has 14 main directories in MS Word/Excel, as below:

ISO/IEC 42001:2023 Documentation kit

Sl. No.	List of Directory	Details of Documents
1.	AIMS Manual	14 files in MS Word
2.	Policies	07 policies in MS Word
3.	AIMS Procedures	18 procedures in MS Word
4.	Standard Operating Procedures	12 standard operating procedures in MS Word
5.	Process Flow	05 process flow charts in MS Word
6.	Formats/Templates: Name of departments	50 formats in MS Word & excel
	System (SYS)	17 formats in MS Word
	Artificial Intelligence (AI)	06 formats in MS Word & excel
	HR	07 formats in MS Word
	Training (TRG)	05 formats in MS Word & excel
	Marketing (MKT)	04 formats in MS Word
	Purchase (PUR)	04 formats in MS Word
	Software (SOFT)	05 formats in MS Word & excel
	HW	02 formats in MS Word & excel
7.	Filled Formats / sample filled Templates	29 filled formats in MS Word & excel
8.	ISO/IEC 42001:2023 Audit Checklist	02 files with approx. 300 questions
9.	Job Description & Specification	11 Job descriptions in MS Word
10.	Sample MRM	02 files in MS Word
11.	Sample Gap Assessment Report	01 file in MS excel
12.	Filled sample risk sheet	01 file in MS excel
13.	Filled Statement of applicability (SOA)	01 file in MS word
14.	ISO/IEC 42001:2023 document matrix	01 file in MS excel

Total 155 files in editable form; quick download by e-delivery

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B. Documentation:-

Our documentation kit is having sample documents required for implementation of ISO/IEC 42001:2023 system Artificial Intelligence Management system certification. The documents are prepared by the highly experienced team of people with rich experience of process improvement and process enhancement and many companies have been appraised successfully under ISO/IEC 42001:2023 with our help. You need to study the documentation kit and do necessary changes as per your company need and within 2 to 3 weeks your entire documents will be ready as well as your team will get **many ideas to optimize your process performances with all necessary controls to reduce the cost and effort to increase the profits and your total documents are ready.** If you do not want to use many forms then do not take it, but for good system we have given all types of templates and organization should use it as per their need. Many organizations are certified globally in 1st trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory many files are given in MS Word or Excel document as per the details listed below. All the documents are related to Artificial Intelligence Management System and user can edit documents in line with their own processes.

1. AIMS Manual:

It covers sample copy of AIMS manual and requirement wise details for how Artificial Intelligence management system implemented. It covers sample policy for all process areas, AIMS policy and covers 1st tier of ISO/IEC 42001:2023 documents.

Table of Contents

Chapter No.	Subject	Page No.
1.	Table of Contents and Authorization Statement	1 – 2
2.	Company Profile	1 – 2
3.	Control and Distribution	1 – 3
4 to 10	Detail chapters 4 to 10 explaining management system clause wise requirement at macro level for how system is implemented to comply requirements of ISO 42001 in the company	===
Annexures		
ANX-I	List of AIMS procedures	1 – 2
ANX-II	Glossary of Terms, Definitions and Abbreviations	1 – 2
ANX-III	Process flow chart	1 – 2

2. Policies (07 policies)

The policy document templates are provided to frame the artificial intelligence management system as listed below.

List of policies

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Sl. No.	Policy No.	Name of Policy
1.	Policy/01	Artificial Intelligence Policy
2.	Policy/02	Acceptable Use of Generative AI Tools
3.	Policy/03	Training Policy
4.	Policy/04	Artificial Intelligence Tool Usage Policy
5.	Policy/05	Artificial Intelligence Incident Recording and Reporting Policy
6.	Policy/06	Change Control
7.	Policy/07	Data Protection Policy

3. AIMS Procedures (18 Procedures):

It covers sample copy of procedures covering all the specific practice areas of processes. Our procedures help the organization to make the best system and quick process improvements. All procedures are as listed below.

List of AIMS Procedures

1.	PRO/AIMS/01	Procedure for Management Review	10.	PRO/AIMS/10	Procedure For Change Management
2.	PRO/AIMS/02	Procedure for Documented Information Control	11.	PRO/AIMS/11	Procedure For AI System Impact assessment
3.	PRO/AIMS/03	Procedure for Corrective Action	12.	PRO/AIMS/12	Procedure for Data management
4.	PRO/AIMS/04	Procedure for Control of Records	13.	PRO/AIMS/13	Procedure for Data Quality
5.	PRO/AIMS/05	Procedure for AI Management System Internal Audit	14.	PRO/AIMS/14	Procedure for Scope Documentation for Implementation
6.	PRO/AIMS/06	Procedure for Risk Management	15.	PRO/AIMS/15	Procedure For AI Life Cycle development
7.	PRO/AIMS/07	Procedure for human resources and Training	16.	PRO/AIMS/16	Procedure For Monitoring and Measurement of Processes
8.	PRO/AIMS/08	Procedure For Customer Relationship	17.	PRO/AIMS/17	Procedure for Managing Security Threats & Vulnerabilities
9.	PRO/AIMS/09	Procedure For AI Incident Management	18.	PRO/AIMS/18	Procedure For Supplier and Contractor Management

4. Standard Operating Procedures (12 SOPs)

It covers sample copy of SOPs to link with significant aspects issues in the organization. It takes care of all such issues and used as a training guide as well as 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.

List of SOPs

1. SOP/01 SOP for Responsible Design and Development of AI System
2. SOP/02 SOP for the Management of Removable Media

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3. SOP/03 SOP for the Handling of Virus Attacks
4. SOP/04 SOP for Artificial Intelligence incident management
5. SOP/05 SOP for Group Internet and E-mail Usage
6. SOP/06 SOP for Climate Change Mitigation and Adaptation
7. SOP/07 SOP for Data Management
8. SOP/08 SOP for Virtual Work Guidance
9. SOP/09 SOP for Roles & Responsibilities for Virtual work
10. SOP/10 SOP for Strategy for Virtual Work
11. SOP/11 SOP for List of Criteria for Remote Work
12. SOP/12 SOP for Information for Interested Parties of AI Systems

5. Process Flow Charts (05 Process Flow Charts)

It covers process flow chart activities of all the main and critical processes with input-output matrix for manufacturing organization. It helps any organization in process mapping as well as preparing process documents for own organization.

List of Process Flow Chart

1. E/SYS/02/MKT Marketing
2. E/SYS/02/PUR Purchase
3. E/SYS/02/SOFT Software Development
4. E/SYS/02/TRG HRD and Training
5. E/SYS/02/WEB Web Application

6. Blank Formats (50 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. Visitor Entry Register | 26. Risk Assessment and Treatment Plan |
| 2. Employee leaving/transfer/termination Checklist | 27. AI Impact Assessment Form |
| 3. Employment confidentiality and Non-competition agreement | 28. Statement of Applicability report |
| 4. Job Description and Specification | 29. Outsourced Service Details |
| 5. Supplier confidentiality and Non-competition agreement | 30. AI incident Investigation Form |
| 6. Manpower Requirement Form | 31. Capacity Planning |
| 7. HR – Appraisal Form | 32. Breakdown History Card |
| 8. Training Calendar | 33. Preventive Maintenance Checklist |
| 9. Employees Competence Report | 34. Master List and Distribution List of Document |

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- | | |
|--------------------------------------------------------|-------------------------------------------------|
| 10. Induction Training Report | 35. Change Note |
| 11. Training Report | 36. Corrective Action Report |
| 12. Skills Matrix Sheet | 37. Master List of Record |
| 13. Purchase Order | 38. AI Objectives Monitoring Sheet |
| 14. Material Inward / Outward Record | 39. Audit Plan / Program |
| 15. Approved Supplier List | 40. AIMS Internal Audit NCR Report |
| 16. Supplier registration form | 41. ISO 42001:2023 Audit Checklist Report |
| 17. Contract Review Checklist / Summary of Contract | 42. AI Objectives Plan |
| 18. Customer Complaint Report | 43. Change Control form |
| 19. Customer Feedback Form | 44. Communication report |
| 20. Service level agreement | 45. Minutes of meeting |
| 21. Software Project Plan and Review Approval Register | 46. List of licenses |
| 22. Minutes of meeting | 47. Climate change preparedness checklist |
| 23. Configuration Items List | 48. Continual Improvement Monitoring Log |
| 24. Change Request | 49. List of Opportunities |
| 25. Checklist for AI deployment | 50. Need and Expectations of Interested Parties |

7. Filled formats (29 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. Risk Analysis Sheet | 16. List of Opportunities |
| 2. AI Security Incident & Investigation Form | 17. Need and Expectations of Interested Parties |
| 3. Capacity Planning | 18. Customer Complaint Report |
| 4. Visitor Entry Register | 19. Customer Feedback Form |
| 5. Employee Leaving/Transfer/Termination Checklist | 20. Approved Supplier List |
| 6. Master List and Distribution List of Document | 21. Supplier Registration Form |
| 7. Change Note | 22. Training Calendar |
| 8. Corrective Action Report | 23. Employees Competence Report |
| 9. Master List of Records | 24. Induction Training Report |
| 10. AI Objective Monitoring Sheet | 25. Training Report |
| 11. Audit Plan / Program | 26. Skills Matrix Sheet |
| 12. AIMS Internal Audit Non-Conformity Report | 27. Breakdown History Card |
| 13. ISO 42001:2023 Audit Checklist Report | 28. Preventive maintenance checklist |
| 14. Objective Plan | 29. Scope Document for AIMS Implementation |
| 15. Communication report | |

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8. Audit Checklist (More than 350 Audit check list questions)

AIMS requirement wise as well as technical audit checklist and best practices are given.

1. ISO/IEC42001:2023 Clause Wise Audit Checklist
2. ISO/IEC 42001:2023 AIMS Controls Audit Checklist

9. Job description (11 job description)

It covers sample copy of job descriptions. List given below;

List of job description

- | | |
|-----------------------------------------------------------------|--------------------------------------------|
| 1. Job description for Director | 7. Job description for Networking Engineer |
| 2. Job description for Finance & Account manager | 8. Job description for Project Manager |
| 3. Job description for HR Head | 9. Job description for QC Head |
| 4. Job description for AI Manager | 10. Job description for QA Head |
| 5. Job description for IT Consultant | 11. Job description for Software Developer |
| 6. Job description for Marketing & Business Development Manager | |

10. Sample MRM

It covers sample copy management review meeting, agenda of management review meeting and objective review.

11. Sample Gap assessment report

It covers sample copy gap assessment report as per artificial intelligence management system requirements.

12. Filled sample risk sheet

It covers sample copy filled risk assessment and treatment plan as per artificial intelligence management system requirements.

13. Filled Statement of applicability (SOA)

It covers sample copy filled statement of applicability (SOA) as per artificial intelligence management system requirements.

14. ISO/IEC 42001:2023 document matrix

The ISO/IEC 42001:2023 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 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.

Documentation Consultancy 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 the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact of the documents, you may keep the setting of color image at high color.

B. Software used in Documents kit

- 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 Documents 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 DOCUMENTS KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO/IEC 42001:2023 documents.
2. The kit takes care of all the sections and sub-sections of ISO/IEC 42001:2023 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/IEC 42001:2023 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.

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