

D174: Demo of SA 8000 and ISO 26000 Social Accountability Documentation and Awareness Training kit **Price 699 USD**

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

Completely editable documentation and training toolkit (Social Manual, procedures, policies, SOPs, process
approach, blank forms, audit checklists; ppt presentation and student manual, etc.)

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Chapter-1.0 CONTENTS OF SA 8000 and ISO 26000 DOCUMENTATION AND AWARENESS TRAINING KIT (More than 120 files)

A. This editable documentation kit has 11 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	Social Manual	09 Files in MS Word
2.	Procedures	16 Procedures in MS Word
	System procedures	08 procedures in MS Word
	OHS procedures	08 procedures in MS Word
3.	Process Approach	02 Process Approach in MS Word
4.	Social Policies	09 Policies in MS Word
5.	Standard Operating Procedures	21 Standard Operating Procedures in MS Word
6.	Social committee	12 Files in MS Word
7.	Blank Formats /Templates Name of departments	48 Blank Formats in MS Word / excel
	OH&S	17 formats in MS Word
	Purchase (PUR)	05 formats in MS Word
	System (SYS)	19 formats in MS Word / excel
	Training (TRG)	07 formats in MS Word
8.	Emergency Plan & OHSMPs	02 Emergency plan & 02 OHSMPs in MS Word
9.	SA 8000 Audit checklists	More than 200 questions
10.	Sample Risk Assessment Sheet	01 File in MS Excel
11.	SA 8000 document compliance matrix	01 File in MS Excel

Total 120 files in editable form; Quick Download by e-delivery

Part-2: SA 8000 and ISO 26000 Awareness training kit

Part – 2: Training: SA 8000 and ISO 26000 awareness training		
A.	PPT Presentation	No. of Slides
1.	Overview of SA 8000 and ISO 26000	42 slides
2.	SA 8000 requirements	39 slides
3.	ISO 26000 requirements	126 slides
4.	Social accountability documentation	14 slides
5.	Step for SA 8000 certification	07 slides

For more information about SA 8000 and ISO 26000 Documentation and Awareness Training kit [Click Here](#)

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B. Literature	
A literature to understand SA 8000 and ISO 26000 subject well in 05 chapters	Approx. 70 pages in MS Word
C. Work shops	20 questions to solve

Part-1: Documented information package:

Our documentation kit contains sample documents required for SA 8000 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 SA 8000, 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, Social 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. Social Manual:

It covers sample copy of Social Manual and clause-wise details on how SA8000 & ISO 26000 systems are implemented. It covers the context of organization, sample policy, objectives, scope, organizations structure as well as macro level each requirements of SA8000 & ISO 26000 on how it is implemented in the organization. It covers SA8000 documents for tier-1. It has total 7 chapters that cover company profile, amendment sheet, index, clause wise details as per SA8000 for implementation. It covers sample copy of Social Manual and clause-wise details on how SA8000 & ISO 26000 systems are implemented.

(A) Table of Contents

Chapter No.	Subject	Page No.	Clause Reference
			SA 8000 / ISO 26000
Section – 1			
1	Company Profile, Table of Contents and Authorization Statement	1 – 6	-----
2	Control And Distribution	1 – 3	-----
Section – 2			
Social Accountability Requirements – SA 8000 & Guidance on social responsibility as per ISO 26000 standard			
3	Child Labour	1 – 12	SA 8000 req. IV-1

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	Forced and compulsory labour		IV-2
	Health and Safety		IV-3
	Freedom of Association & Right to collective Bargaining.		IV-4
	Discrimination		IV-5
	Disciplinary Practices.		IV-6
	Working Hours		IV-7
	Remuneration		IV-8
	Management Systems		IV-9
4	Principles of social responsibility	1 – 4	4.0
	General		4.1
	Accountability		4.2
	Transparency		4.3
	Ethical behaviour		4.4
	Respect for stakeholder interests		4.5
	Respect for the rule of law		4.6
	Respect for international norms of behaviour		4.7
	Respect for human rights		4.8
5	Recognizing social responsibility and engaging stakeholders	1 – 3	5.0
	General		5.1
	Recognizing social responsibility		5.2
	Stakeholder identification and engagement		5.3
6	Guidance on social responsibility core subjects	1 – 4	6.0
	General		6.1
	Organizational governance		6.2
	Human rights		6.3
	Labour practices		6.4
	The environment		6.5
	Fair operating practices		6.6
	Consumer issues		6.7
	Community involvement and development		6.8
7	Guidance on integrating social responsibility throughout an organization	1 – 5	7.0
	General		7.1
	The relationship of an organization's characteristics to social responsibility		7.2
	Understanding the social responsibility of an organization		7.3
	Practices for integrating social responsibility throughout an organization		7.4
	Communication on social responsibility		7.5
	Enhancing credibility regarding social responsibility		7.6

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	Reviewing and improving an organization's actions and practices related to social Responsibility		7.7
	Voluntary initiatives for social responsibility		7.8
Annexure			
ANX-I	List of procedures	1 – 1	-----
ANX-II	Glossary of terms	1 – 1	-----

2. Procedures (16 procedures):

It covers a sample copy of mandatory procedures as per SA8000 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

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Procedure for Management Review 2. Procedure for Document & Data Control 3. Procedure for Control of Record 4. Procedure for Internal Audit 5. Procedure for Training 6. Procedure for Corrective & Preventive Action 7. Procedure for Control of Suppliers 8. Procedure for Communication | <ol style="list-style-type: none"> 9. Procedure for Hazards Identification and Risk Assessment 10. Procedure for Identification Of Legal and Other Requirements 11. Procedure for Objectives & Targets 12. Procedure for OHSMP 13. Procedure for Incident Investigation, Non- Conformity, Corrective Action & Preventive Action 14. Procedure for Operation Control 15. Procedure for Emergency Preparedness and Response 16. Procedure for Performance Monitoring and Measurement |
|--|--|

3. Process approach (02 process approach):

Sample copies of process approach as per SA 8000 are provided. The list of sample process approach provided in the kit is given below.

List of process approach

1. Process approach for externally provided processes/product/services purchase activity
2. Process approach for training activity

4. Policies (09 policies):

Sample copies of policies as per SA 8000 and ISO 26000 are provided. The list of sample policies provided in the kit is given below.

List of policies

1. Policy on Religion, Cast, Regional, Sexual, Racial Harassment or Bullying
2. Grievance Policy
3. Policy Of Equal Opportunities (No discrimination)
4. Discipline Action Policy and Procedure

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5. HIV / AIDS Policy
6. Policy On Honest Work Practice (Anti Bribery Policy)
7. Ethical Trading Policy
8. Collective Bargaining policy
9. OHS Policy

5. Standard Operating Procedures and Plan (21 SOPs):

Sample copies of standard operating procedures as per social accountability are provided. The list of standard operating procedures provided in the kit is given below.

List of Standard Operating Procedures

- | | |
|--|------------------------------------|
| 1. Handling, Storage and Disposal | 12. Child and force labour |
| 2. Mock Drill | 13. Training and career management |
| 3. Safety and Security | 14. Labour Relations |
| 4. Accident Reporting, Investigation and Analysis | 15. Discrimination |
| 5. General Follow – Up | 16. Fundamental Human rights |
| 6. Maintenance Activities | 17. Whistle blowing channel |
| 7. Unloading, Handling And Storage Of Petroleum And Gas | 18. Fraud policy |
| 8. Elimination Of Risk Of Accident During Operation Of Pressure Vessel | 19. Grievance |
| 9. Stores | 20. Discipline action |
| 10. Emergency Plant Shutdown | 21. CSR Policy |
| 11. Working condition in the organization | |

6. Social committee

Sample copies of social committee as per SA 8000 are provided. The list of sample social committee provided in the kit is given below.

List of Social committee

Grievance Committee	Grievance Committee meeting Record
Harassment Committee	Harassment Committee meeting record
Quality Control Committee	Quality Control Committee Meeting Record
Safety Committee	Safety Committee Meeting Record
Works Committee	Works Committee Meeting Record
Sexual harassment committee	Sexual harassment committee Meeting Record

7. Blank sample formats for all the departments (48 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 48 blank formats are provided as per the list given below.

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List of blank formats

- | | |
|--|---|
| 1. Corrective & Preventive Action Report | 25. Calibration Status Of Instruments/Equipment |
| 2. Evaluation of HIRA | 26. Master list of Records |
| 3. Initial OHS Review Of Prioritization Of Significant hazards and Its risk Feasibility Analysis | 27. Quality ,Safety Objective & Target |
| 4. OHSMP Progress Monitoring Report | 28. Audit Plan/Schedule |
| 5. Near Miss Report Near Miss Report | 29. Internal Audit Non Conformity Record |
| 6. Clause wise Document wise Audit Review Report – SA8000 | 30. Clause wise Document wise Audit Review Report – ISO 26000 |
| 7. Investigation report | 31. Safety inspection check list |
| 8. Work Permit Report | 32. Grievance records |
| 9. Location List of Fire Extinguishers | 33. Continual Improvement Plan |
| 10. List of Chain Pulley Blocks ,lifts, Pressure Vessel | 34. Corrective Action Report |
| 11. First aid box Check List | 35. Preventive Action Report |
| 12. Fire fighting checklist | 36. Scrap Yard Monitoring Report |
| 13. Fire hydrant Check list | 37. List of Licenses / Certificates |
| 14. PPE Preventive maintenance Check point | 38. Housekeeping Checking Report |
| 15. Eye wash/Shower Check List | 39. Earthing Pit Maintenance Report |
| 16. Vehicle Check point | 40. Social Performance Team (SPT) |
| 17. Waste/Used oil Control Monitoring Report | 41. Risk analysis sheet |
| 18. Purchase Order | 42. Training Calendar |
| 19. Indent & Incoming Inspection Record | 43. Employee competency report |
| 20. Approved Vendor List cum Open Purchase Order | 44. Induction Training Report |
| 21. Supplier Registration form | 45. Job Description & Specification |
| 22. Open Purchase Order | 46. Training Report |
| 23. Master list and Distribution list of Document | 47. Skill Matrix |
| 24. Change Note | 48. Check list for Employee personal record file |

8. Emergency Plan & OHSMPs

Sample copies of emergency response plan and OHSMP progress monitoring report. The list of OHS plan and OHSMP provided in the kit is given below.

List of OHS plan and OHSMP

1. Major Emergency Response Plan – At Site
2. Major Emergency Response Plan – At Office
3. To provide guards on all moving parts to avoid risk of accidents during operation of such moving parts.
4. To provide and maintain compliance and requirement for protection against COVID 19.

9. SA 8000 Audit checklist (more than 200 questions)

This covers audit questions based on the SA 8000 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 200 Questions are prepared on the basis of SA 8000. It can be logically used for auditing during internal audit for SA 8000 to establish proper audit trail.

10. Sample risk assessment sheet

A 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.

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11. SA 8000 Compliance Matrix

This compliance matrix contains SA 8000 requirement wise list of documented information for easy reference of users and to understand how this system is made.

Part-2: Training: SA 8000 and ISO 26000 awareness training:

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 6 modules as listed below.

1. Overview of SA 8000 and ISO 26000

It covers overview of Social accountability, benefits and summary of overall system and process for SA 8000 and ISO 26000.

2. SA 8000 requirements

It covers SA 8000 systems, requirements, to establish the social accountability, It gives explanation for many concepts and given in plain English.

3. ISO 26000 requirements

It covers ISO 26000 systems, requirements, to establish the social accountability, It gives explanation for many concepts and given in plain English.

4. Social accountability documentation

It covers social accountability documented information details and list of areas where standard demands for documented information. Such documented information with list against the requirements is given.

5. Step for SA 8000 certification

It covers implementation methodology, steps for SA 8000 certification, the non-conformances, and process, what happens during a certification audit.

B. The literature to understand SA 8000 and ISO 26000 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 SA 8000 and ISO 26000
2.	SA 8000 requirements
3.	ISO 26000 requirements
4.	Social accountability documentation
5.	Step for SA 8000 certification

C. Total 02 workshops to understand SA 8000 requirements:-

This topic covers 02 workshops and total 20 questions with details to find out the SA 8000 applicable clause number to check effectiveness of training gained by students.

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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/SA 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/SA standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO/SA 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/SA 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/SA 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
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 social accountability 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 SA 8000 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/SA 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/SA 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 ➡



For more information about SA 8000 and ISO 26000 Documentation and Awareness Training kit [Click Here](#)