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Chapter-1.0 CONTENTS OF ISO/IEC 17021–1:2015 DOCUMENT KIT

(More than 75 document files)

A. The entire Editable Document kit has 6 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	Management System Manual	18 files in Ms. word
2.	Policies	04 policies in Ms. word
3.	Procedures	10 procedures in Ms. word
4.	Standard Operating procedures	04 work instruction in word
5.	Formats / Templates	38 formats in Ms. Word / Ms. excel
6.	Audit Checklist	more than 350 questions
7.	Sample Risk Template	01 files in Ms. excel
8.	ISO/IEC 17021 compliance matrix (Requirements wise reference documented information)	1 excel file

Total More than 75 files quick download in editable form by e delivery

To get more information about ISO 17021–1:2015 documentation kit Click Here

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B. Documentation: -

Our document kit is having sample documents required for ISO/IEC 17021–1:2015 accreditation for Certifying Bodies as listed below. All documents are in word and you can edit it. You can do changes as per your company need and within a week 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 accreditation audit.

Under this directory further files are made in word Document as per the details listed below. All the documents are related to calibration laboratory.

1. Management System Manual (10 Chapters and 8 Annexure):

It covers sample copy of Quality manual and clause wise details for how ISO/IEC 17021–1:2015 systems are implemented. It covers list of procedures as well as overview of organization and covers tier1 of QMS o meet ISO/IEC 17021–1:2015 requirements for documents. It is having total 10 chapters covering company profile, amendment sheet, index, clause wise details as per ISO/IEC 17021–1:2015 for implementation, sample Quality policy and organization chart. It covers sample copy of Quality manual and clause wise details for how ISO/IEC 17021–1:2015 systems are implemented. It covers list of procedures as well as overview of organization and covers tier1 of ISO/IEC 17021–1:2015 documents.

1.1 Table Of Contents				
Chapter No.	**Subject**	**Revision No.**	**Page No.**	**ISO/IEC 17021–1:2015 Clause Ref.**
Section – 1				
1	Table of contents and amendment record Sheet	0	1 – 5	----------
2	Authorization statement and Company profile	0	1 – 5	----------
3	Control and distribution	0	1 – 2	----------
Section – 2				
4 to 10	**ISO/IEC 17021 requirements wise details at macro level how the certifying body is operating to meet the requirements**	0	39	4.0 to 10.0
Chapter No.	**Subject**	**Revision No.**	**Page No.**	**ISO/IEC 17021–1:2015 Clause Ref.**
Annexure				
Annexure–1	Organization chart	0	1 – 3	==========
Annexure–2	Impartiality committee – Constitution, Roles and responsibilities	0	1 – 4	==========
Annexure–3	Certification committee – Constitution, Roles and responsibilities	0	1 – 3	==========

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Annexure–4	Document map	0	1 – 2	==========
Annexure–5	List of procedures	0	1	==========
Annexure–6	Glossary of terms	0	1	==========
Annexure–7	Audit and certification process	0	1	==========
Annexure–8	Process flow for determining and maintaining competence	0	1	==========
Note: –	The Revision No.. given above are at the time of issue of this manual. If any page is amended then latest Issue No. of such pages is recorded in amendment record sheet.			

2. ISO/IEC 17021–1:2015 Policies (04 Policies)

It covers sample copy of mandatory policies covering all the details as per ISO/IEC 17021–1:2015 requirements for Certifying Body (Issue the lists of sample policies are listed below.)

List of Policies

1. Quality Policy
2. Confidentiality Policy
3. Impartiality Policy
4. Impartiality Committee Members

3. Procedures (10 procedures):

It covers sample copy of mandatory procedures covering all the details like purpose, scope, responsibility, how procedure is followed as well as 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 record management
3. Procedure for Internal audit
4. Procedure for Corrective actions
5. Procedure for management review
6. Procedure for Human resources
7. Procedure for complaints and appeals
8. Procedure for Marketing, contract and contract review
9. Procedure for audit – planning, conducting and reporting
10. Procedure for Certificate issue, suspension and withdrawal

4. Standard Operating procedures (04 Work Instructions):

It covers SOP and tables for guideline to staff for working. It covers standard operating procedures. and guidelines to make good system. It is useful for testing process control and establishes effective management system with good practices culture. It covers sample dos and don'ts and guideline as per details given below.

List of Work Instructions

1.	WI_01	Standard operating procedures for auditor qualification
2.	WI_02	Standard operating procedures for Sub contractor job responsibility
3.	WI_03	Standard operating procedures for Man day estimation
4.	WI_04	Standard operating procedures for Guidelines for ISO 9001 audit

5. Blank sample formats (38 sample 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. It can be used as templates and more than 38 formats are prepared as per list given below.

List of Formats

Sr. No.	Name of Forms
1.	Document matrix
2.	Change Note
3.	Master List of Records
4.	Audit Plan / Schedule
5.	Non–Conformity Report
6.	Internal audit report
7.	Corrective action report
8.	Preventive action report
9.	Management Review Meeting Agenda
10.	Contract for Employment
11.	Subcontractor agreement 00
12.	Confidentiality & impartiality declaration
13.	CPD Form
14.	Auditor Training Plan
15.	Auditor evaluation form

16. Auditor Qualification Form
17. QMS Qualification summary
18. Performance Appraisal Form
19. EMS auditor qualification summary

20A. Competency Measurement 01 A Admin Assistant
20B. Competency Measurement 01 B Appeals Committee
20C. Competency Measurement 01 C ASE
20D. Competency Measurement 01 D Certification Committee
20E. Competency Measurement 01 E Impartiality Committee
20F. Competency Measurement 01 F Marketing
20G. Competency Measurement 01 G MD & ED
20H. Competency Measurement 01H Director

21. Training Need Identification
22. Training Calendar 00
23. Incident report
24. Incident Log
25. Questionnaire
26. Your Marketing brochures
27. Quotation
28. Contract review checklist
29. Change to Contract
30. Audit Notification 00
31. Stage 1 Audit Report
32. Stage 2 & Surveillance Audit Report
33. Certificate Format
34. Audit Report Review Checklist
35. Deviation note
36. Rules for use of Certification Mark and Logo 01
37. Customer Satisfaction Survey Form
38. Registered Firm

6. ISO/IEC 17021–1:2015 Audit Questionnaire (more than 300 question)

There covers audit questions based on ISO 17021–1:2015 requirements. It will be very good tool for the internal to make audit questionnaire while auditing and make effectiveness in auditing. Total more than 350 audit questions of ISO 17021–1:2015. It can be used as a very good tool for logically auditing during internal audit for ISO 17021–1:2015.

7. Sample risk template

The ready to use risk template in editable form is given to prepare the risk document for the organization. It is given in excel and can be use as ready to use template.

8. ISO 17021-2015 compliance matrix

The ISO 17021-2015 requirement wise list of document reference of this kit is given in compliance matrix for ready reference to user to understand how this system is made.

Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 20 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, accreditations and compliance to international standards and regulations. So far we had **more than 1800 clients in more than 45 countries**. **Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related ISO standard faster.**

1. Our promoters and engineers have experience of **more than 1800 companies** globally for management training, ISO series consultancy. We had clients **in more than 45 countries**.
2. Highly qualified 40 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for ISO series certification of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in ISO series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing 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

Chapter-3.0 USER FUNCTION

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 10 GB hard disk space.
- For better visual impact of the power point documentation you may keep the setting of colour image at high colour.

B. Software used in Documentation kit

- Documents written in word 98 and window 2000 programs. You are therefore required to have office 2000 or above with word 98 or above and power point

3.2 Features of Documentation kit: -

- Contains all necessary documents as listed above and comply with the requirements of ISO Standards and more than 1000 man days (9000 hours) are spent in preparation of document kit
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts having experience of more than 200 companies ISO implementation globally.
- Provides model of a Management system that is simple and free from excessive paperwork
- Globally more than 50 certifying body had used our document kit to prepare their own documentation to get quick accreditation.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO documents.
2. Take care for all the section and sub sections of ISO/IEC 17021–1:2015 standard and helps you in establishing better system.
3. 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 and create own ISO documents for their organization
4. Readymade templates and sample documents are available which can reduce your time in document preparation
5. Save much time and cost in document preparation
6. The audit questions helps in making perfect audit checklist You will get better control in your system due to our proven formats

For purchase, Click Here ➡ **Contact Us**

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