D101: DEMO OF ISO 9001:2015 DOCUMENT KIT (MANUFACTURING) Price 299 USD

Complete Editable Documented Information Package (QMS manual, procedures, process flow charts, forms, filled forms, audit checklist, Standard Operating procedures, Risk template etc.)

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Chapter-1.0 CONTENTS OF ISO 9001:2015 (MANUFACTURING) DOCUMENT KIT (More than 155 document files)

A. The Total Editable Document kit has 9 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	Quality Manual	14 files in MS. word
2.	System Procedures	06 procedures in MS. word
3.	Process Approach	11 process approach in MS. word
4.	Standard Operating Procedure	30 SOPs in MS. Word
5.	Exhibits	07 exhibits in MS. word
6.	Blank Formats / Templates to retain documented information Name of departments	59 blank formats in MS. Word / excel
	QMS	14 formats in MS. Word
	Training	06 formats in MS. Word
	Purchase	05 formats in MS. Word
	Marketing	04 formats in MS. Word
	Production	06 formats in MS. Word
	Quality Control	03 formats in MS. Word
	Design	07 formats in MS. Word
	Maintenance	03 formats in MS. Word
	Dispatch	02 formats in MS. Word
	Store	04 formats and in MS. Word
	HRD	03 formats in MS. Word
	Installation and Servicing	02 formats in MS. Word
7.	Filled Formats / Templates to retain documented information	36 filled formats in Ms. Word / excel
8.	ISO 9001:2015 Audit Checklist	More than 700 questions
9.	Sample filled risk template	01 file in MS. excel
10.	QMS 9001-2015 compliance matrix (Requirements wise reference documented information)	01 file in MS. excel
11.	Filled job description	01 file in MS. word

Total 155 files quick download in editable form by e delivery

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B. Documented information package: -

Our document kit is having sample documents required for ISO 9001-2015 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 few days your entire documents with all necessary system requirements are ready. IN revised QMS 9001-2015 few places documented information are required. But for making better system we had given many templates and user can select and make own system with minor changes. Now ISO 9001-2015 standard is not requiring manual, procedures, records etc and it requires 2 type of documented information as listed below.

1. **Maintain documented informaiton9 Scope, quality policy etc in Manual, process flow charts, Sop etc)**
2. **Retain documented information (Forms - record templates)**

Under this directory further files are made in word Document as per the details listed below and you can edit it. All the documents are related to manufacturing / process industry.

1. Quality Manual (10 Chapters and 4 Annexure):

It covers sample copy of Quality manual and clause wise details for how ISO: 9001 systems are implemented. It covers context of organization, sample policy, objectives, scope, organizations structure as well as macro level each requirements from 4 to 10 of QMS 9001-2015 how implemented in the organization and covers tier1 of QMS: 9001-2015 documents. It is having total 10 chapters covering company profile, amendment sheet, index, clause wise details as per ISO: 9001 for implementation, sample process flow chart, sample Quality policy and organization chart. It covers sample copy of Quality manual and clause wise details for how ISO: 9001 systems are implemented.

(A) Table of Contents

Section – 2			
4 to 10	Chapter 4 to 10 covers sample Quality policy, objectives, scope, context of organization and macro level quality management system explaining how requirements are implemented by organization in making the QMS system as per revised 201 standard	Approx 30 pages	4.0 to 10.0
ANX–I	List of Documented information	1 – 3	
ANX–II	Glossary of terms	1 – 1	
ANX–III	Process flow chart	1 – 2	
ANX–IV	Organization structure	1 – 1	

2. Procedures (6 procedures):

It covers sample copy of mandatory 06 procedures covering all the details of ISO 9001:2015 standard.

List of procedures

1 Procedure for documented information
2 Procedure for corrective action
3 Procedure for internal audit
4 Procedure for management review
5 Procedure for Risk Management
6 Procedure for Training

3. Process Approach for all the departments (11 process approach):

It covers guideline for processes, flow chart and process model useful for process mapping. It covers process flow chart and activities of all the main and critical processes as listed below with input-output matrix and reference of documented information generated by process for manufacturing organization. It helps any organization in process mapping as well as preparing process documents for own organization. In Input and output matrix process wise risk and opportunity as well as mitigation plan for risk is given.

List of Process approach

1. Process Flow Chart of Customer Service (Complaint handling and satisfaction survey)
2. Process Flow Chart of Despatch
3. Process Flow Chart of Engineering
4. Process Flow Chart of Training

5. Process Flow Chart of Marketing
6. Process Flow Chart of Production
7. Process Flow Chart of Purchase
8. Process Flow Chart of Quality Control
9. Process Flow Chart of QMS coordinator processes(Audit, management review and control of documented Information)
10. Process Flow Chart of Research And Development
11. Process Flow Chart of Stores (Issue and receipt system)

4. Standard Operating Procedures (30 SOPs)

It covers sample copy of SOP to link with good manufacturing practices and guide line for understanding to users to make own standard operating procedure for making good Quality management system. 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

Engineering

1. SOP for Diesel generating set
2. SOP for Steam boiler
3. SOP for Water softening plant
4. SOP for Air compressor
5. SOP for Thermic fluid heater
6. SOP for Chilling plant
7. SOP for Reverse Osmosis Plant
8. SOP for Hot Air Generator
9. SOP for Ice Plant

Operation(ETP plant, QA, General and production)

10. SOP for Finished product handling
11. SOP for Awareness regarding environmental, health and safety
12. SOP for Review of country specific requirements
13. SOP for Personnel security
14. SOP for Change control
15. SOP for House keeping
16. SOP for Label control

17. SOP for Ware house operations
18. SOP for Raw material issue
19. SOP for Operation of Power Plant
20. SOP for Effluent treatment plant
21. SOP for Waste Filling and Transportation
22. SOP for Testing of Raw materials
23. SOP for Chemical reaction
24. SOP for Filtration
25. SOP for Blending
26. SOP for Tray dryer
27. SOP for Product change over (cleaning and washing)
28. SOP for Product withdrawal
29. SOP for Research and development
30. SOP for General Requirement of Sampling

5. Exhibits (07 Exhibits)

It covers exhibits of Skill Requirements, Disposal of Non–Conforming Products, Quality Plan and inspection and test plan, Material Specifications etc.

List of Exhibits

1. Skill Requirements
2. Multi skill requirements
3. Disposal Of Non–Conforming Products
4. Operation control plan
5. Quality Plan – Incoming Inspection and Testing
6. Material Specifications
7. Document Identification and Codification System

6. Blank sample formats at for all the departments (59 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 59 blank formats are prepared as per list given below.

List of blank formats

1. Master List & Distribution
2. Change Note
3. Calibration Status of Instrument

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	List of Documents				/ Equipment
4.	Master List of Records	5.	Quality Objectives Monitoring Sheet	6.	Audit Plan / Schedule
7.	ISO 9001:2015 QMS Clause wise Audit Review Report	8.	QMS Internal Quality Audit Non–Conformity Report	9.	Quality Objective Plan
10.	Corrective Action Report	11.	List of License / certificates	12.	Training Calendar
13.	Employee Wise Training & Competence Record Sheet	14.	Induction Training Report	15.	Job Description & Specification
16.	Training Report	17.	Multi Skill Analysis	18.	Purchase Order
19.	Indent And Incoming Inspection Record	20.	Approved external provider list & Annual purchase order	21.	External Provider Registration Form
22.	Annual Purchase Order	23.	Order Form / Order Confirmation	24.	Customer Complaint Report
25.	Customer Feed Back Form	26.	Customer Property Monitoring Register	27.	Disposal of Non–Conforming of Product & service
28.	Spray Dryer Log Sheet	29.	Spin Flash Dryer Log Sheet	30.	Reverse Osmosis Log Sheet
31.	Blender / Ball Mill Log Sheet	32.	pH Meter Calibration Report	33.	Sample Test Request Slip For Incoming materials
34.	Sample Test Request Slip For In process / Finish product	35.	Research And Development Request Report	36.	Research And Development Plan
37.	Design Verification Report	38.	Design and Development Monitoring Register	39.	Design Review Report
40.	Experiment Data Sheet	41.	Design Review Minutes Of Meeting	42.	Breakdown History Card
43.	Preventive maintenance Schedule	44.	Preventive Maintenance Check point	45.	Packing Slip
46.	Drum / Bag / Carton Inspection Report	47.	Gate Pass	48.	Material Issue Slip
49.	Preservation Assessment Report	50.	Goods Receipt note	51.	Performance Appraisal Records–Functional Heads
52.	Performance Appraisal Records–Staff	53.	Manpower Requirement form	54.	Installation Commissioning Progress Report
55.	Service Report	56.	Communication Report	57.	Management review meeting
58.	Risk analysis Sheet	59.	Process change form		

7. Filled formats at for all the departments (36 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 form 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 36 filled formats are prepared as per list given below.

List of filled formats

1.	Master List & Distribution List of Documents	2.	Change Note	3.	Audit Plan / Schedule

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4.	QMS Internal Quality Audit Non–Conformity Report	5.	Quality Objective Plan	6.	Corrective Action Report
7.	Induction Training Report	8.	Job Description & Specification	9.	Training Report
10.	Indent And Incoming Inspection Record	11.	Approved external provider list & Annual purchase order	12.	External Provider Registration Form
13.	Order Form / Order Confirmation	14.	Customer Complaint Report	15.	Spray Dryer Log Sheet
16.	Sample Test Request Slip For In process / Finish product	17.	Research And Development Request Report	18.	Reverse Osmosis Log Sheet
19.	Design and Development Monitoring Register	20.	Design Review Minutes Of Meeting	21.	Design Review Report
22.	Breakdown History Card	23.	Preventive Maintenance Check point	24.	Packing Slip
25.	Gate Pass	26.	Preservation Assessment Report	27.	Performance Appraisal Records–Functional Heads
28.	Manpower Requirement form	29.	Service Report	30.	Communication Report
31.	Installation Commissioning Progress Report	32.	Process change form	33.	Master List of Records
34.	Customer Property Monitoring Register	35.	Disposal of Non–Conforming of Product & service	36.	pH Meter Calibration Report

8. Department wise and ISO 9001:2015 requirement wise audit questionnaire (more than 700 questions).

There covers audit questions based on ISO 9001:2015 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. Total more than 800 questions are prepared for clause no. 4, to 10 of ISO 9001:2015. It also covers department wise questions like marketing, purchase, production, quality control, engineering and utility, maintenance, top management, stores, packing & dispatch, administration & training, research and development and M.R. areas and it can be used as a very good tool for logically auditing during internal audit for ISO 9001:2015.

9. Sample filled risk template

The ready to use risk template in filled form is given to prepare the risk document for the organization. It gives complete risk methodology and sample filled risk details for quick reference to users to understand how risk to be identified.

10. QMS 9001-2015 compliance matrix

The QMS 9001-2015 requirement wise list of documented information reference of this kit is given in compliance matrix for ready reference to user to understand how this system is made.

11. Filled job description

The QMS 9001-2015 filled job description.

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, certifications and compliance to international standards and regulations. So far we had **more than 1200 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 1200 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 Ms Office 2003 and window XP programs. You are therefore required to have office 2003 or above with window XP

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)
- 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.

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 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.
7. You will get better control in your system due to our proven formats.