

## D128: Demo of System Document Kit for Assessment Organization operating person certification

**Price 999 USD** Total editable documentation package

Complete editable document tool kit (Quality manual, procedures, policy, work instruction, Formats, etc.) Many training institute globally had used our documentation for accreditation under ISO/IEC 17024:2012 for personnel certification

**Web site:** <http://www.certificationconsultancy.com/system-certifyingbody-manual-procedures.htm>

Chapter-1.0 Contents of Documentation for Assessment Organization operating person certification  
(More than 55 Editable document files in word)

A. The Total Editable Document kit has 5 main directories as below in Ms. word.

### D 128 – Documentation for Assessment Organization operating person certification

Sr. No.	List of Directory	Document of Details
1.	Quality Manual	16 files – 53 pages in Ms. word
2.	Policy	04 policies – 06 pages in Ms. word
3.	System Procedures	12 procedures – 50 pages in Ms. word
4.	Work Instructions	02 Work Instruction – 02 pages in Ms. word
5.	Formats	26 formats – approx. 40 pages in Ms. Word
6.	Requirement wise audit checklist questions	More than 300 audit questions

**Total 60 files quick download in editable form by e delivery**

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## B. Requirement wise documents list:

Document Matrix	
Document No	Document title
<b>4.0</b>	
<b>4.2</b>	
QP10	Procedure for Certificate issue, suspension and withdrawal
F26	Certificate format
<b>4.3</b>	
Annexure-2, QM 01	Impartiality Committee – Constitution, roles and responsibilities
<b>4.4</b>	
<b>5.0</b>	
<b>5.1</b>	
Annexure-1, QM 01	Organization structure
<b>6.0</b>	
<b>6.1</b>	
QP06	Procedure for Human resources
F10	Contract for employment
F11	Subcontractor agreement
F12	Confidentiality and impartiality declaration
F13	CPD form
F14	Examiners / invigilators training plan
F15	Examiners / invigilators evaluation form
F16	Examiners / invigilators Qualification Form
F17	Training Need Identification
F18	Training Calendar
F19	Training report
WI01	Work instruction for examiner qualification
WI02	Sub Contractor Job Responsibility
<b>6.3</b>	
QP11	Procedure for outsourcing

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<b>7.0</b>	
<b>7.1</b>	
F03	Master list of records
<b>7.2</b>	
<b>7.3</b>	
PY02	Confidentiality Policy Statement
F12	Confidentiality and impartiality declaration
<b>7.4</b>	
QP12	Procedure for Security
<b>8.0</b>	
QP08	Procedure for Marketing, contract and contract review
F22	Questionnaire
F23	Quotation Format
F24	Contract review checklist
F25	Customer satisfaction survey form
<b>9.0</b>	
<b>9.3</b>	
QP09	Procedure for certification
<b>9.5</b>	
QP10	Procedure for Certificate issue, suspension and withdrawal
F26	Certificate format
<b>9.6</b>	
QP09	Procedure for certification
<b>9.8</b>	
QP07	Procedure for complaints and appeals
F20	Incident report
F21	Incident log
<b>9.9</b>	
QP07	Procedure for complaints and appeals
F20	Incident report
F21	Incident log

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<b>10.0</b>	
<b>10.2.2</b>	
PY01	Quality Policy Statement
<b>10.2.3</b>	
QP01	Procedure for document and data control
F01	Document matrix
F02	Change note
<b>10.2.4</b>	
QP02	Procedure for record management
F03	Master list of records
<b>10.2.5</b>	
QP05	Procedure for management review
F09	MRM Agenda
<b>10.2.6</b>	
QP03	Procedure for Internal audit
F04	Audit plan / schedule
F05	Non-conformity report
F06	Internal audit report
<b>10.2.7</b>	
QP04	Procedure for Corrective and Preventive actions
F07	Corrective action report
<b>10.2.8</b>	
QP04	Procedure for Corrective and Preventive actions
F08	Preventive action report

## C. Documentation:-

Our document kit is having sample documents required for implementation of Quality system for assessment body operating person's certification under 17024:2012. The documents are prepared by the highly experienced team of people with rich experience of process improvement and process enhancement and many companies have taken our consultancies. You need to study the document kit and do necessary changes as per your company need and within 1 week your entire documents are ready as well as your team will get **many ideas for system establishment to reduce the cost and effort to increase the profits with all necessary controls and your total documents are ready.** We had given all

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type of templates and organization use it as per their need and many organizations are accredited globally in 1<sup>st</sup> trial with the help of our documents from any kind of stringent audits.

Under this directory many files are made in word Document as per the details listed below.

## 1. Quality Manual:

It covers sample copy of quality manual and requirement wise details for how QMS is implemented. It covers sample policy for all process areas, policy and formats and covers 1<sup>st</sup> tier of documents. Any companies going for ISO 17024:2012 certification needs to make such Manual explaining macro level system of their organization

1.1 Table Of Contents				
Chapter No.	Subject	Revision No.	Page No.	Ref.
<b>Section – 1</b>				
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	-----
<b>Section – 2</b>				
Chapter 4 to 10	Explain macro level system for how system is implemented and management commitment to implement the system	0	More than 30 pages	
<b>Annexures</b>				
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	=====
Annexure–4	Document map	0	1 – 2	=====
Annexure–5	List of procedures	0	1	=====
Annexure–6	Glossary of terms	0	1	=====
<b>Note:</b> – The Revision No. and Issue 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.				

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## 2. Policy (04 policies):

It covers sample copy of policy covering all the details in English. All policies as listed below;

### List of policy

Sr. No.	Policy No.	Name of Policy	Total Pages
1.	PY_01	Quality Policy	01
2.	PY_02	Confidentiality Policy	01
3.	PY_03	Impartiality Policy	03
4.	PY_04	Impartiality Committee Members	01
<b>Total Pages →</b>			<b>06</b>

## 3. Procedures (12 Procedures):

It covers sample copy of procedures covering all the specific practice areas of 12 processes. Our procedures help the organization to make the best system procedures and quick process establishment. All system procedures are as listed below.

### List of Procedures (12 procedures)

Sr. No.	Procedure No.	Name of Procedure	Total Pages
1.	QP_01	Procedures for document and data control	08
2.	QP_02	Procédure for control of records	04
3.	QP_03	Procedures for Internal audit	05
4.	QP_04	Procedures for Corrective and Preventive actions	04
5.	QP_05	Procedures for management review	03
6.	QP_06	Procedures for Human ressources	06
7.	QP_07	Procedures for complaints and appeals	06
8.	QP_08	Procedures for Marketing, contract and contract review	04
9.	QP_09	Procedures for recertification	02
10.	QP_10	Procedures for Certificate issue, suspension and withdrawal	04
11.	QP_11	Procedures for outsourcing	02
12.	QP_12	Procedures for Security	02
<b>Total Pages →</b>			<b>50</b>

## 4. Work Instructions (02 work instructions):

It covers sample operating procedures covering all the specific practice areas and provides details for operation of training organization.

### List of Work Instructions (02 work instructions)

Sr. No.	WI No.	Name of Work Instruction	Total Pages
1.	WI_01	Work Instruction for examiners / invigilators qualification	01

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2.	WI_02	Work Instruction for Sub contractor job responsibility	01
<b>Total Pages →</b>			<b>02</b>

## 5. Formats (26 Formats)

It covers sample copy of forms required to maintain records as well as establish 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 Formats (26 Formats)

Sr. No.	Format No.	Name of Format
1.	F 01	Document Matrix
2.	F 02	Change Note
3.	F 03	Master List of records
4.	F 04	Audit Plan / Schedule
5.	F 05	Non-conformity report
6.	F 06	Internal audit report
7.	F 07	Corrective action report
8.	F 08	Preventive action report
9.	F 09	MRM Agenda
10.	F 10	Contract for employment
11.	F 11	Sub-contractor agreement
12.	F 12	Confidentiality and impartiality declaration
13.	F 13	CPD form
14.	F 14	Examiners / invigilators training plan
15.	F 15	Examiners / invigilators evaluation form
16.	F 16	Examiners / invigilators Qualification Form
17.	F 17	Training Need Identification
18.	F 18	Training Calendar
19.	F 19	Training report
20.	F 20	Incident Report
21.	F 21	Incident log
22.	F 22	Questionnaire
23.	F 23	Quotation Format
24.	F 24	Contract review checklist
25.	F 25	Customer satisfaction survey form
26.	F 26	Certificate formats

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## 6. System clause Wise audit check List questions

It covers sample audit questions based on all the system requirements. It helps the auditor to make own audit checklist for quick and perfect auditing to ensure all the requirements are fulfilled by the organization

## 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 certification 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 standard faster with the establishment of best processes. It helps the organization to make the best system with process improvement concepts and helps the organization to get best performances in terms of reduction in costing, efforts and get the things done timely with Quality product. Thus it helps the organization to give full value for money and pay back of our product is less than 2 month.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, system consultancy, process improvement concept implementation and I 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 global standards certification including 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 system certification in last 20 years.
6. We had spent more than 10000 man-days (30 man years) in preparing system documents, management kits and training slides.
7. Our product gives lot of opportunity for process improvements and gives full benefits to the users.

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**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 Document you may keep the setting of colour image at high colour.

#### B. Software used in Document kit

- Documents written in Ms Office 2007 and window xp programs. You are therefore required to have office 2007 or above with window xp and later.

### 3.2 Features of Document kit:-

- Contains all necessary documents as listed above. Globally many companies are now implementing ISO/IEC 17024 and now getting lot of benefits of system establishment
- 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.
- Provides model of a Management system that is simple and free from excessive paperwork.

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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 your company.
2. Take care for all the section and sub sections and guidelines 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 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 and templates

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