Complete editable ISO 17034:2016 document kit (Manual, procedures, exhibits, work instructions, formats, audit checklist etc.)

Website: http://www.certificationconsultancy.com/iso-17034-documents-manual-procedures.htm

Chapter-1.0 CONTENTS OF ISO 17034:2016 DOCUMENT KIT (More than 115 document files)

The Total Editable Document kit has 6 main directories as below.

ISO 17034:2016 Editable Document kit

Sr. No.	List of Directory	Document of Details		
1.	Quality Manual	01 files in MS Word		
2.	Procedures	31 Procedures in MS Word		
3.	Exhibits	04 Exhibits in MS Word		
	Work instructions	23 Work Instructions in MS Word		
4.	Production	12 Standard operating procedure in MS Word		
	Quality Control	11 Standard operating procedure in MS Word		
	Formats	57 formats in MS Word / Excel		
	Despatch (DES)	03 formats in MS Word		
	Marketing (MKT)	04 formats in MS Word		
	Operation (OPN)	04 formats in MS Word		
5.	Production (PRD)	02 formats in MS Word		
J.	Purchase (PUR)	08 formats in MS Word		
	Quality control (QCD)	15 formats in MS Word / Excel		
	Stores (STR)	01 formats in MS Word		
	System Formats (SYS)	11 formats in MS Word		
	Training (TRG)	09 formats in MS Word		
6.	Audit checklist	More than 350 questions		

Total 115 files quick download in editable form by e delivery

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B. Documentation:-

Our document kit is having sample documents required for ISO 17034:2016 accreditation as listed below. You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready as well as your team will got many ideas for system establishment to reduce the cost and effort with all necessary controls and your total documents are ready. We had given all type of templates and organization use it as per their need and many organization are certified globally in 1st trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory further files are made in word document as per the details listed below. All the documents are related to ISO 17034:2016 for and user can edit it in line with their own processes.

1. Quality Manual:

It covers sample copy of quality manual for ISO 17034:2016. It describes how all requirement of ISO 17034:2016. It covers list of procedures as well as overview of covers tier 1 of ISO 17034:2016 documents.

ISO 17034:2016 Manual Index

Chapter No.		Subject	Amend ment No.	Page No.	ISO 17034:2016 Clause Ref.
1	Cover page, Table of contents, amendment record sheet and glossary of terms (abbreviation)			1 – 6	=======
2	Authorization statement and organization profile			7 – 10	
3	Control and distribution		00	11 – 12	=======
4.0	General requirements				
	4.1	Contractual matters	00	13	
	4.2	Impartiality	00	14	
	4.3	Confidentiality	00	15	
5.0	Struct	tural requirements	00	16 – 17	
6.0	Resource requirements				
	6.1	Personnel	00	18 – 19	
	6.2	Subcontracting	00	20 – 22	
	6.3	Provision of equipment, services and supplies	00	23	
	6.4	Facilities and environmental conditions	00	24	
7.0	Technical and production requirements				
	7.1	General requirements	00	25	
	7.2	Production planning	00	26 – 27	
	7.3	Production control	00	28 – 29	
	7.4	Material handling and storage	00	30 – 31	

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-		december of the state of the st				
	7.5	Material processing	00	32		
	7.6	Measurement procedures	00	33		
	7.7	Measuring equipment	00	34		
	7.8	Data integrity and evaluation	00	35		
7.0	Technical and production requirements					
	7.9	Metrological traceability of certified values	00	36		
	7.10	Assessment of homogeneity	00	37 – 38		
	7.11	Assessment and monitoring of stability	00	39 – 40		
	7.12	Characterization	00	41 – 42		
	7.13	Assignment of property values and their uncertainties	00	43 – 44		
	7.14	RM documents and labels	00	45		
	7.15	Distribution service	00	46		
	7.16	Control of quality and technical records	00	47		
	7.17	Management of non-conforming work	00	48		
	7.18	Complaints	00	49		
8.0	Manag	gement system requirements				
	8.1	Options	00	50		
	8.2	Quality policy (Option A)	00	51		
	8.3	General management system documentation (Option A)	00	52		
	8.4	Control of management system documents (Option A)	00	53		
	8.5	Control of records (Option A)	00	54		
	8.6	Management review (Option A)	00	55		
	8.7	Internal audit (Option A)	00	56		
	8.8	Actions to address risks and opportunities (Option A)	00	57		
	8.9	Corrective actions (Option A)	00	58 – 59		
	8.10	Improvement (Option A)	00	60		
	8.11	Feedback from customers (Option A)	00	61		
Annexure						
ANX-1	List of	quality procedures	00	62 – 63		
ANX–2	Responsibility and authority of management and technical personnel 00 64 - 66 =======					
Note → The amendment number given above is at the time of issue of this manual. If any page is amended then latest amendment number of such pages is recorded in amendment record						

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sheet and on the table of content given above.

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2. Procedures (31 Procedures):

It covers sample copy of mandatory procedures covering all the details of ISO 17034:2016 standard.

List of procedure

- 1. Procedure for establishing the quality of materials as a component of the management system
- 2. Procedure for data evaluation
- 3. Procedure for material handling, storage and transportation
- 4. Procedure for preparation of processing procedures
- 5. Procedure for undertaking characterization
- 6. Procedure for identification, labeling and packaging facilities, packing and delivery
- 7. Procedure for production of reference materials
- 8. Procedure for protection of customer's confidential information and proprietary rights
- 9. Procedure to avoid involvement in any activities that might diminish confidence in its competence, impartiality, judgment or operational integrity
- 10. Procedure for Document and Data Control
- 11. Procedure for review of request, tender and contracts
- 12. Procedure for subcontracting
- 13. Procedure for procurement of services and supplies
- 14. Procedure for Complaint Handling
- 15. Procedure for Control of non-conforming work and reference materials
- 16. Procedure for Corrective Action
- 17. Procedure for Control of Records
- 18. Procedure for Internal Audit
- 19. Procedure for Management Review
- 20. Procedure for Personnel and Training
- 21. Procedure for production planning and implementation
- 22. Procedure for production control
- 23. Procedure for accommodation and environment
- 24. Procedure for material processing
- 25. Procedure for measurement method
- 26. Procedure for measuring equipments
- 27. Procedure for protecting the integrity of data
- 28. Procedure for metrological traceability
- 29. Procedure for assessment of homogeneity
- 30. Procedure for assessment of stability

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31. Procedure for assignment of property values and calculation of uncertainty of measurement

3. Exhibits (04 Exhibits):

It covers sample copy of exhibits covering all the details of ISO 17034:2016 standard.

List of Exhibits

- 1. Skill Requirements
- 2. Codification System
- 3. Calibration Periodicity
- 4. Sampling Plan

4. Work instructions (23 work instructions):

It covers sample copy of work instruction covering production and quality control work instruction of ISO 17034:2016 standard.

List of work instructions

Production

- Work instruction for Chemical Reaction
- 2. Work instruction for Filtration
- 3. Work instruction for Steam Boiler
- Work instruction for Air Compressor
- 5. Work instruction for Water Softening Plant
- Work instruction for Diesel Generator Set
- 7. Work instruction for Spray Drying
- 8. Work instruction for Blending
- 9. Work instruction for Reverse Osmosis Plant
- 10. Work instruction for Pulverizer
- 11. Work instruction for Hot Air Generator
- 12. Work instruction for Ice Plant

Quality control

- Work instruction for Protection of electronic data
- 14. Work instruction for Preparation of calibration curves
- 15. Work instruction for Handling, Storage, Use of CRM
- 16. Work instruction for Intermediate Check on CRM
- 17. Work instruction for Laboratory Safety
- 18. Work instruction for Disposal method for retained samples
- 19. Work instruction for Spectrophotometer
- 20. Work instruction for Operating Instruction Weighing balance

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- 21. Work instruction for Operating Instruction Hot Air Oven
- 22. Work instruction for Intermediate checks Weighing Balance
- 23. Work instruction for Intermediate checks Oven / Furnace / Dryer

5. Blank Formats (57 Formats):

It covers sample copy of blank forms required to maintain records as well as establish control and make system. The samples given are as a guide and not compulsory to follow to change the same to suit own requirements.

List of Formats

	<u>List of Formats</u>				
1.	Packing Report	2.	Delivery challan / deliver memo		
3.	Bill / Invoice	4.	Work order		
5.	Customer feedback form	6.	Complaint report		
7.	Complain register	8.	Equipment History Card		
9.	Preventive Maintenance Schedule	10.	Equipment Wise Preventive Maintenance Checkpoints		
11.	Non–Conforming Work Report	12.	Production Plan		
13.	Batch manufacturing record	14.	Purchase Order		
15.	Indent (purchase requisition)	16.	Approved Vendor List		
17.	Supplier registration form	18.	Inspection report		
19.	Suppliers re–evaluation report	20.	Job order		
21.	Sub-contractor audit report	22.	Environment condition monitoring report		
23.	Stability study report	24.	Re-test Analysis		
25.	Uncertainty of Measurement	26.	Spectrophotometer Calibration Report		
27.	Distilled water generation and test report	28.	pH Meter Calibration Report		
29.	In-house Calibration Report	30.	Intermediate check report – weighing balance		
31.	Intermediate check report – oven / furnace / dryer	32.	Intermediate check report – Analyzer		
33.	Critical consumables	34.	Normality record sheet		
35.	Housekeeping checklist	36.	Sample Test Request Slip		
37.	Gate Pass	38.	Master List Cum Distribution List of Documents		
39.	Change Note	40.	Corrective Action Report		
41.	Master List of Records	42.	Quality Objectives		
43.	Audit Plan / Schedule	44.	Internal Audit Non–Conformity Report		
45.	Clausewise Documentwise Audit Review Report	46.	Preventive Action Report		
47.	Calibration Status of Equipment	48.	Internal audit programme		
49.	Training Calendar	50.	Training Report		
51.	Induction Training Report	52.	Job Description and Specification		
53.	Skill Matrix	54.	Confidentiality Agreement		
55.	Appointment Letter	56.	Employees Competence Report		
57.	Education, training and skill objective				

6. Audit checklist (more than 350 questions)

It covers sample audit questions based on all the ISO 17034:2016 requirements. It helps the auditor to make own audit checklist for quick and perfect auditing to ensure all the ISO 17034:2016 requirements are fulfilled.

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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 25 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 industries and laboratories to achieve competitiveness, certifications 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.

- 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 50 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.

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Chapter-3.0 USER FUNCTION

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 2003 and window XP programs. You are therefore required to have office 2003 or above with window XP

3.2 Features of Document kit:-

- Contains all necessary documents as listed above and comply with the requirements of ISO 17034:2016 Standards.
- 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 the ISO 17034:2016 documents.
- 2. Take care for all the section and sub sections of ISO 17034:2016 standard 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 17034:2016 documents.
- 4. Save much time and cost in document preparation.
- 5. You will get better control in your system due to our proven formats.
- 6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 25 years in ISO consultancy.
- 7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
- 8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
- 9. Prepared by globally proven team of leading consultant.

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