

D154: DEMO OF EQHSMS DOCUMENT KIT **Price 599 USD**

A complete editable documented Information EQHSMS package (System manual, Procedures, forms, process flow chart, exhibits, plans, policies, audit checklist, Standard Operating procedures, aspect impact, HIRA etc. Ref ISO 9001-2015, ISO 14001-2015 and ISO 45001-2018)

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Chapter-1.0 CONTENTS OF EQHSMS DOCUMENT KIT (Sample document kit based on ISO 9001-2015, ISO 14001-2015 and ISO 45001-2018) (More than 270 document files)

A. The Total Editable Document kit has 13 main directories as below:

Sr. No.	List of Directory	Details of Documents
1.	System Manual	14 Files in MS-Word
2.	Procedures	13 Procedures in MS-Word
3.	Process Flow Chart	11 process flow chart in MS-Word
4.	Standard Operating Procedures	66 SOPs in MS-Word
5.	Exhibits	13 exhibits in MS-Word
6.	Blank Formats /Templates to retain documented information Name of departments	86 Blank formats in MS-Word / Excel
	System (SYS)	18 Formats in MS-Word / Excel
	HSE	24 Formats in MS-Word / Excel
	Training (TRG)	06 Formats in MS-Word
	Marketing (MKT)	04 Formats in MS-Word
	Purchase (PUR)	04 Formats in MS-Word
	Production (PRD)	06 Formats in MS-Word
	Design (RND)	07 Formats in MS-Word
	Quality Control (QCD)	03 Formats in MS-Word
	Dispatch (DES)	02 Formats in MS-Word
	Store (STR)	04 Formats in MS-Word
	HRD	03 Formats in MS-Word
	Installation and Servicing (SER)	02 Formats in MS-Word
	Maintenance (ENG)	03 Formats in MS-Word
7.	HSE plans	06 files in MS-Word
8.	OHS policies	07 policies in MS-Word
9.	Sample filled Aspects and Impacts	06 files in MS-Word
10.	Sample filled HIRA	07 files in MS-Word
11.	Sample Filled Formats	35 Blank formats in MS-Word
12.	EQHSMS Audit Checklist	More than 1500 questions
13.	Sample Risk Assessment sheet	01 File in MS-Excel

Total 270 files in editable form for Quick Download by **e-delivery**

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B. Documented information package: -

Our document kit comprises sample documents required for ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 certification as listed below. **All documents are in MS-Word / excel format and you can edit it.** You can do changes as per your company needs and **within few days your entire documents** with all necessary system requirement scan be made ready. In the revised ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018, at few places, documented information are required. But for making better system, we have provided many templates from which a user can select to make own system with minor changes. Now, ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 standard is not requiring manual, procedures, etc. It requires 2 type of documented information as listed below.

- 1. Maintain documented information 11 Scope, system manual, process flow charts, Sop, aspect impact, HIRA, policies etc.)**
- 2. Retain documented information (Forms - templates)**

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

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

It covers sample copy of system manual and clause-wise details on how ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 systems are implemented. It covers the context of organization, sample policy, objectives, scope, organizations structure as well as macro level each requirements from 4 to 10 of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 on how it is implemented in the organization. It covers ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 documents for tier-1. It has total 10 chapters that cover company profile, amendment sheet, index, clause wise details as per ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 for implementation. It covers sample copy of system manual and clause-wise details on how ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 systems are implemented.

(A) Table of Contents

Chapter No.	Subject	Page No.	Clause Reference of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018
Section – 1			
1.	Company Profile	1 – 4	-----
2.	Table Of Contents	1 – 2	-----
3.	Control And Distribution	1 – 3	-----

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Section – 2			
4 to 10	Chapter 4 to 10 covers sample policy, objectives, scope, context of organization and macro level quality management system explaining how requirements are implemented by organization in making the system as per the revised standard.	Approx 35 pages	4.0 to 10.0
ANX–I	List of documented information	1 – 1	=====
ANX–II	Glossary of terms	1 – 1	=====
ANX–III	Company activity process flow chart	1 – 2	=====
ANX–IV	Organization structure	1 – 1	=====

2. Procedures (13 procedures):

It covers a sample copy of mandatory procedures as per ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 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

1. Procedure For Identification of Environmental Aspects, HSE Hazards and Its Environmental Impacts and Risk Assessment
2. Procedure for identification of compliance obligations
3. Procedure for communication, participation and consultation
4. Procedure for operational control
5. Procedure for emergency preparedness response
6. Procedure for monitoring and measurement
7. Procedure for document and data control
8. Procedure for corrective action
9. Procedure for internal audit
10. Procedure for management review
11. Procedure for Risk Management
12. Procedure for Control of Non–Conforming Products
13. Procedure for training

3. Process Flow Chart (11 process templates)

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 for organization. It helps any organization in process mapping as well as preparing process documents for own organization. In Input and output matrix list of documents input and output as well as interlink age of documents with other departments are given.

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List of process flow chart

1. Process Flow Chart of Customer Service
2. Process Flow Chart of Dispatch
3. Process Flow Chart of Engineering
4. Process Flow Chart of Marketing
5. Process Flow Chart of Production
6. Process Flow Chart of Purchase
7. Process Flow Chart of Quality Control
8. Process Flow Chart of EQMS Coordinator processes
9. Process Flow Chart of Research And Development
10. Process Flow Chart of Stores
11. Process Flow for Training Activity

4. Standard Operating Procedures (70 SOPs)

It covers a guideline to establish controls on significant hazards, work instructions for operators as well as standard operating procedures. It is useful for process control and establishes an effective HSE management system. It covers do's and don'ts for the entire main and critical processes and details as per the list given below. It helps any organization in process mapping as well as preparing the SOPs and work instructions for their own organization.

List of SOPs

1.	SOP for Diesel Generator Set	34.	SOP for Handling of lab chemicals
2.	SOP for Steam Boiler	35.	SOP for Asbestos handling, storage and disposal
3.	SOP for Water Softening Plant	36.	SOP for Unloading of diesel / LDO / Solvents from tanker
4.	SOP for Air Compressor	37.	SOP for Material Safety Data Sheet (MSDS)
5.	SOP for Thermic Fluid Heater	38.	SOP for Physical and environmental security
6.	SOP for Chilling Plant	39.	SOP for Spill response procedure
7.	SOP for Reverse Osmosis Plant	40.	SOP for Lockout / Tag out procedure
8.	SOP for Hot Air Generator	41.	SOP for Pre-startup safety review
9.	SOP for Ice Plant	42.	SOP for General handling of forklift
10.	SOP for Effluent Treatment Plant	43.	SOP for Management of Change
11.	SOP for Waste Filling and Transportation	44.	SOP for HSE Disciplinary Action
12.	SOP for Finished product handling	45.	SOP for HSE Award and Incentive Scheme
13.	SOP for Awareness regarding Environmental, health and safety	46.	SOP for Health and Safety committee
14.	SOP for Accident Reporting, Investigation and Analysis	47.	SOP for Visitor Site Safety Rules
15.	SOP for Personnel security	48.	SOP for Office Facilities
16.	SOP for Change Control	49.	SOP for Legal and other requirements
17.	SOP for House keeping	50.	SOP for Testing of Raw materials
18.	SOP for Plant shut down and start up	51.	SOP for Chemical Reaction
19.	SOP for Ware House Operations	52.	SOP for Filtration
20.	SOP for Follow up of EMS Requirements at project stage	53.	SOP for Blending
21.	SOP for Operation of Power Plant	54.	SOP for Tray Dryer
22.	SOP for Control & Preservation of pollution	55.	SOP for Product change over (Cleaning and Washing)
23.	SOP for Handling storage and disposal	56.	SOP for Product Withdrawal
24.	SOP for Mock Drill	57.	SOP for Finished product handling
25.	SOP for General Follow-up	58.	SOP for Awareness regarding Environmental, health and safety
26.	SOP for Workshop and maintenance activities	59.	SOP for Review of country specific requirements
27.	SOP for Unloading, handling and storage of petroleum & gas	60.	SOP for Label control
28.	SOP for Cleaning & Washing	61.	SOP for Operation of Power Plant
29.	SOP for Handling of process materials, RMS and RMS Charging	62.	SOP for Raw Material Issue
30.	SOP for Drainage line cleaning	63.	SOP for Research And Development

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31.	SOP for Elimination of Risk of Accident during Operation of Chain Pulley Blocks, Pressure Vessel and Lifts	64.	SOP for General Requirement of Sampling
32.	SOP for Emergency plant shutdown	65.	SOP for Scrap management
33.	SOP for Stores	66.	SOP for Glass Wool Control

5. Exhibits (13 exhibits)

It covers Skill Requirements, Disposal Of Non-Conforming Products, Objective Plan, Operational Control Plan, Quality Plan, Organizational Knowledge, Communication Matrix, Need and Expectations of Interested Parties etc.

List of exhibits

1. Skill requirements
2. Multi skill requirements
3. Objectives and target – EHS objective plan
4. Operational control plan
5. OHSAS control plan
6. Defect wise disposal of non-conforming Products
7. Operation control plan
8. Quality plan (Inspection Test Plan)
9. Material specifications
10. Document identification and codification system
11. Organizational knowledge
12. Communication matrix
13. Need and expectations of interested parties

6. Blank sample formats for all the departments (86 sample formats)

It covers a sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples given area guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 86 blank formats are provided as per the list given below.

List of blank formats

1. Master List & Distribution List of Documents
2. Change Note
3. Calibration Status of Instrument / Equipment
4. Master List of Records
5. Quality and HSE Objectives Monitoring Sheet
6. Audit Plan / Schedule
7. Internal Audit Non-Conformity Report
8. ISO 9001:2015 QMS Clause wise Audit Review Report
9. ISO 14001:2015 Clause wise Audit Review Report
10. ISO 45001:2018 Clause wise Audit Review Report
11. List of License / certificates / Compliance obligates
12. Communication Report
13. Scrap yard monitoring
14. Housekeeping checking Report
15. Interest party Complaint Report
16. Management review meeting
17. Quality Objective Plan
18. Risk Analysis sheet
19. Corrective Action Report
20. Evaluation Of HSE Impacts / Risks
21. HSE Review Of Prioritization Of Significant Aspect, OHS Hazards Its Impact and Risks Feasibility Analysis
22. HSEMP Progress Monitoring Report
23. Near Miss Report
24. Investigation Report
25. Safety Inspection Check List
26. Work Permit Report
27. First aid box check list
28. Fire Fighting checklist
29. Fire Hydrant checklist
30. PPE Preventive Maintenance check points
31. Eye wash / shower check list
32. Location List of Fire Extinguishers
33. List of Chain Pulley Blocks, Lifts, Pressure Vessel
34. Work permit for Un-loading of Solvent Tanker
35. Ambulance Review Checklist
36. Vehicle check report
37. Waste / Used oil control and monitoring report
38. Emergency siren testing report
39. SCBA set inspection report
40. PPE's stock inspection report
41. Wind shock inspection report
42. Pre-Startup Safety Review Form
43. Training Calendar
44. Employee Wise Training & Competence Record Sheet
45. Induction Training Report
46. Job Description & Specification
47. Training Report
48. Multi Skill Analysis

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- | | | |
|---|---|--|
| 49. Order Form / Order Confirmation | 50. Customer Complaint Report | 51. Customer Feed Back Form |
| 52. Customer Property Monitoring Register | 53. Purchase Order | 54. Indent And Incoming Inspection Record |
| 55. Approved external provider list & Annual purchase order | 56. External Provider Registration Form | 57. Disposal of Non-Conforming of Product & Service |
| 58. Spray Dryer Log Sheet | 59. Spin Flash Dryer Log Sheet | 60. Reverse Osmosis Log Sheet |
| 61. Blender / Ball Mill Log Sheet | 62. Process change form | 63. Research and Development Request Report |
| 64. Research and Development Plan | 65. Design Verification Report | 66. Design & Development Monitoring Register |
| 67. Design Review Report | 68. Experiment Data Sheet | 69. Design Review Minutes of Meeting |
| 70. pH Meter Calibration Report | 71. Sample Test Request Slip For Incoming materials | 72. Sample Test Request Slip For In process / Finish product |
| 73. Packing Report / Slip | 74. Drum / Bag / Carton Inspection Report | 75. Gate Pass |
| 76. Material issue slip | 77. Preservation Assessment Report | 78. Goods receipt note |
| 79. Performance Appraisal Records-Functional Heads | 80. Performance Appraisal Records-Staff | 81. Manpower Requirement form |
| 82. Installation Commissioning Progress Report | 83. Service Report | 84. Breakdown History Card |
| 85. Preventive maintenance Schedule | 86. Preventive Maintenance Check point | |

7. Plans (06 files)

It covers sample copy of plans to link the organization objectives with the management plans for improvements. It helps any organization in preparation of HSEMPs, Contingency Plan, Contingency Plan – Hazardous Waste and Major Emergency Preparedness Plan based on few samples are provided for own organization.

8. OHS Policies (07 policies)

It covers sample copy of policies for OHS.

List of policies

1. Electrical Work policy and standard
2. Working at Height policy and standard
3. Safe Driving policy and standard
4. Work Permit policy and standard
5. Working in Office policy and Office Safety standard
6. Subcontractor Selection and OHS Controls policy and standard
7. Incident Investigation and Reporting policy and standard

9. Sample filled Aspects and Impacts

The ready to use Aspects and Impacts in filled form is given to prepare the aspects and impacts document for the organization.

List of aspects-impacts

1. Aspect-Impact for Engineering area
2. Aspect-Impact for Environment area
3. Aspect-Impact for ETP area
4. Aspect-Impact for General area
5. Aspect-Impact for production area
6. Aspect-Impact for Waste disposal area

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10. Sample filled HIRA- Hazard and Risk sheet

The ready to use HIRA in filled form is given to prepare the HIRA document for the organization.

List of HIRA

1. Hazard-risk assessment sheet for Electrical area
2. Hazard-risk assessment sheet for Engineering area
3. Hazard-risk assessment sheet for ETP area
4. Hazard-risk assessment sheet for General area
5. Hazard-risk assessment sheet for Production area
6. Hazard-risk assessment sheet for Utility services area
7. Hazard-risk assessment sheet for Waste disposal area

11. Filled formats (35 sample filled formats)

It covers a sample copy of filled forms required to maintain records as well as establish control and create system in the organization. The samples given are a guide to follow and the organization is free to modify the same to suit their own requirements. It can be used as templates. A total of 35 formats are provided as per the list given below.

List of filled formats

- | | | |
|--|--|---|
| 1. Master List & Distribution List of Documents | 2. Change Note | 3. Master List of Records |
| 4. Quality and Environmental Objectives Monitoring Sheet | 5. Audit Plan / Schedule | 6. EMS Internal Audit Non-Conformity Report |
| 7. Communication Report | 8. Induction Training Report | 9. Job Description & Specification |
| 10. Training Report | 11. Order Form / Order Confirmation | 12. Customer Complaint Report |
| 13. Customer Property Monitoring Register | 14. Indent And Incoming Inspection Record | 15. Approved external provider list & Annual purchase order |
| 16. External Provider Registration Form | 17. Disposal of Non-Conforming of Product & Service | 18. Spray Dryer Log Sheet |
| 19. Reverse Osmosis Log Sheet | 20. Process change form | 21. Research and Development Plan |
| 22. Design & Development Monitoring Register | 23. Design Review Report | 24. Design Review Minutes of Meeting |
| 25. pH Meter Calibration Report | 26. Sample Test Request Slip For In process / Finish product | 27. Packing Report / Slip |
| 28. Gate Pass | 29. Preservation Assessment Report | 30. Performance Appraisal Records- Functional Heads |
| 31. Manpower Requirement form | 32. Installation Commissioning Progress Report | 33. Service Report |
| 34. Breakdown History Card | 35. Preventive Maintenance Check point | |

12. EQHSMS Audit Questionnaires (More than 1500 Questions)

This covers audit questions based on the ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 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 1500 Questions are prepared on the basis of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018. It can be logically used for auditing during internal audit for ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 to establish proper audit trail

13. Sample risk assessment sheet

The 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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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 organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries. Our ready-made training and editable document kit helps the client in making their documents with ease and makes them comply with the related ISO standard faster.**

1. Our promoters and engineers have experience in providing management training, ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries.**
2. We are a highly qualified team of 60 members (M.B.A., Degree engineers). Our owner has a rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying body. We possess a branded image and are a leading name in the global market.
4. We, also, suggest continual improvement and cost reduction measures as well as 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 series certification.
6. We have spent more than 60000 man-days (170 man years) in the preparation of ISO documents and training slides.

Global Manager Group is committed for:

1. Personal involvement & 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 document kit can be better performed with the help of P3 and above computers with a minimum of 10 GB hard disk space.
- For better visual impact of the PowerPoint slides, you may keep the setting of colour image at high colour.

B. Software: -

- Documents are written in MS-Office 2003 and Windows XP programs. You are, therefore, required to have MS-Office 2003 or above versions with Windows XP

3.2 Features of Documentation kit: -

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- It 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 kit content is 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 DOCUMENT 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 ISO standard and helps you to establish better system.
3. The 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 requirements and create their own ISO documents for their organization.
4. It will save much of the time and 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 due to our proven documents and templates developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have provided a total customer satisfaction as well as experienced value for money.
8. In the preparation of document kits; our team has verified and evaluated the entire content at various levels. More than 1000 hours are spent in the preparation of this product kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of the purchase, we provide a user name and password to download the product from our FTP server. Hence, we provide an instant online delivery of our products to the user by sending an email of user name and password.

For purchase Click Here → 

Visit our website for more details on the documentation kit:

<http://www.globalmanagergroup.com/E-Shop.aspx>

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