

D128: DEMO OF ISO/IEC 17024:2026 CONFORMITY ASSESSMENT – GENERAL REQUIREMENTS FOR BODIES OPERATING CERTIFICATION OF PERSONS DOCUMENTATION **Price 999 USD**

Totally editable documentation package for implementing the general requirements for bodies operating certification of persons and for quick process improvement.

Completely editable documentation toolkit
(Manual, Procedures, Exhibits, Blank formats, Audit checklist and work instruction, etc.)

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**Chapter-1.0 CONTENTS OF ISO/IEC17024:2026 DOCUMENTATION KIT
(More than 89 files)**

A. This editable documentation kit has 8 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	Quality Manual	01 File in MS Word
2.	Quality Procedures	20 Procedures in MS Word
3.	Exhibits	17 Exhibits in MS Word
4.	Work Instructions	02 Work Instructions in MS Word
5.	Blank Formats /Templates Name of area/department:	46 Blank Formats in MS Word / Excel
	Certification Process (CCS)	11 formats in MS Word
	Operation(OPN)	02 formats in MS Word
	Purchase (PUR)	06 formats in MS Word
	Training (TRG)	11 formats in MS Word
	Management System (SYS)	16 formats in MS Word &Excel
6.	ISO/IEC17024:2026 Audit Questionnaire	More than 600 questions
7.	Risk Assessment and Opportunity Sheet (Sample)	01 File in MS Excel
8.	ISO/IEC17024:2026 document compliance matrix (Requirement-wise reference documented information)	01 File in MS Excel

Total 89 files in editable form; Quick Download by e-delivery

For more information about ISO/IEC 17024:2026 Documentation kit [Click Here](#)

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Documented Information Package:

Our documentation kit contains sample documents required for ISO/IEC17024:2026 certification as listed below. **All documents are in MS-Word/Excel files and you can edit them.** You can make changes as per your organization's need and **within few days your entire documents** with all necessary controls will be ready. In the ISO/IEC 17024:2026, documented information (procedures, etc.) are required a few places only. But for making the system better, we have provided many editable templates from which a user can select templates as per their own requirement and make some minor changes in them to make own system. Two types of documented information are provided in this kit, as listed below:

1. **Maintain documented information (Manual, Procedures, Work instructions etc.)**
2. **Retain documented information (Forms / Templates)**

Under the main directories, further files are provided in MS Word document as per the details given below.

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

It is a sample copy of quality manual having clause wise details of how ISO/IEC 17024:2026 system is implemented. The quality manual is tier-1 of ISO/IEC 17024:2026 documents and covers list of procedures as well as overview of organization. This manual has total 10 chapters covering company profile, amendment sheet, index, clause-wise details as per ISO/IEC 17024:2026 for implementation, sample policy and organization chart.

(A) Table of Contents

Chapter No.	Subject	Amendment No.	Page No.	ISO/IEC 17024 Clause Ref.
1	Cover page, Table of contents, amendment record sheet and glossary of terms (abbreviation)	00	1 – 5	===== ====
2	Authorization statement and organization profile	00	6 – 7	===== ====
3	Control and distribution	00	8 – 9	===== ====

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	4.2	Responsibility for decision on certification	00	10	
	4.3	Management of impartiality	00	10 – 12	
	4.4	Finance and liability	00	12	
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Annexure					
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Note → The amendment number given above is at the time of issue of the manual. If any page is amended then latest amendment number of such pages is recorded in amendment record sheet and on the table of content given above.					

2. Procedures (20 procedures):

Sample copies of mandatory procedures as per ISO/IEC 17024:2026 are provided, which cover 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 in the kit is given below.

List of Procedures

1. Procedure for the granting, maintaining, recertifying, expanding and reducing the scope of the certification, and suspending or withdrawing the certification

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2. Procedure for maintaining impartiality of certification activities
3. Procedure for the operation
4. Procedure for managing competence of personnel and training
5. Procedure for maintaining validity, reliability and fairness of the examination, when interpretation and translation is used in the certification process
6. Procedure for outsourcing
7. Procedure for the maintenance and release of information
8. Procedure to ensure data privacy and data protection
9. Procedure for security of examination materials
10. Procedure for application, assessment and examination
11. Procedure to ensure consistent administration of examinations and collecting and maintaining statistical data
12. Procedure for the recertification process,
13. Procedure for handling appeals
14. Procedure for receive, evaluate and make decision on complaint
15. Procedure for management review meeting
16. Procedure for internal audit
17. Procedure for corrective action
18. Procedure for Risk assessment
19. Procedure for control of documents
20. Procedure for control of records

3. Exhibits (17 exhibits)

Exhibits cover sample skill and competence requirements, Policies on security, data privacy and data protection, Quality policy certification schemes, infrastructure details, etc.as per ISO/IEC 17024:2026 standard.

List of Exhibits

1. Impartiality policy
2. Skill and competence requirements
3. Policy on maintenance and release of information
4. Policy on data privacy and data protection
5. Policy on security throughout certification activities
6. Policy on security

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7. Policy on suspension or withdrawal of the certification, or reduction of the scope of certification
8. Policy on appeal
9. Policy on complaints
10. Quality policy
11. Certification scheme (NDT personnel)
12. Certification scheme (Welder)
13. Use of certificate
14. Committee formation
15. Code of ethics
16. Use of artificial intelligence (AI)
17. Infrastructure details

4. Work Instructions (02 work instructions):

It covers work instructions covering examiners, invigilators as well as job responsibilities etc., for the system implementation in the organization.

List of Work Instructions (02 work instructions)

1. Work Instruction for Examiners / Invigilators' Qualification
2. Work Instruction for Subcontractor Job responsibilities

5. Blank sample formats for all the departments (46 sample formats)

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples are given for the users as a guide to follow. The organization is free to change the same to suit their own requirements. The blank formats can be used as templates. A total of 39 blank formats are provided as per the list given below.

List of blank formats

- | | |
|---------------------|--|
| 1. Application form | 24. Quality Objectives monitoring report |
| 2. Certificate | 25. Audit plan / schedule |
| 3. Appeal | 26. Internal Audit Non–Conformity Report |

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- | | |
|--|---|
| 4. Certified person's feedback form | 27. Clause wise Document wise Audit Review Report |
| 5. Training attendance sheet | 28. Risk assessment and opportunity sheet |
| 6. Examination hall attendance sheet | 29. Calibration Status of Equipment |
| 7. Mark sheet | 30. Audit checklist – Management requirements |
| 8. Complaint report | 31. Audit checklist – Certification requirements |
| 9. Certified person confirmation of continuing satisfactory work | 32. Circular (MRM Agenda) |
| 10. Examination report | 33. Minutes of Meeting |
| 11. Examination facility monitoring report | 34. Impartiality check report |
| 12. Master list of equipment used in examination | 35. Periodic document review report |
| 13. Equipment history card | 36. Training Calendar |
| 14. Purchase Order | 37. Training Report |
| 15. Indent – Purchase Requisition | 38. Induction Training Report |
| 16. Approved External Providers List | 39. Job Description and Specification |
| 17. Supplier Registration Form | 40. Skill Matrix |
| 18. Supplier Evaluation Report | 41. Policies agreement |
| 19. Inspection Report | 42. Appointment Letter |
| 20. Master List and Distribution List of Documents | 43. Employees Competence Report |
| 21. Change Note | 44. Self-study report for trainer |
| 22. Corrective Action Report | 45. Interview report |
| 23. Master List of Records | 46. Annual declaration on agreement on policies |

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6. ISO/IEC 17024:2026 Audit Questionnaire (more than 600 questions)

This covers audit questions based on the ISO/IEC 17024:2026 general requirements for bodies operating certification of persons. It will be a very good tool for the auditors to make their own audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 600 questions are prepared on the basis of ISO/IEC 17024.

7. Risk assessment and opportunity sheet (1 Excel sheet)

A sample copy of risk assessment sheet is given in editable form to prepare the risk and opportunity document for the organization. It is given in an excel format and can be used as a template.

8. ISO/IEC 17024:2026 Compliance Matrix

This compliance matrix contains ISO/IEC 17024 requirement wise list of documented information for easy reference of users and to understand how this system is made.

Chapter-2.0 ABOUT COMPANY

Certification Consultancy is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of 30 years in ISO and management area consultancy and training. 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 10000 clients in more than 115 countries. Our ready-made training and editable documents kit helps the client in making their documents with ease and helps them comply with the related ISO other applicable standards faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO series consultancy for **more than 10000 companies** globally. We have clients **in more than 115 countries.**
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our director has a rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO/CMMI 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.

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We are committed for:

1. Personal involvement & commitment from first day
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
6. Establishing 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 documentation kit can better perform with P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

B. Software

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

3.2 Features of Documentation kit

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit 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 contents of this kit are 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 DOCUMENTATION 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/IEC 17024 standards and helps you to establish better system.
3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own ISO/IEC 17024:2026 documents for their organization.
4. It will save much 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 as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 30 years in ISO and other management areas consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of the kit to the users by sending an e-mail of username and password.

For purchase, Click Here → 

Visit our website for more details on the documentation kit:

<https://www.punyamacademy.com/Eshop>

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