

D179: Demo of API Q1 (10th edition) Documentation Kit **Price 799 USD**

Totally editable documentation package for quick process improvement
Complete editable document tool kit (API manual, procedures, Exhibits, Process Approach, SOP, formats, audit checklist, etc.) prepared as per API Specification Q1 (10th edition).

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Chapter-1.0 Contents of API Q1 (10th edition) Documentation kit (More than 195 document files)

A. This editable documentation kit has 10 main directories in MS Word/excel, as below:

Sr. No.	Directory	Details of Documents
1.	API Manual	12 File in MS Word
2.	Procedures	25 Procedures in MS Word
3.	Process Approach	10 Process approach in MS Word
4.	Standard Operating Procedures	25 Standard operating procedures in MS Word
	Engineering	06 standard operating procedure in MS Word
	Production	12 standard operating procedure in MS Word
	Quality control	07 standard operating procedure in MS Word
5.	Exhibits	11 Exhibits in MS Word / excel
6.	Blank Formats /Templates Name of departments	83 Blank Formats in MS Word / excel
	System (SYS)	18 formats in MS Word / excel
	Training (TRG)	06 formats in MS Word
	Purchase (PUR)	09 formats in MS Word
	Marketing (MKT)	05 formats in MS Word
	Production (PRD)	09 formats in MS Word / excel
	Quality control (QCD)	14 formats in MS Word / excel
	Installation and services (SER)	02 formats in MS Word
	Maintenance (ENG)	04 formats in MS. Word
	Dispatch (DES)	02 formats in MS Word
	Stores (ST)	04 formats in MS Word / excel
	HRD	03 formats in MS Word
	Design and Development (DND)	07 formats in MS Word
7.	Filled formats	26 Filled formats in MS Word
8.	API specification Q1 Audit checklist	More than 800 questions
9.	Sample Risk assessment sheet	01 File in MS Excel
10.	API specification Q1 document compliance matrix	01 File in MS Excel

Total 195 files in editable form; Quick Download by e-delivery

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B. Documented information package:

Our document kit is having sample documents required for system certification as listed below. **All documents are in MS-word/Excel and you can edit it.** You can do changes as per your company need and **within 5 days your entire documents** with all necessary controls are ready and our many organizations are certified globally in 1st trial with the help of our documents from any stringent certification audit. The API Q1 is the latest edition of standard available from international organization for standardization web site.

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

1. API Manual:

It is a sample copy of API manual having clause-wise details of how API specification Q1 system is implemented. The API manual is tier-1 of API specification Q1 documents and covers list of procedures as well as overview of organization. This manual has covering company profile, amendment sheet, index, clause-wise details as per API specification Q1 for implementation, sample policy and organization chart.

(A) Table of Contents

Chapter No.	Subject	Page No.	Clause Reference API Specification Q1-10 th Edition
Section – 1			
1.	Company profile	1 – 3	=====
2.	Table of contents	1 – 2	=====
3.	Control and distribution	1 – 2	=====
Section – 2			
4 to 7	Detail chapters explaining management commitment and at macro level how system is implemented to comply requirements	=====	4.0 to 7.0
Annexure			
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	Quality policy	1 – 1	=====
ANX-V	Organization Chart	1 – 1	=====

2. Procedures (25 procedures):

Sample copies of mandatory procedures as per API specification Q1 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.

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List of Procedures

1. Procedure for Management review
2. Procedure for Document and Data Control
3. Procedure for Control of records
4. Procedure for Internal Audit
5. Procedure for Training
6. Procedure For Corrective and Preventive Action
7. Procedure For Control of Monitoring and Measuring Equipment
8. Procedure for Risk Management
9. Procedure For Analysis of Data
10. Procedure for customer satisfaction survey
11. Procedure for Purchasing
12. Procedure for Control of Non-Conforming Products
13. Procedure for identification of products
14. Procedure for traceability
15. Procedure for Contingency Planning
16. Procedure for Preservation
17. Procedure for Maintenance
18. Procedure for Communication
19. Procedure for Product release control program
20. Procedure for Management of change
21. Procedure for Contract Review
22. Procedure for process validation
23. Procedure for Control on Customer Supplied Products
24. Procedure for Design & Development
25. Procedure for guidance on Use of API Monogram by Licensees

3. Process approach (10 process approaches)

Sample copies of process approaches as per API specification Q1 are provided. The list of sample process approach provided in the kit is given below.

List of process approaches

1. Process approach of Customer Service
2. Process approach of Dispatch
3. Process approach of Engineering
4. Process approach of Marketing
5. Process approach of Production
6. Process approach of Purchase
7. Process approach of Quality Control
8. Process approach of Management Representative area
9. Process approach of Design and Development
10. Process approach of Stores

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4. Standard operating procedures (25 SOPs)

It covers sample copy of standard operating procedure as per API specification Q1. It takes care of all such issues and used as a training guide as well as to 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.

List of Standard operating procedures

- | | |
|--|---|
| 1. SOP for Bench and Portable Grinder Operator | 14. SOP for Radiographic Testing |
| 2. SOP for Radial and Pillar Drill Operator | 15. SOP for Incoming Inspection and Testing |
| 3. SOP for hack-saw machine operation | 16. SOP for In Process Inspection and Testing |
| 4. SOP for Welding Operator | 17. SOP for Final Inspection and Testing |
| 5. SOP for Assembly | 18. SOP for Diesel generating set |
| 6. SOP for Buffing Operation | 19. SOP for Steam boiler |
| 7. SOP for CNC Machine | 20. SOP for Hot Air Generator |
| 8. SOP for Crane Operation | 21. SOP for Air compressor |
| 9. SOP for Painting Operation | 22. SOP for Thermic fluid heater |
| 10. SOP for Hydraulic Press | 23. SOP for Chilling plant |
| 11. SOP for Electrical Activities | 24. SOP for Liquid Penetrant Inspection Process |
| 12. SOP for Milling Operator | 25. SOP for Magnetic Particle Inspection |
| 13. SOP for Ultrasonic Testing | |

5. Exhibits (11 exhibits)

It covers sample copy of exhibits as per API specification Q1.

List of Exhibits

1. Exhibit for Skill Requirements
2. Exhibit for Multi-Skill Requirements
3. Exhibit for Disposal of Nonconforming Products
4. Exhibit for Quality Plan – Incoming Inspection and Testing
5. Exhibit for Material Specifications
6. Exhibit for Risk Analysis Sheet
7. Exhibit for Interested Parties Needs & expectation
8. Exhibit for Communication matrix
9. Exhibit for Organization knowledge
10. Exhibit for Document Identification and Codification System
11. Exhibit for Department wise risk analysis sheet

6. Blank sample formats for all the departments (83 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 83 blank formats are provided as per the list given below.

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List of blank formats

- | | |
|---|---|
| 1. Master List & Distribution List of Documents | 43. Design Review Minutes of Meeting |
| 2. Change Note | 44. Customer Feedback Form |
| 3. Corrective Action Report | 45. Customer Contract Review checklist |
| 4. Master List of Records | 46. Customer Property Monitoring Register |
| 5. Quality Objectives Monitoring Sheet | 47. Disposal of Nonconforming of Products & services |
| 6. Audit Plan / Schedule | 48. Production Plan |
| 7. QMS Internal Quality Audit Non-Conformity Report | 49. Job Card |
| 8. API Q1 10 th Std. QMS Clause wise Audit Review Report | 50. Validation form for Heat Treatment |
| 9. Quality Objective Plan | 51. Validation form for Forming Process |
| 10. Calibration Status of Instrument / Equipment | 52. Validation form for NDT test |
| 11. List of License / certificates | 53. Validation form for Sort Blasting |
| 12. Communication Report | 54. Validation form for Painting |
| 13. Management review meeting | 55. Experiment Sheet |
| 14. MOC Format | 56. Final Inspection Report for Product |
| 15. Training Calendar | 57. Sample Test Request Slip for Incoming materials |
| 16. Employee-Wise Training & Competence Record Sheet | 58. Traceability sheet |
| 17. Induction Training Report | 59. Breakdown History Card |
| 18. Job Description & Specification | 60. Preventive Maintenance Schedule |
| 19. Training Report | 61. Preventive Maintenance Check point |
| 20. Multi-Skill Analysis | 62. Request for Breakdown Maintenance / Preventive Maintenance / Modification of Machine / Test Equipment |
| 21. Purchase Order | 63. Packing Slip |
| 22. Indent And Incoming Inspection Record | 64. Drum / Bag / Carton Inspection Report |
| 23. Approved Vendor list & Annual purchase order | 65. Gate Pass |
| 24. Supplier Registration Form | 66. Material Issue Slip |
| 25. Annual Purchase Order | 67. Preservation Assessment Report |
| 26. Purchase Request Slip | 68. Goods Receipt note |
| 27. Vendor / Sub-Contractor Evaluation Form | 69. Performance Appraisal Records—Functional Heads |
| 28. Supplier Audit Checklist | 70. Performance Appraisal Records—Staff |
| 29. Supplier assessment Report | 71. Manpower Requirement form |
| 30. Order Form / Order Confirmation | 72. Installation & Commissioning Report |
| 31. Hydro-Test Report | 73. Service Report |
| 32. Customer Complaint Report | 74. Hardness Test Report |
| 33. Blasting & Painting Report | 75. Product Assembly and Traceability Report |
| 34. Liquid Penetrant Testing Report | 76. Magnetic Particle Inspection Report |
| 35. Ultrasonic Inspection Report | 77. Radiography Inspection Report |
| 36. Design and Development Request Report | 78. Design and Development Plan |
| 37. Design Verification Report | 79. Design and Development Monitoring Register |
| 38. Design Review Report | 80. Experiment Data Sheet |
| 39. Master list of External Origin Standards | 81. Master list of Monitoring & Measuring Equipment |
| 40. Master list of Special Process | 82. Master list of QC Personnel |
| 41. Master list of Internal Auditor | 83. Master list of Qualified Welder |
| 42. MOC Log | |

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7. Filled sample formats for all the departments (26 sample formats)

This directory includes sample copy of filled 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. A total of 26 sample filled formats are provided as per the list given below.

List of filled formats

- | | |
|---|--|
| 1. Master List & Distribution List of Documents | 14. Employee-Wise Training & Competence Record Sheet |
| 2. Corrective Action Report | 15. Job Description & Specification |
| 3. Master List of Records | 16. Training Report |
| 4. Quality Objectives Monitoring Sheet | 17. Multi-Skill Analysis |
| 5. Audit Plan / Schedule | 18. Validation form for Heat Treatment |
| 6. QMS Internal Quality Audit Non-Conformity Report | 19. Validation form for Forming Process |
| 7. API Q1 10th Std. QMS Clause wise Audit Review Report | 20. Validation form for Sort Blasting |
| 8. Quality Objective Plan | 21. Validation form for Painting |
| 9. Communication Report | 22. Experiment Sheet |
| 10. Management review meeting | 23. Preventive Maintenance Schedule |
| 11. Training Calendar | 24. Preventive Maintenance Check point |
| 12. Design and Development Plan | 25. Design Review Report |
| 13. Design and Development Monitoring Register | 26. Design Review Minutes of Meeting |

8. API Q1 Audit Checklists (More than 800 Questions)

This covers audit questions based on the API specification Q1 requirements. 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 800 questions are prepared on the basis of API specification Q1.

9. Sample Risk assessment sheet

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. API Q1 compliance matrix

This compliance matrix contains API specification Q1 requirement wise list of documented information for easy reference of users and to understand how this system is made.

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Chapter-2.0 ABOUT COMPANY

Global Manager Group is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of 25 years in ISO and management area consultancy and online training 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 4500 clients in more than 101 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 standard faster.**

1. Our promoters and engineers have experience in providing management training, ISO series consultancy for **more than 4500 companies** globally. We have clients **in more than 101 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 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. 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 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

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 written in MS office 2007 and windows xp programs. You are therefore required to have Office 2007 or above 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 DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the API specification Q1 documents.
2. The kit takes care of all the sections and sub-sections of API specification Q1 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 user can modify the documents as per their requirements and create their own API specification Q1 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 expressed a total customer satisfaction as well as experienced value for money.
8. In the preparation of this documentation kit, 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 purchase, we provide username and password in 8 hours to download the product from our ftp server. Thus, we provide instant on-line delivery of our products to user by sending e-mail of user name and password.

For purchase, Click Here ➡



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