D128: DEMO OF ISO/IEC 17024:2012 Document Kit

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Chapter-1.0 CONTENTS OF ISO/IEC 17024:2012 STANDARD DOCUMENT KIT (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 – ISO/IEC 17024 :2012 Document kit

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.	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. ISO 17024:2012 Requirementwise documents list:

ISO 17024:2012 Document Matrix	
Document No	**Document title (ISO 17024 standard Clause No. wise)**
4.0 General requirements	
4.1 Legal and contractual matters	
4.2 Responsibility for decision on certification	
QP10	Procedure for Certificate issue, suspension and withdrawal
F26	Certificate format
4.3 Management of impartiality	
Annexure-2, QM 01	Impartiality Committee – Constitution, roles and responsibilities
4.4 Finance and liability	
5.0 Structural requirements	
5.1 Management and organization structure	
Annexure-1, QM 01	Organization structure
5.2 Structure of the certification body in relation to training	
6.0 Resource requirements	
6.1 General personnel requirements	
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
6.2 Personnel involved in the certification activities	
6.3 Outsourcing	

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QP11	Procedure for outsourcing

6.4 Other resources	
7.0 Records and information requirements	
7.1 Records of applicants, candidates and certified persons	
F03	Master list of records
7.2 Public information	
7.3 Confidentiality	
PY02	Confidentiality Policy Statement
F12	Confidentiality and impartiality declaration
7.4 Security	
QP12	Procedure for Security
8.0 Certification schemes	
QP08	Procedure for Marketing, contract and contract review
F22	Questionnaire
F23	Quotation Format
F24	Contract review checklist
F25	Customer satisfaction survey form
9.0 Certification process requirements	
9.1 Application process	
9.2 Assessment process	
9.3 Examination process	
QP09	Procedure for certification
9.4 Decision on certification	
9.5 Suspending, withdrawing or reducing the scope of certification	
QP10	Procedure for Certificate issue, suspension and withdrawal
F26	Certificate format
9.6 Recertification process	
QP09	Procedure for certification
9.7 Use of certificates, logos and marks	
9.8 Appeals against decisions on certification	
QP07	Procedure for complaints and appeals
F20	Incident report
F21	Incident log
9.9 Complaints	

QP07	Procedure for complaints and appeals
F20	Incident report
F21	Incident log

10.0 Management system requirements	
10.1 General	
10.2 General management system requirements	
10.2.1 Appointment of Management Representative	
10.2.2 Management System documentation	
PY01	Quality Policy Statement
10.2.3 Control of documents	
QP01	Procedure for document and data control
F01	Document matrix
F02	Change note
10.2.4 Control of records	
QP02	Procedure for record management
F03	Master list of records
10.2.5 Management review	
QP05	Procedure for management review
F09	MRM Agenda
10.2.6 Internal audits	
QP03	Procedure for Internal audit
F04	Audit plan / schedule
F05	Non–conformity report
F06	Internal audit report
10.2.7 Corrective actions	
QP04	Procedure for Corrective and Preventive actions
F07	Corrective action report
10.2.8 Preventive actions	
QP04	Procedure for Corrective and Preventive actions
F08	Preventive action report

C. Documentation:-

Our document kit is having sample documents required for implementation of ISO/IEC 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 got 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 type of templates and organization use it as per their need and many organizations are certified globally in 1st 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. All the documents are related to ISO/IEC 17024:2012 for and user can edit it in line with their own processes.

1. Quality Manual:

It covers sample copy of quality manual and requirement wise details for how ISO/IEC 17024:2012 are implemented. It covers sample policy for all process areas, policy and formats and covers 1st tier of ISO/IEC 17024:2012 documents.

1.1 Table Of Contents

Chapter No.	Subject		Revision No.	Page No.	ISO/IEC 17024:2012 Clause Ref.
	Section – 1				
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	----------
	Section – 2				
4	**General requirements**		0	1 – 3	4.0
	4.1	Legal and contractual matters			
	4.2	Responsibility for decision on certification			
	4.3	Management of impartiality			
	4.4	Finance and liability			
5	**Structural requirements**		0	1 – 6	5.0
	5.1	Management and organization structure			
	5.2	Structure of the certification body in relation to training			
6	**Resource requirements**		0	1 – 3	6.0
	6.1	General personnel requirements			

	6.2	Personnel involved in the certification activities			
	6.3	Outsourcing			
	6.4	Other resources			
7	**Records and information requirements**		0	1 – 7	7.0
	7.1	Records of applicants, candidates and certified persons			
	7.2	Public information			
	7.3	Confidentiality			
	7.4	Security			
8	**Certification schemes**		0	1 – 6	8.0
9	**Certification process requirements**		0	1 – 23	9.0
	9.1	Application process			
	9.2	Assessment process			
	9.3	Examination process			
	9.4	Decision on certification			
	9.5	Suspending, withdrawing or reducing the scope of certification			
	9.6	Recertification process			
	9.7	Use of certificates, logos and marks			
	9.8	Appeals against decisions on certification			
	9.9	Complaints			
10	**Management system requirements**		0	1 – 5	10.0
	10.1	General			
	10.2	General management system requirements			
Annexures					
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	=========
Note: – 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.

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
		Total Pages ➔	**06**

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 ISO/IEC 17024:2012 system 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
		Total Pages ➔	**50**

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
2.	WI_02	Work Instruction for Sub contractor job responsibility	01
		Total Pages ➔	**02**

5. Formats (26 Formats)

It covers sample copy of forms required to maintain records as well as establish control for ISO/IEC 17024:2012 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

6. ISO/IEC 17024 clause Wise audit check List questions

It covers sample audit questions based on all the ISO/IEC 17024 requirements. It helps the auditor to make own audit checklist for quick and perfect auditing to ensure all the ISO/IEC 17024 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 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 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, ISO consultancy, process improvement concept implementation and ISO series 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 ISO 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 in last 20 years.
6. We had spent more than 10000 man-days (30 man years) in preparing ISO documents, management kits and training slides.
7. Our product gives lot of opportunity for process improvements and gives full benefits to the users.

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 and comply with the requirements of iso 17024.
- 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 to the ISO/IEC 17024:2012 documents.
2. Take care for all the section and sub sections of ISO/IEC 17024:2012 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 ISO/IEC 17024:2012 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

For purchase Click Here ➡ BUY

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