

D124: DEMO OF ISO 20121:2024 EVENT SUSTAINABILITY MANAGEMENT SYSTEM DOCUMENTATION AND AWARENESS TRAINING KIT **Price 810 USD**

Totally editable documentation package and awareness training package for quick process improvement to implement the event management in your organization

Completely editable documentation and training toolkit

(Manual, procedures, exhibits, blank forms, job description, audit checklists; PPT presentation and student manual, etc.)

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Chapter-1.0 Contents of ISO 20121:2024 Event sustainability management system documentation and awareness training kit (More than 120 files)

A. This editable documentation kit has 11 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	ESMS Manual	13 Files in MS Word
2.	Procedures	18 Procedures in MS Word
3.	Standard Operating Procedures	25 Standard Operating Procedures in MS Word
4.	Exhibits	06 Exhibits in MS Word
5.	Blank Formats	51 Blank Formats in MS Word / excel
6.	Job Description	01 File in word for 6 JD
7.	Major Emergency preparedness plan	01 File in MS Word
8.	Operational control plan	01 File in MS Word
9.	Risk analysis	01 File in MS Excel
10.	ISO 20121:2024 Audit checklists	More than 150 questions
11.	ISO 20121:2024 document compliance matrix (Requirement wise reference documented information)	01 File in MS Excel

Total 120 files in editable form; Quick Download by **e-delivery**

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Part-2: ISO 20121:2024 Awareness training kit

Part – 2: Training: ISO 20121:2024 awareness training

A. PPT Presentation		Nos. of Slides
1.	Overview of ISO 20121:2024	26 slides
2.	ISO 20121:2024 requirements	74 slides
3.	ISO 20121:2024 documentation	15 slides
B. Literature		
	A literature to understand ISO 20121:2024 subject well in 03 chapters, 02 workshops and 01 case study	Approx. 40 pages in Ms. word
C. Work shops		20 questions to solve
D. Case study		1 case study with 5 questions

Part-1: Documented information package:

Our document kit is having sample documents required for system certification as listed below. **All documents are in word 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 ISO 20121:2024 is the latest edition of standard available from international organization for standardization web site.

Under this directory further files are made in word document as per the details listed below.

1. ESMS Manual (10 Chapters and 3 Annexure):

It is a sample copy of ESMS Manual having clause-wise details of how ISO 20121:2024 system is implemented. The ESMS Manual is tier-1 of ISO 20121:2024 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 20121:2024 for implementation, sample policy and organization chart.

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(A) Table of Contents

Chapter No.	Subject	ISO 20121:2024 Clause Reference
Section – 1		
1.	Company profile	-----
2.	Table of contents	-----
3.	Control and distribution	-----
Section – 2		
4 to 10	Detail chapters explaining management commitment and at macro level how system is implemented to comply requirements	4.0 to 10.0
Annexures		
ANX–I	List of Documented information	=====
ANX–II	Glossary of terms	=====
ANX–III	Organization structure	=====

2. Procedures (18 procedures):

Sample copies of mandatory procedures as per ISO 20121:2024 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 Risk Management | 10. Procedure for Event Management System Internal Audit |
| 2. Procedure for Identifying legal and other requirements | 11. Procedure for Management Review |
| 3. Procedure for Competence, Awareness, And Training | 12. Procedure for Non–conformity, Corrective and Preventive Action |
| 4. Procedure for External Communication with suppliers and other interested parties | 13. Procedure for Context of organization |
| 5. Procedure for Document and data control | 14. Procedure for Objectives and targets |
| 6. Procedure for Control of Records | 15. Procedure for Control of monitoring and measuring equipment |
| 7. Procedure for Operational Planning and Control | 16. Procedure for Purchasing and subcontracting |
| 8. Procedure for Monitoring and Measurement | 17. Procedure for Emergency preparedness and response |
| 9. Procedure for identification of and engagement with interested parties on the identified and emerging sustainable development issues relating to its role in the value chain of events not prepared. | 18. Procedure to identify its sustainable development issues and to evaluate their significance associated with its event-related activities, products and services within the defined scope of the management system not prepared. |

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3. Standard Operating Procedures (25 SOPs):

Sample copies of SOPs as per ISO 20121:2024 are provided, which cover the actual operating guidelines for each activity involved in the event organization with the reference of formats to be used. The list of SOPs provided in the kit is given below.

List of SOPs

1. Standard Operating Procedure for Health and safety inspection
2. Standard Operating Procedure for Office Facilities
3. Standard Operating Procedure for ESMS general requirements
4. Standard Operating Procedure for Electrical equipment and its grounding
5. Standard Operating Procedure for Incident Prevention
6. Standard Operating Procedure for General environmental management procedure
7. Standard Operating Procedure for Incident Reporting
8. Standard Operating Procedure for Waste Management and Recycling
9. Standard Operating Procedure for Management of change
10. Standard Operating Procedure for Identification of environmental aspects and its impact evaluation
11. Standard Operating Procedure for Hazard risk assessment
12. Standard Operating Procedure for Environmental Information for Retailers
13. Standard Operating Procedure for ESMS disciplinary action
14. Standard Operating Procedure for Environmental committee
15. Standard Operating Procedure for ESMS award and incentive scheme
16. Standard Operating Procedure for Recycling, refuse and waste separation
17. Standard Operating Procedure for Health and Safety committee
18. Standard Operating Procedure for Refuse Store Areas and Waste Recycling Points
19. Standard Operating Procedure for Visitor Event Safety Rules
20. Standard Operating Procedure for Excessive Refuse and Waste
21. Standard Operating Procedure for Disposal of High-Risk Materials
22. Standard Operating Procedure for event organization
23. Standard Operating Procedure for Waste Electrical and Electronic Equipments
24. Standard Operating Procedure for scrap management
25. Standard Operating Procedure for personnel security

4. Exhibits (06 exhibits)

Exhibits cover Skill Requirements, Multi Skill Requirements, Interested Party's Needs & Expectations, Communication Matrix, Organizational Knowledge, Disposable of Non-Conforming Service, Codification System etc. as per ISO 20121:2024 standard.

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List of Exhibits

1. Codification system
2. Skill Requirements
3. Multi Skill Requirements
4. Disposal Of Non–Conforming Operation
5. Interested Party's Needs & Expectations
6. Communication Matrix

5. Blank sample formats for all the departments (51 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 51 blank formats are provided as per the list given below.

List of blank formats

- | | |
|--|--|
| 1. Risk and Opportunities Monitoring Sheet | 27. Continual Improvement Plan |
| 2. Master list and distribution list of documents | 28. Supplier registration form |
| 3. Master list of Records | 29. Approved Vendor List Cum Open Purchase Order |
| 4. Change Note | 30. Indent and Incoming Inspection Record |
| 5. Event Management Progress Monitoring Report | 31. Purchase Order |
| 6. Event loss and bad work practice observation report | 32. Open Purchase Order |
| 7. Event objectives and Targets | 33. Vendor Rating (Supplier re–evaluation report) |
| 8. Event Inspection check list | 34. Housekeeping checklist |
| 9. Training Calendar | 35. External and internal parties |
| 10. Training need and record sheet | 36. Event Management System Non–Conforming Work Register |
| 11. Induction training report | 37. Sustainable event plan |
| 12. Job Description | 38. ESMS issues register |
| 13. Competence report | 39. Breakdown history cards / equipment history card |
| 14. Communication Register | 40. Preventive maintenance schedule |
| 15. Operational control plan | 41. Preventive maintenance checkpoints |

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- | | |
|---|---|
| 16. Work permit report | 42. Management of change plan |
| 17. Event management system Audit Plan / Schedule | 43. Customer complaint report |
| 18. Internal Audit Non–Conformity Report | 44. Customer feedback report |
| 19. Clause wise document-wise audit checklist | 45. List of licenses |
| 20. Circular | 46. Master list of equipment |
| 21. Minutes of meeting | 47. Incident investigation |
| 22. Corrective action report | 48. Agreement for event |
| 23. Preventive action report | 49. Location list of fire extinguishers |
| 24. Event activities planning checklist | 50. Cleaning and sanitation report |
| 25. First aid box checklist | 51. Waste storage area checklist |
| 26. Fire Frightening checklist | |

6. Job descriptions (6 job descriptions)

There is ready to use job descriptions with authority and responsibility defined for various categories of persons.

7. Major emergency preparedness plan

There is ready to use Major emergency preparedness plan to respond to the emergency situation.

8. Operational control plan

There is ready to use Operational control plan to control and monitor the parameters.

9. Risk analysis sheet

There is ready to use risk analysis for the sample identified risks to the organization.

10. ISO 20121:2024 ESMS Audit checklist (more than 150 questions)

This covers audit questions based on the ISO 20121:2024 Event sustainability management systems 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 150 questions are prepared on the basis of ISO 20121:2024.

11. ISO 20121:2024 Compliance Matrix

This compliance matrix contains ISO 20121:2024 requirement wise list of documented information for easy reference of users and to understand how this system is made.

Part-2: Training: ISO 20121:2024 awareness training:

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A. Presentation: -

Under this directory further files are made in power point presentation as per the chapter listed below.

- Topic wise power point presentation in 3 modules as listed below.

1. **Overview of ISO 20121:2024**

It covers Overview of event management system, benefits and summary of overall system and process for ISO 20121:2024 and process for certification.

2. **ISO 20121:2024 event management requirements**

It covers ESMS ISO 20121:2024 systems, Requirements, to establish the event management system, it gives explanation for many concepts and given in plain English.

3. **ISO 20121:2024 event management documentation**

It covers event management system documented information details and list of areas were standard demands for documented information. Such documented information with list against the requirements is given.

B. The literature to understand ISO 20121:2024 subject well:-

This topic covers write up for the ready reference to the participant for understanding and reading the subject to get in depth knowledge on the subject.

It is given in word. You may also use it for further reading and circulations within audience.

Chapter No.

Name of chapter

- | | |
|----|--|
| 1. | Overview of ISO 20121:2024 event management system |
| 2. | ISO 20121:2024 requirements |
| 3. | ISO 20121:2024 documentation |

C. Total 2 workshops to understand ISO 20121:2024 requirements:-

This topic covers 2 workshops and total 20 questions with details to find out the ISO 20121 applicable clause number to check effectiveness of training gained by students.

D. There is 1 case study to understand ISO 20121:2024 requirements:-

This topic covers 1 case study with audit questions with details to find out the ISO 20121 applicable clause requirement to check effectiveness of training gained by students.

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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.

We are 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 ISO 20121:2024 documents.
2. The kit takes care of all the sections and sub-sections of ISO 20121:2024 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 ISO 20121:2024 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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