

D183: DEMO OF ISO 22316:2017 Security and resilience – Organizational resilience DOCUMENTATION AND AWARENESS TRAINING KIT **Price 799 USD**

Totally editable documentation and awareness training package to implement the Organizational resilience requirements for quick process improvement and better Organizational resilience

Completely editable documentation and training toolkit

(Manual, Procedures, policies, Exhibits, Blank Forms, Audit Checklists; PPT Presentation etc.)

Buy: www.documentationconsultancy.com

Ready to use ISO documents that covers manual, procedures, sop, work plan in editable format for TOURISOM AND HOTEL MANAGEMENT SYSTEM

Chapter–1: Contents of ISO 22316:2017 documentation and awareness training kit (More than 100 files)

This editable documentation and awareness training kit has 2 main parts as below:

| Sr. No. | Directory | Details of Documents |
|--|--|-------------------------------|
| Part – 1: Documentation | | |
| 1. | System Manual | 09 file in MS Word |
| 2. | Procedures | 09 procedures in MS Word |
| 3. | Policies | 10 file in MS Word |
| 4. | Exhibits | 06 exhibits in MS Word |
| 5. | Blank Formats /Templates Name of departments | 40 formats in MS Word / excel |
| | Management system (SYS) | 21 formats in MS Word / excel |
| | Marketing (MKT) | 03 formats in MS Word |
| | Purchase (PUR) | 06 formats in MS Word |
| | HRD | 03 formats in MS Word |
| | Training (TRG) | 07 formats in MS Word |
| 6. | ISO 22316:2017 Audit checklist | More than 100 questions |
| 7. | Filled Formats | 16 formats in MS Word / excel |
| 8. | Sample Risk Assessment sheet | 01 file in MS Excel |
| 9. | ISO 22316:2017 document compliance matrix (Requirement wise reference documented information) | 01 file in MS Excel |
| Part – 2: Training: ISO 22316:2017 awareness training | | |
| A. PPT Presentation | | No. of Slides |
| 1. | Overview of ISO 22316:2017 | 28 slides |
| 2. | ISO 22316:2017 requirements | 34 slides |
| 3. | ISO 22316:2017 Documentation | 16 slides |
| 4. | Step for ISO 22316:2017 Certification | 06 slides |
| B. Literature | | |
| | A literature to understand ISO 22316:2017 subject well in 04 chapters | Approx. 40 pages in MS word |
| Total 100 files quick download in editable form by e delivery | | |

For more information about ISO 22316:2017 Documentation and Awareness Training kit [Click Here](#)

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Part-1: Documentation:

Our documentation kit contains sample documents required for ISO 22316:2017 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 22316:2017, 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, 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. System manual:

It is a sample copy of system manual having clause-wise details of how ISO 22316:2017 system is implemented. The System manual is tier-1 of ISO 22316:2017 documents and covers list of procedures as well as overview of organization. This manual has total 6 chapters covering company profile, amendment sheet, index, clause wise details as per ISO 22316:2017 for implementation, and organization chart and process flow etc.

ISO 22316:2017 Manual Index

| Chapter No. | Subject | Page No. | ISO 22316:2017 Clause Reference |
|--------------------|--|----------|---------------------------------|
| Section – 1 | | | |
| 1. | Company profile | 1 – 3 | ----- |
| 2. | Table of contents | 1 – 2 | ----- |
| 3. | Control and distribution | 1 – 3 | ----- |
| Section – 2 | | | |
| 4. | Principles | 1 – 2 | 4.0 |
| 5. | Attributes for organizational resilience | 1 – 5 | 5.0 |
| 6. | Evaluating the factors that contribute to resilience | 1 – 2 | 6.0 |
| Annexure | | | |
| ANX–I | List of documented information | 1 – 1 | ===== |
| ANX–II | Glossary of terms | 1 – 1 | ===== |
| ANX–III | Organization structure | 1 – 2 | ===== |

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2. Procedures (9 Procedures):

Sample copies of mandatory procedures as per ISO 22316:2017 are provided, which cover all the details like purpose, scope, responsibility, details of activities to be carried out 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 procedure

1. Procedure for Documented Information
2. Procedure for Corrective Action
3. Procedure for Internal Audit
4. Procedure for Management Review
5. Procedure for Risk Management
6. Procedure for Training
7. Procedure for Communications & Operations Management
8. Procedure for Business Continuity Management Planning
9. Procedure for Compliance with Legal Requirements

3. Policies (10 Policies)

Policies cover resilience policy, training policy, visitor policy, quality policy etc. as per ISO 22316:2017 standard.

List of Policies

1. Resilience Policy
2. Change Control
3. Training Policy
4. Messenger And E mail
5. Policy For Access Card
6. Back up Policy
7. Password Policy
8. Visitor Policy
9. Quality Policy
10. HSE Policy

4. Exhibits (05 exhibits)

Exhibits cover Skill Requirements, Multi Skill Requirements, Interested Parties Needs & Expectations, Organizational Knowledge, Codification System etc. as per ISO 22316:2017 standard.

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List of exhibits

1. Terms & definitions
2. Resilience Policy Implementation Document
3. Resource Management Plan
4. Risk and Resilience Assessment Document
5. Business Continuity Management
6. Strategy Plan

5. Blank Formats (40 Formats):

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create system in company. The samples are given for the users as a guide to follow. The company is free to change the same to suit their own requirements. The blank formats can be used as templates. A total of 40 blank formats are provided as per the list given below.

List of Formats

- | | |
|--|---|
| 1. Master List & Distribution List of Documents | 21. Organizational resilience management system Plan Progress Monitoring Report |
| 2. Change Note | 22. Training Calendar |
| 3. Corrective Action Report | 23. Employee Competence Sheet |
| 4. Master List of Records | 24. Induction Training Report |
| 5. Objectives Monitoring Sheet | 25. Job Description & Specification |
| 6. Audit Plan / Schedule | 26. Training Report |
| 7. Internal Audit Non-Conformity Report | 27. Skill Matrix sheet |
| 8. ISO 22316:2017 Clause wise Audit Review Report | 28. Training, Competence and Awareness Plan |
| 9. Objective Plan | 29. Purchase Order |
| 10. Calibration Status of Instrument / Equipment | 30. Indent And Incoming Inspection Record |
| 11. List of License/certificates | 31. Approved Vendor list |
| 12. Communication Report | 32. Vendor Registration Form |
| 13. Management review meeting | 33. Annual Purchase Order |
| 14. Risk analysis Sheet | 34. Outsourced Service Details |
| 15. Capacity Planning | 35. Order Form / Order Confirmation |
| 16. Form for business impact analysis interview sheet | 36. Customer Complaint Report |
| 17. Incident Investigation form | 37. Customer Feed Back Form |
| 18. Decision sheet to communicate risk and impact externally | 38. Performance Appraisal Records-Functional Heads |
| 19. Business Continuity Test Report | 39. Performance Appraisal Records-Staff |
| 20. Post-incident review | 40. Manpower Requirement form |

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6. ISO 22316:2017 Audit Checklist (more than 100 questions)

This covers audit questions based on the ISO 22316:2017 Organizational resilience management system 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 100 questions are prepared on the basis of ISO 22316:2017.

7. Filled formats (16 filled formats)

This directory includes sample copy of filled forms that are required to maintain records as well as establish control and create system in company. The samples are given for the users as a guide to follow. The company is free to change the same to suit their own requirements. The filled formats can be used as templates. A total of 16 filled formats are provided as per the list given below;

8. 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.

9. ISO 22316:2017 Compliance Matrix

This compliance matrix contains ISO 22316:2017 requirement wise list of documented information for easy reference of users and to understand how this system is made.

Part-2: Training: ISO 22316:2017 awareness training:

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 4 modules as listed below.

1. Overview of ISO 22316:2017

It covers Overview of ISO 22316:2017 standard, its benefits and summary of overall system and process for ISO 22316:2017.

2. ISO 22316:2017 requirements for organization

It covers ISO 22316:2017 Requirements, to establish an Organizational resilience management system. It also gives explanation of many concepts in plain English.

3. ISO 22316:2017 management system documentation

It covers Organizational resilience management system documented information details and list of areas where standard demands documents. A list of documented information with the corresponding requirements of ISO 22316:2017 standard is given.

4. Step for ISO 22316:2017 Certification

It covers implementation methodology, steps for ISO 22316:2017 implementation and certification, list of some common non-conformances, etc.

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B. The literature to understand ISO 22316:2017 subject well:-

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

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

| Chapter No. | Name of chapter |
|--------------------|--|
| 1. | Overview of ISO 22316:2017 Organizational resilience management system |
| 2. | ISO 22316:2017 requirements |
| 3. | ISO 22316:2017 documentation |
| 4. | Step for ISO 22316:2017 certification |

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Chapter-2.0 ABOUT COMPANY

Documentation Consultancy is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 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, certification and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries**. **Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and 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 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide 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.

Documentation Consultancy is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach and globally helped many companies for this standard.
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 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 training document 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 TRAINING DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO documents and presentation.
2. The kit takes care of all the sections and sub-sections of ISO 22316:2017 standards and helps you to establish better system.
3. This training documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents and presentation as per their industry requirements and create their own ISO 22316:2017 documents for their organization.
4. It will save much cost in document and presentation 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 25 years in the ISO 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 training 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 training 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 →



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