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Chapter-1.0 CONTENTS ISO 27001: 2022 ISMS DOCUMENT KIT (More than 160 document files)

A. The entire Editable Document kit has 14 main directories as below.

Sr. No.	List of Directory	Document of Details	
1.	ISMS Manual	14 files in MS Word	
2.	Information Security Policy	29 policies in MS Word	
3.	ISMS Procedures	20 procedures in MS Word	
4.	Standard Operating Procedures	09 SOPs in MS Word	
5.	Process Flow Charts	06 process flow chart in MS Word	
	Formats / Templates Name of departments	49 formats in MS Word / excel	
	System (SYS)	13 formats in MS Word	
	Information Security (IS)	13 formats in MS Word / excel	
6.	HR	05 formats in MS Word	
0.	Training (TRG)	05 formats in MS Word / excel	
	Marketing (MKT)	04 formats in MS Word	
	Purchase (PUR)	03 formats in MS Word	
	Software (SOFT)	04 formats in MS Word / excel	
	HW (Maintenance)	02 formats in MS Word / excel	
7.	Filled Formats	34 filled formats in MS Word / excel	
	ISMS Audit Checklist	More than 500 questions	
8.	ISMS good practices audit checklist		
0.	ISMS system auditing questions		
	ISMS controls audit checklist		
9.	Job Description	10 job description in MS Word	
10.	Sample MRM	02 files in MS word	
11.	Sample gap assessment report	01 file in MS excel	
12.	Filled sample risk sheet	02 files in MS excel	
13.	Filled Statement of applicability (SOA)	01 files in MS word	
14.	ISO 27001:2022 compliance matrix	01 file in MS excel	

Total 160 files quick download in editable form by e delivery

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B. Documentation: -

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 organization are certified globally in 1st trial with the help of our documents from any stringent certification audit. The ISO 27001:2022 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. All the documents are related to any kind of manufacturing/process industry.

1. ISMS Manual:

It covers sample copy of information security management system manual and clause wise details for how ISMS systems are implemented. It covers list of procedures as well as overview of organization and covers tier1 of ISMS documents

(A) Table of Contents

Chapter No.	Subject	Page No.		
4 to 10	Detail chapters explaining management commitment and at macro level how system is implemented to comply requirements	===		
	Annexure			
ANX-I	List of ISMS procedures	1 – 1		
ANX-II	Glossary of terms	1 – 2		
ANX-III	Process flow chart	1 – 4		

2. Information security Policies (29 policies)

It covers guideline for controls applied as per ISMS guidelines. The policy document templates are provided to frame the information security controls as listed below.

List of policies

1.	Policy/01	Acceptable Use Policy-Information Services	16.	Policy/16	LAN Policy
2.	Policy/02	Infrastructure Policy	17.	Policy/17	Training Policy
3.	Policy/03	Policy for Access Card	18.	Policy/18	Mobile Computing Policy
4.	Policy/04	Backup Policy	19.	Policy/19	Telework Policy
5.	Policy/05	Clear Desk and Clear Screen Policy	20.	Policy/20	Internet acceptable user policy
6.	Policy/06	Physical Media & Disposal Sensitive Data	21.	Policy/21	Messenger and E-mail
7.	Policy/07	Electronic Devices Policy	22.	Policy/22	Change Control
8.	Policy/08	Laptop Policy	23.	Policy/23	Freeware and Shareware Policy
9.	Policy/09	Password Policy	24.	Policy/24	IT Access Control Policy
10.	Policy/10	Patch Management	25.	Policy/25	Operation Security
11.	Policy/11	User Registration Access Management	26.	Policy/26	IT Incident Recording and Reporting Policy
12.	Policy/12	Policy for Working in Secured Areas	27.	Policy/27	Personally identifiable information policy (PII)
13.	Policy/13	Visitor Policy	28.	Policy/28	Data Protection Policy
14.	Policy/14	Work Station Policy	29.	Policy/29	Cloud Security Policy
15.	Policy/15	Cryptographic Policy		-	· •

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3. ISMS procedures (20 Procedures)

It covers sample copy of mandatory all the Information security management system procedures covering all the details as per ISMS requirements.

List of ISMS Procedures

1.	PRO/ISMS/01	Procedure for Management Review	11.	PRO/ISMS/11	Procedure for Organization Security
2.	PRO/ISMS/02	Procedure for Documented Information Control	12.	PRO/ISMS/12	Procedure for Assets Classification & Control
3.	PRO/ISMS/03	Procedure for Corrective Action	13.	PRO/ISMS/13	Procedure for Human Resource Security
4.	PRO/ISMS/04	Procedure for Control of Record	14.	PRO/ISMS/14	Procedure for Physical and Environmental Security
5.	PRO/ISMS/05	Procedure for Information Security Management System Internal Audit	15.	PRO/ISMS/15	Procedure for Communication & Operational Management
6.	PRO/ISMS/06	Procedure for Control of	16.	PRO/ISMS/16	Procedure for Access Control
0.	PRO/ISIVIS/00	Nonconformity and Improvement	10.		Procedure for Access Control
7.	PRO/ISMS/07	Procedure for Personnel and Training	17.	PRO/ISMS/17	Procedure for System Development and Maintenance
_		Procedure for Scope		PRO/ISMS/18	
8.	PRO/ISMS/08	Documentation for Implementation	18.		Procedure for Business Continuity Management Planning
9.	PRO/ISMS/09	Approach Procedure for ISMS Implementation	19.	PRO/ISMS/19	Procedure for Legal Requirements
10.	PRO/ISMS/10	Procedure for Risk Assessment	20.	PRO/ISMS/20	Procedure for ISMS change management

4. Standard Operating Procedures (09 SOPs)

It covers sample copy of SOPs to link with significant aspects issues in the organization. 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 SOPs

1.	SOP/01	SOP for Liaison with specialist organizations
2.	SOP/02	SOP for Group Internet and E-mail Usage
3.	SOP/03	SOP for Software configuration management
4.	SOP/04	SOP for Server hardening
5.	SOP/05	SOP for the Management of removable media
6.	SOP/06	SOP for the Handling of virus attacks
7.	SOP/07	SOP for Information security incident management
8.	SOP/08	SOP for Audit trails
9.	SOP/09	SOP for Business Continuity Plan

5. Process Flow Charts (06 Process Flow Charts)

It covers guideline for processes, process model. It covers process flow chart activities of all the main and critical processes with input-output matrix for manufacturing organization. It helps any organization in process mapping as well as preparing process documents for own organization.

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List of Process Flow Chart

1. E/QMS/02/BPO Tax Account Related BPO-Work

E/QMS/02/MKT Marketing
 E/QMS/02/PUR Purchase

E/QMS/02/SOFT Software Development
 E/QMS/02/TRG HRD and Training
 E/QMS/02/WEB Web Application

6. Blank Formats (49 Blank formats)

It covers sample copy of blank forms required to maintain records as well as 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 blank formats

<u>List of blank formats</u>				
Visitor Entry Register	26.	Security incident Investigation Form		
Employee leaving/transfer/termination Checklist	27.	Capacity Planning		
Employment confidentiality and Non-competition agreement	28.	Business Continuity Test Report		
Job Description and Specification	29.	ISMS Objective Monitoring Report		
Supplier confidentiality and Non-competition agreement	30.	Key Activities Input and Output		
Training Calendar	31.	Asset Identification and Classification		
Employees Competence Report	32.	Statement of Applicability report		
Induction Training Report	33.	Implementation of Recommended Controls		
Training Report	34.	Outsourced Service Details		
Skills Matrix Sheet	35.	Breakdown History Card		
Purchase Order	36.	Preventive Maintenance Checklist		
Material Inward / Outward Record	37.	Master List and Distribution List of Document		
Approved Supplier List	38.	Change Note		
Contract Review Checklist / Summery of Contract	39.	Corrective Action Report		
Customer Complaint Report	40.	Master List of Record		
Customer Feedback Form	41.	IS Objectives Plan		
Service level agreement	42.	Audit Plan / Program		
Software Project Plan and Review Approval Register	43.	ISMS Internal Audit NCR Report		
Minutes of meeting	44.	ISO 27001:2022 Audit Checklist Report		
Configuration Items List	45.	Continual Improvement Monitoring Log		
Change Request	46.	Change management request form		
Asset Identification and Classification	47.	Communication report		
Risk Assessment and Treatment Plant	48.	Minutes of meeting		
New User Creation Form	49.	List of licenses		
Media Disposal and Scrap Record				
	Visitor Entry Register Employee leaving/transfer/termination Checklist Employment confidentiality and Non-competition agreement Job Description and Specification Supplier confidentiality and Non-competition agreement Training Calendar Employees Competence Report Induction Training Report Training Report Skills Matrix Sheet Purchase Order Material Inward / Outward Record Approved Supplier List Contract Review Checklist / Summery of Contract Customer Complaint Report Customer Feedback Form Service level agreement Software Project Plan and Review Approval Register Minutes of meeting Configuration Items List Change Request Asset Identification and Classification Risk Assessment and Treatment Plant New User Creation Form	Visitor Entry Register Employee leaving/transfer/termination Checklist Employment confidentiality and Non-competition agreement Job Description and Specification Supplier confidentiality and Non-competition agreement Training Calendar Employees Competence Report Induction Training Report Training Report Skills Matrix Sheet Purchase Order Material Inward / Outward Record Approved Supplier List Contract Review Checklist / Summery of Contract Customer Complaint Report Customer Feedback Form Service level agreement Software Project Plan and Review Approval Register Minutes of meeting Configuration Items List Change Request Asset Identification and Classification Risk Assessment and Treatment Plant New User Creation Form 28. 27. 28. 28. 28. 28. 28. 29. 30. 29. 30. 30. 31. Employees Competition 30. 32. Induction Training Report 32. 33. 34. Skills Matrix Sheet 35. Purchase Order 36. 37. Approved Supplier List 38. Contract Review Checklist / Summery of Contract 40. Customer Feedback Form 41. Service level agreement 42. Software Project Plan and Review Approval Register Minutes of meeting 44. Configuration Items List 45. Change Request 46. Asset Identification and Classification 47. Risk Assessment and Treatment Plant 48. New User Creation Form 49.		

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7. Filled formats (34 Filled formats)

It covers sample copy of filled forms required to maintain records as well as establish control and make system in the organization. The filled 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 filled formats

1.	Asset Register and Evaluation – sample 1	18.	ISO/IEC 27001:2022 Audit Checklist Report
2.	Asset Identification and Classification – sample 2	19.	Communication report
3.	New User Creation Form	20.	Customer Complaint Report
4.	Media Disposal and Scrap record	21.	Customer Feedback Form
5.	Security incident & investigation form	22.	Approved Supplier List
6.	Capacity Planning	23.	Supplier registration form
7.	Business Continuity Test Report	24.	Training Calendar
8.	ISMS Objectives Monitoring Sheet	25.	Employees Competence Report
9.	Visitor Entry Register	26.	Induction Training Report
10.	Employee Leaving/Transfer/Termination Checklist	27.	Training Report
11.	Master List and Distribution List of Document	28.	Skills Matrix Sheet
12.	Change Note	29.	Breakdown History Card
13.	Corrective Action Report	30.	Preventive maintenance checklist
14.	Master List of Records	31.	Master Compliance Matrix
15.	Objective Plan	32.	People Assets
16.	Audit Plan / Program	33.	Scope Document for ISMS Implementation
17.	ISMS Internal Audit Non-Conformity Report	34.	Vulnerability Assessment Tools List

8. Audit Checklist (More than 500 Audit check list questions)

ISMS requirement wise as well as technical audit checklist and best practices are given.

- ISMS Good Practices Audit Checklist
- ISMS Clausewise
- 3. Controls Audit Checklist

9. Job description (10 job description)

It covers sample copy of job descriptions. List given below;

List of job description

1.	Job description for Director	10.	Job description for Marketing & business development manager
2.	Job description for Finance & Account manager	11.	Job description for Networking Engineer
3.	Job description for HR Head	12.	Job description for Project Manager
4.	Job description for IS Manager	13.	Job description for QC Head
5.	Job description for IT consultant	14.	Job description for Software Developer

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10. Sample MRM

It covers sample copy management review meeting, agenda of management review meeting and objective review.

11. Sample Gap assessment report

It covers sample copy gap assessment report as per information security management system requirements.

12. Filled sample risk sheet

It covers sample copy filled risk assessment and treatment plan as per information security management system requirements.

13. Filled Statement of applicability (SOA)

It covers sample copy filled statement of applicability (SOA) as per information security management system requirements.

14. ISO 27001:2022 compliance matrix

The ISO 27001:2022 requirement wise list of documented information reference of this kit is given in compliance matrix for ready reference to user 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 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.

- 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.

Global Manager Group 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

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- For better visual impact, you may keep the setting at high color.

B. Software

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- 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 27001:2022 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 27001:2022 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 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 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.

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