

D161: DEMO OF ISO 55001:2024 DOCUMENTATION KIT **Price 699 USD**

Totally editable documentation package to establish Asset management system
Completely editable documentation toolkit (Asset Manual, Procedures, Process Approach,
Plans, Exhibits, Blank Forms, Job Descriptions, etc.)

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Chapter-1.0 CONTENTS OF ISO 55001:2024 DOCUMENTATION KIT (More than 95 document files)

A. This editable documentation kit has 12 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	Asset Manual	21 Files in MS word
2.	Procedures	10 Procedures in MS word
3.	Process approach	04 Process Approaches in MS word
4.	Plan	01 Files in MS word
5.	Exhibits	07 Exhibits in MS word
6.	Blank Formats /Templates Name of departments	37 Blank Formats in MS word / excel
	AMS	16 formats in MS word / excel
	Training	06 formats in MS word
	Outsource	04 formats in MS word
	Asset	07 formats in MS word
	Engineering	04 formats in MS word
7.	Job descriptions	09 Job Descriptions in MS Word
8.	Management Review Agenda & Minutes	02 Files in MS word
9.	ISO 55001:2024 Audit Checklist	more than 500 questions
10.	Strategic Asset Management Plan (SAMP) Monitoring Report	01 Files in MS word
11.	Sample Risk Assessment Sheet	01 File in MS Excel
12.	ISO 55001:2024 document compliance matrix (Requirement wise reference documented information)	01 File in MS Excel

Total 95 files in editable form; Quick Download by e-delivery

For more information about ISO 55001:2024 Documentation kit [Click Here](#)

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B. Documented information package:

Our documentation kit comprises sample documents required for ISO 55001:2024 certification as listed below. **All documents are in MS word / excel format and you can edit them.** You can make changes as per your company's needs and **within few days your entire documents** with all necessary system requirements can become ready. In the ISO 55001:2024, at few places, documented information is required. 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.

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

1. Asset Manual (10 Chapters and 11 Annexure):

This is a sample copy of asset management system manual which gives clause-wise details of how ISO 55001:2024 system is implemented. It covers the asset management system, sample policy, objectives, scope, organization structure as well as how each requirement from clause no. 4 to 10 of ISO 55001:2024 is implemented at macro level in the organization. The manual covers ISO 55001:2024 documents for tier-1 of documented information. It has total 10 chapters covering company profile, amendment sheet, index, and clause-wise details on how ISO 55001:2024 system is implemented in an organization.

(A) Table of Contents

Chapter No.	Subject	Page No.	ISO 55001 Clause Reference
1	Company profile	1 – 3	=====
2	Table of contents	1 – 2	=====
3	Control and distribution	1 – 3	=====
4 to 10	Detail chapters explaining management commitment and at macro level how system is implemented to comply requirements	=====	4.0 to 10.0
<u>Annexure</u>			
ANX-I	List of Documented Information	1 – 1	=====
ANX-II	Glossary of Terms and Definitions	1 – 1	=====
ANX-III	Company's Activity Process Flow Chart	1 – 2	=====
ANX-IV	Asset Policy	1 – 1	=====
ANX-V	Organization Structure	1 – 1	=====
ANX-VI	Types of Assets	1 – 1	=====
ANX-VII	Organizational Strategic Plans & Objectives	1 – 1	=====

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ANX–VIII	Asset Life Cycle	1 – 1	=====
ANX–IX	Asset Management System Implementation	1 – 1	=====
ANX–X	Organizational Strategic Plan / Asset Management Model	1 – 1	=====
ANX–XI	Asset Non-Conformance Process	1 – 1	=====

Note → The amendment number given above is at the time of issue of this manual. If any page is amended then latest amendment number of such pages is recorded in amendment record sheet and on the table of content given above.

2. Procedures (10 procedures):

Sample copies of mandatory procedures as per ISO 55001:2024 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 Management Review
2. Procedure for Document and Data Control
3. Procedure for Corrective Action & Preventive Action
4. Procedure for Control of Asset Records
5. Procedure for Internal Asset Audit
6. Procedure for Training
7. Procedure for Risk Management (Identification, assessment, evaluation, and monitoring)
8. Procedure for Management of Fixed Assets
9. Procedure for Control of Nonconforming Assets
10. Procedure for Asset Management

3. Process approach (04 process approach)

It covers guideline for processes, flow chart and process model useful for process mapping. It includes process flow chart and activities of all the main and critical processes as listed below.

List of process approach

1. Process flow chart for AMS Coordinator Processes
2. Process flow chart for Engineering
3. Process flow chart for Outsourcing Activity
4. Process flow chart for Training Activity

4. Plan:

It includes the complete strategic asset management plan / continual improvement plan.

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5. Exhibits (07 exhibits)

It covers stakeholders' needs & expectations, documented scope of work, etc.

List of exhibits

1. Exhibit for Stakeholders' needs & expectations
2. Exhibit for Document identification and codification system
3. Exhibit for Documented scope of work
4. Exhibit for Organization knowledge
5. Exhibit for Communication matrix
6. Exhibit for Skill requirements
7. Exhibit for Multi skill requirements

6. Blank sample formats for all the departments (37 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 37 blank formats are provided as per the list given below.

List of blank formats

- | | |
|---|---|
| 1. Master List & Distribution List of Documents | 20. Job Description & Specification |
| 2. Change Note | 21. Training Report |
| 3. Calibration Status of Instruments / Equipment | 22. Multi Skill Analysis |
| 4. Master List of Records | 23. Purchase Order (External Provider) |
| 5. Asset Objectives Monitoring Sheet | 24. External Provider List |
| 6. Audit Plan / Schedule | 25. External Provider Registration Form |
| 7. ISO 55001:2024 AMS Clause wise Audit Review Report | 26. External Provider Rating |
| 8. AMS Internal Quality Audit Non-Conformity Report | 27. Asset Inventory Register |
| 9. Strategic Asset Management Plan | 28. Asset Identification Tag |
| 10. Corrective Action Report | 29. Asset Transfer Form |
| 11. List of Asset | 30. Asset Disposal Form |
| 12. Communication Report | 31. Organization Staff Purchase Asset |
| 13. Management Review Meeting | 32. Disposal of Non-Conforming Asset |
| 14. Risk Analysis Sheet | 33. Hardware Inventory List |
| 15. Preventive Action Report | 34. Breakdown History Card |
| 16. SAMP Monitoring Report | 34. Preventive Maintenance Schedule |
| 17. Training Calendar | 36. Equipment Wise Preventive Maintenance Checkpoints |
| 18. Employee Wise Training & Competence Record Sheet | 37. Equipment Inventory List |
| 19. Induction Training Report | |

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7. Job descriptions (09 job descriptions)

It covers sample copy of job descriptions covering 09 different categories of personnel. Responsibilities and authorities for each category/position are given in the job description for respective position. All job descriptions are listed below:

List of Job Descriptions

1. Job description for Accountant
2. Job description for Asset Engineer
3. Job description for Asset Manager
4. Job description for Director / CEO
5. Job description for Contractor (Maintenance Activity)
6. Job description for Finance Manager
7. Job description for HRD In-charge / Admin In-charge
8. Job description for Legal Manager
9. Job description for Purchase Head / Procurement

8. Management Review Agenda & Minutes

It covers sample copy of management review meeting agenda and minutes.

9. ISO 55001:2024 Audit Checklists (More than 500 Questions)

Two questionnaires, one comprising ISO 55001:2024 requirement wise question and the second comprising department wise questions, are provided in the kit. These checklists will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. The questions are prepared on the basis of ISO 55001:2024. It can be logically used for auditing during internal audit for ISO 55001:2024 to establish proper audit trail.

10. Strategic Asset Management Plan (SAMP) Monitoring Report

It cover sample copy of Strategic Asset Management Plan (SAMP) Monitoring Report.

11. Sample risk assessment sheet

A ready-to-use risk template in editable form is given to prepare the risk document for the organization. It is given in an excel format and can be used as a template.

12. ISO 55001:2024 compliance matrix

This compliance matrix contains ISO 55001:2024 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.

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 55001:2024 documents.
2. The kit takes care of all the sections and sub-sections of ISO 55001:2024 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 55001:2024 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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