

DEMO OF IATF 16949:2016 DOCUMENT KIT

A complete editable documented Information package (Quality manual, annexure of QM, procedures, process, process approach, exhibits, work instruction, plan, format, audit checklist, etc.)

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Chapter-1.0 CONTENTS OF IATF 16949:2016 DOCUMENT KIT (More than 182 document files)

A. The Total Editable Document kit has 12 main directories as below:

Sr. No.	List of Directory	Details of Documents
1.	Quality Manual	01 Files in MS-Word
2.	Annexure of Quality manual	15 Files in MS-Word
3.	Procedures	20 Procedures in MS-Word
4.	Process	28 Process in MS-Word
5.	Process Flow Chart	13 process flow chart in MS-Word
6.	Exhibits	04 exhibits in MS-Word
7.	Work Instruction	32 Work Instruction in MS-Word
	Production	29 Work Instruction in MS-Word
	Quality Control	03 Work Instruction in MS-Word
8.	Plan	06 Plan in MS-Word / Excel
9.	Blank Formats /Templates to retain documented information Name of departments	60 Blank formats in MS-Word / Excel
	Management Representative / QMS	24 Formats in MS-Word / Excel
	HR & Training	09 Formats in MS-Word
	Purchase	08 Formats in MS-Word
	Sales & Marketing	05 Formats in MS-Word
	Production	03 Formats in MS-Word
	Quality Control	02 Formats in MS-Word
	Design & Development	02 Formats in MS-Word
	Maintenance	03 Formats in MS-Word
	Packing & Dispatch	02 Formats in MS-Word
	Stores	04 Formats in MS-Word
10.	IATF 16949:2016 Audit Checklist	More than 350 questions
11.	Sample Risk Assessment sheet	01 File in MS-Excel
12.	IATF 16949:2016 document compliance matrix (Requirements wise reference documented information)	01 File in MS-Word

Total 182 files in editable form for Quick Download by e-delivery

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B. Documented information package: -

Our document kit comprises sample documents required for IATF 16949:2016 certification for automobile sector as listed below. **All documents are in MS-Word / excel format and you can edit it.** You can do changes as per your company needs and **within few days your entire documents** with all necessary system requirement scan be made ready. In the IATF 16949:2016, at few places, documented information are required. But for making better system, we have provided many templates from which a user can select to make own system with minor changes. Now, IATF 16949:2016 standard is not requiring manual,procedures, etc. It requires 2 type of documented information as listed below.

1. **Maintain documented information (including procedures at few places) Scope, quality manual, process, policy etc.)**
2. **Retain documented information (Forms - templates)**

Under this directory, further files are made in the Word Document as per the details listed below which you can edit it. All the documents are related to manufacturing / process industry.

1. Quality Manual (10 Chapters):

It covers sample copy of quality manual and clause-wise details on how IATF 16949:2016 systems are implemented. It covers the context of organization, sample policy, objectives, scope; organizations structure as well as macro level each requirement from 4 to 10 of IATF 16949:2016 on how it is implemented in the organization. It covers IATF 16949:2016 documents for tier-1. It has total 10 chapters that cover company profile, amendmentsheet, index, clause wise details as per IATF 16949:2016 for implementation. It covers sample copy of quality manual and clause-wise details on how IATF 16949:2016 systems are implemented.

(A) Table of Contents

Chapter No.	Subject	Amendment No.	Page No.	IATF 16949:2016 Clause Ref.
1	General Information	00	2-7	=====
2	Authorization Statement and GEC Profile	00	8-9	=====
3	Control & Distribution	00	10-11	=====
4.0	Context of the organization			
	4.1	Understanding the organization and its context	00	12-17
	4.2	Understanding the need and expectations of interested parties	00	
	4.3	Determining the scope of the quality		
				4.0

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		management system				
	4.3.1	Determining the scope of the quality management system – supplemental	00			
	4.3.2	customer-specific requirements	00			
	4.4	Quality management system and its processes				
5.0	Leadership		00	18-21	5.0	
	5.1	Leadership and commitment	00			
		5.1.1	General			
		5.1.2	Customer focus			
	5.2	Policy	00			
		5.2.1	Establishing the quality policy			
		5.2.2	Communicating the quality policy			
	5.3	The organizational roles, responsibilities, and authorities				00
	5.3.1	Organizational roles, responsibilities, and authorities – supplemental	00			
	5.3.2	Responsibility and authority for product requirements and corrective actions	00			
6.0	Planning		00	21-24	6.0	
	6.1	Actions to address risks and opportunities	00			
	6.2	Quality objectives and planning to achieve them	00			
	6.3	Planning of changes	00			
7.0	Support		00	25-37	7.0	
	7.1	Resources	00			
		7.1.1	General			
		7.1.2	People			
		7.1.3	Infrastructure			
		7.1.4	Environment for the operation of processes			
		7.1.5	Monitoring and measuring resources			
		7.1.6	Organizational knowledge			
	7.2	Competence				00
		7.2.1	Competence – supplemental			
		7.2.2	Competence – on-the-job training			
		7.2.3	Internal auditor competency			
		7.2.4	Second-party auditor competency			
7.3	Awareness		00			

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		7.3.1	Awareness – supplemental				
		7.3.2	Employee motivation and empowerment				
	7.4	Communication		00			
	7.5	Documented information		00			
		7.5.1	General	00			
		7.5.2	Creating and updating	00			
		7.5.3	Control of documented information	00			
8.0	Operation			00	37-40	8.0	
	8.1	Operational planning and control		00			
	8.2	Requirements for products and services		00			
		8.2.1	Customer communication	00			
		8.2.2	Determining the requirements for products and services	00			
		8.2.3	Review of the requirements for products and services	00			
		8.2.4	Changes to product and service requirements	00			
8.0	8.3	Design and development of products and services		00	40-64	8.0	
		8.3.1	General	00			
		8.3.2	Design and development planning	00			
		8.3.3	Design and development inputs	00			
		8.3.4	Design and development controls	00			
		8.3.5	Design and development output	00			
		8.3.6	Design and development changes	00			
		8.4	Control of externally provided processes, products and services				00
			8.4.1	General			00
			8.4.2	Type and extent of control			00
			8.4.3	Information for external providers			00
		8.5	Production and service provision				00
			8.5.1	Control of production and service provision			00
			8.5.2	Identification and traceability			00
		8.5.3	Property belonging to customers or external providers	00			
		8.5.4	Preservation	00			
		8.5.5	Post-delivery activities	00			
		8.5.6	Control of changes	00			
8.0	8.6	Release of products and services		00		8.0	

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	8.6.1	Release of products and services – supplemental	00			
	8.6.2	Layout inspection and functional testing	00			
	8.6.3	Appearance items	00			
	8.6.4	Verification and acceptance of conformity of externally provided products and services	00			
	8.6.5	Statutory and regulatory conformity	00			
	8.6.6	Acceptance criteria	00			
	8.7	Control of nonconforming outputs	00			
9.0	Performance evaluation		00	64-70	9.0	
	9.1	Monitoring, measurement, analysis and evaluation	00			
		9.1.1	General			00
		9.1.2	Customer satisfaction			
		9.1.3	Analysis and evaluation			00
	9.2	Internal audit	00			
	9.3	Management review	00			
		9.3.1	General			
		9.3.2	Management review inputs			
		9.3.3	Management review outputs			
10.0	Improvement		00	70-74	10.0	
	10.1	General	00			
	10.2	Nonconformity and corrective action				
	10.3	Continual improvement	00			

2. Annexure of Quality Manual (15 Annexure):

It covers sample copy of quality manual annexure on how IATF 16949:2016 systems are implemented. It covers the context of list of documented information, Glossary of terms and Definitions, Quality Policy, Organization Structure, Organization Knowledge, Communication Matrix, corporate responsibility policy, List of Interested parties, Internal Laboratory Scope, List of Process Owner as per requirements of IATF 16949:2016 on how it is implemented in the organization. It covers IATF 16949:2016 documents for tier-1. It has total 15 annexure.

List of Annexure

Anx-I	List of Documented Information	00	1 – 4	=====
Anx-II	Glossary of terms and Definitions	00	1 – 7	=====
Anx-III	Process Flow Chart	00	1 – 2	=====

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Anx-IV	Quality Policy	00	1 – 1	=====
Anx-V	Organization Structure	00	1 – 1	=====
Anx-VI	Organization Knowledge	00	1 – 4	=====
Anx-VII	Communication Matrix	00	1 – 4	=====
Anx-VIII	Policy On Anti Bribery	00	1 – 1	=====
Anx-IX	Policy On Employee Code Of Conduct	00	1 – 3	=====
Anx-X	Ethical Escalation Policy	00	1 – 1	=====
Anx-XI	Whistle Blowing Policy	00	1 – 1	=====
Anx-XII	List of Interested parties	00	1 – 2	=====
Anx-XIII	Record Retention Policy	00	1 – 2	=====
Anx-XIV	Internal laboratory Scope	00	1 – 2	=====
Anx-XV	List of Process Owner	00	1 – 1	=====

3. Procedures (20 procedures):

It covers a sample copy of mandatory procedures as per IATF 16949:2016 covering 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 is as below.

List of Procedures

1. PRO/QMS/01 Document and Data Control
2. PRO/QMS/02 Corrective & Preventive Action
3. PRO/QMS/03 Internal Audit
4. PRO/QMS/04 Management Review
5. PRO/QMS/05 Control of Records
6. PRO/QMS/06 Control Of Monitoring And Measuring Equipment
7. PRO/QMS/07 Risk Management
8. PRO/QMS/08 Training
9. PRO/QMS/09 Contingency Plan
10. PRO/QMS/10 Communication
11. PRO/QMS/11 Failure Mode effect Analysis
12. PRO/QMS/12 Control Plan
13. PRO/DND/01 Design & Development Procedure
14. PRO/PRD/01 Control of Non-Conforming Products and Services
15. PRO/MKT/01 Customer Survey
16. PRO/MKT/02 Contract Review
17. PRO/PUR/01 Purchasing
18. PRO/STR/01 Identification of products

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19. PRO/STR/02 Traceability
20. PRO/STR/03 Preservation

4. Process (28 process templates)

It covers guideline for processes interaction model useful for process input and output. It covers activities of all the main and critical processes as listed below with input-output matrix for organization. It helps any organization in process mapping as well as preparing process documents for own organization. In Input and output matrix list of documents input and output as well as interlink age of documents with other departments are given.

List of process

- | | | |
|-----|---|------------|
| 1. | Interaction of Processes | PRS/MNT/01 |
| 2. | Managing Calibration and Verification Records | PRS/QC/01 |
| 3. | Competences | PRS/HR/01 |
| 4. | Employee Motivation & Empowerment | PRS/HR/02 |
| 5. | Internal Auditor Competency | PRS/QMS/01 |
| 6. | Statutory & Regulatory Requirements (Process to Ensure That Purchased Products, Processes, And Services Conform The Current Applicable Statutory and Regulatory Requirements in the Country of Receipt ,the country of Shipment and the Customer Identified Countries of destination) | PRS/QMS/02 |
| 7. | Control Of Changes | PRS/QMS/03 |
| 8. | Internal Audit Program | PRS/QMS/04 |
| 9. | Continual Improvement Process | PRS/QMS/05 |
| 10. | Second party audits process | PRS/QMS/06 |
| 11. | Review, Distribution and implementation of All Customer Engineering Standard / Specification | PRS/MKT/01 |
| 12. | Design & Development Process | PRS/DND/01 |
| 13. | Manufacturing Process Design Input Requirements | PRS/DND/02 |
| 14. | Product Safety | PRS/PRD/01 |
| 15. | Process to identify, Document and Implement Special Characteristics | PRS/PRD/02 |
| 16. | Identification and Traceability Process | PRS/PRD/03 |
| 17. | Control Of Reworked Product | PRS/PRD/04 |
| 18. | Control Of Repaired Product | PRS/PRD/05 |
| 19. | Nonconforming Product Disposition | PRS/PRD/06 |
| 20. | Problem Solving | PRS/PRD/07 |
| 21. | Error Proofing | PRS/PRD/08 |
| 22. | Total Productive Maintenance | PRS/PRD/09 |
| 23. | Identify ,Document and Maintain a list of Process Controls, Including Inspection Measuring, Test and Error-Proofing devices that includes the primary Process Control and Approval Back-Up or Alternate Methods | PRS/PRD/10 |
| 24. | Contingency Plan | PRS/PRD/11 |
| 25. | Maintenance Objectives | PRS/PRD/12 |

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26.	Supplier Selection Process	PRS/PUR/01
27.	Process to Indentify Outsourced Processes	PRS/PUR/02
28.	Supplier Monitoring	PRS/PUR/03

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5. Process approach (13 process approach templates)

It covers guideline for processes, flow chart and process model useful for process mapping. It covers process flow chart and activities of all the main and critical processes as listed below with input-output matrix for organization. It helps any organization in process mapping as well as preparing process documents for own organization. In Input and output matrix list of documents input and output as well as interlink age of documents with other departments are given.

List of process approach

- | | | |
|-----|------------------|--|
| 1. | E/QMS/02/CSD | Process Flow Chart of Customer Service |
| 2. | E/QMS/02/DES | Process Flow Chart of Dispatch |
| 3. | E/QMS/02/DND | Process Flow Chart of Design And Development |
| 4. | E/QMS/02/ENG | Process Flow Chart of Engineering |
| 5. | E/QMS/02/MKT | Process Flow Chart of Marketing |
| 6. | E/QMS/02/MR | Process Flow Chart of Manage Management Representative |
| 7. | E/QMS/02/PRD | Process Flow Chart of Production |
| 8. | E/QMS/02/DND(PR) | Process Flow Chart of Process Design |
| 9. | E/QMS/02/PUR | Process Flow Chart of Purchase |
| 10. | E/QMS/02/QCD | Process Flow Chart of Quality Control |
| 11. | E/QMS/02/STR | Process Flow Chart of Stores |
| 12. | E/QMS/02/SUB | Process Flow for Subcontractor |
| 13. | E/QMS/02/TRG | Process Flow for Training Activity |

6. Exhibits (04 exhibits)

It covers Skill Requirements, Multi skill requirements, Document Identification and Codification System and Defect wise Disposal Of Non-Conforming Products & Services etc.

List of exhibits

1. Exhibit for Skill requirements
2. Exhibit for Multi skill requirements
3. Exhibit for Document Identification and Codification System
4. Exhibit for Defect wise Disposal Of Non-Conforming Products & Services

7. Work Instruction (29 work instruction for production and 03 for Q.C)

It covers machine wise operation work instruction for how to perform work on machine by operator.

List of work instruction

Production

- | | | | | | |
|----|----------|---|-----|----------|--|
| 1. | W/PRD/01 | Cincinnati Center Less Grinding machine | 16. | W/PRD/16 | Roundness Tester |
| 2. | W/PRD/02 | I.B.G. – 3 Bore grinding Machine | 17. | W/PRD/17 | Scar loss Center Less grinding machine |
| 3. | W/PRD/03 | IBG in Bore Dept. | 18. | W/PRD/18 | Outer Track Honing |

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Machine (Siebu – 1)

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4.	W/PRD/04	Inner Track in External Dept.	19.	W/PRD/19	Inner Track Honing Machine (Siebu – 2)
5.	W/PRD/05	Outer Track in O/R Dept.	20.	W/PRD/20	Bore grinding Machine (Sunrise China – 2)
6.	W/PRD/06	Initial Job Set Up	21.	W/PRD/21	I.B.G. – 1 Bore grinding Machine
7.	W/PRD/07	inner track grinding machine (gendrone) INNER TRACK	22.	W/PRD/22	I.B.G. – 4 Bore grinding Machine
8.	W/PRD/08	Grinding Machine (Toyoda)	23.	W/PRD/23	Roundness Tester
9.	W/PRD/09	Micron – 1 grinding machine	24.	W/PRD/24	Outer track Grinding Machine (Toyo O/R – 02)
10.	W/PRD/10	Nippy Duplex Surface Grinding Machine.	25.	W/PRD/25	Outer track Grinding Machine (Toyo O/R – 02)
11.	W/PRD/11	Parivartan Surface Grinding Machine.	26.	W/PRD/26	Outer track Grinding Machine (Toyo O/R – 04)
12.	W/PRD/12	Outer Track Honing Machine (Pragati – 1)	27.	W/PRD/27	Tools (Back Plate)
13.	W/PRD/13	Inner Track Honing Machine (Pragati – 2)	28.	W/PRD/28	Tools (Quill)
14.	W/PRD/14	Profile Projector	29.	W/PRD/29	Tools (Shoe)
15.	W/PRD/15	Roughness Tester			
Quality Control					
1.	W/QCD/01	Incoming Inspection And Testing	3.	W/QCD/03	Final Inspection & Testing
2.	W/QCD/02	In Process testing			

8. Plan (06 plan templates)

It covers a sample copy of plans are required to establish control and create system in the organization for monitoring and measuring. The samples given are guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 06 plans are provided as per the list given below

List of plans

1. CAP/01 Calibration plan
2. CNP/01 Contingency Plan
3. CP/01 Control Plan
4. MSA/01 Measurement system analysis plan

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5. PP/01 Preservation plan
6. VP/01 Verification plan

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9. Blank sample formats for all the departments (60 sample formats)

It covers a sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples given are guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 60 blank formats are provided as per the list given below.

List of blank formats

QMS & MR			
1.	Master List & Distribution List of Documents	13.	List for Control of Customer Supplied Documents
2.	Change Note	14.	Communication Report
3.	Calibration Status of Instrument / Equipment	15.	Management review meeting
4.	Master List of Records	16.	Risk analysis Sheet
5.	Quality Objectives Monitoring Sheet	17.	Preventive Action Report
6.	Internal Audit Plan / Schedule	18.	Product / Process Audit Plan / Schedule
7.	IATF 16949:2016 QMS Clause wise Audit Review Report	19.	Product Process Audit Check List
8.	Internal Quality Audit Non-Conformity Report	20.	PP Quality Audit Non-Conformity Report
9.	Quality Objective Plan	21.	Potential Failure Mode Effects Analysis Sheet
10.	Corrective Action Report	22.	Process Control Plan
11.	List of Legal License / certificates	23.	List of Qualified Internal Auditor and Criteria
12.	List of External Origin Documents	24.	List of Applicable Statutory and Regulatory Requirements
HR & Training			
1.	Training Calendar	5.	Training Attendance Sheet
2.	Training Need Cum Record Sheet	6.	Performance Appraisal Report – Functional Heads
3.	Induction Training Report	7.	Performance Appraisal Report – Staff
4.	Job Description And Specification	8.	Manpower Requirement Form
5.	Multi Skill Analysis		
Purchase			
1.	Purchase Order	5.	Annual Purchase order

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2.	Indent and Incoming Inspection Record	6.	Job Work Contract
3.	Approved external provider list & Annual purchase order	7.	Sub Contractor Audit Report
4.	External Provider Registration Form	8.	Vendor Rating
Sales & Marketing			
1.	Enquiry / Contract Review Report	4.	Customers property monitoring Register
2.	Customer Complaints Report	5.	List of Customers with Specific Requirements
3.	Customer Feedback Form		
Production			
1.	Disposal of Non-Conforming of Product & Service	3.	Production Plan
2.	Disposal of Non-Conforming of Product & Service-Customer Returns Good	4.	
Quality Control			
1.	Incoming Inspection & Testing Report	2.	Final Inspection & Testing Report
Design & Development			
1.	Design And Development Plan	2.	Design Review Minutes Of Meeting – Stage Wise Report
Maintenance			
1.	Breakdown History Card	3.	Equipment Wise Preventive Maintenance Check Point
2.	Preventive Maintenance Schedule		
Packing & Dispatch			
1.	Packing Report / Slip	2.	Invoice / Bill
Stores			
2.	Gate Pass	5.	Preservation Assessment Report
3.	Material Issue Slip	6.	Goods Receipt Note

10. IATF 16949:2016 Audit Checklist (More than 350 Questions)

This covers audit questions based on the IATF 16949:2016 requirements for each department as per the list of departments given below. 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 350 Questions are prepared on the basis of IATF 16949:2016. It can be logically used for auditing during internal audit for IATF 16949:2016 to establish proper audit trail

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11. Sample risk assessment sheet

The 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. IATF 16949:2016 document compliance matrix

The IATF 16949:2016 clause requirement wise list of documented information reference of this kit is given in the compliance matrix for easy reference of user to understand how this system is made.

Chapter-2.0 ABOUT COMPANY

Joinconsultant is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 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, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries**. **Our ready-made training and editable document kit helps the client in making their documents with ease and makes 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 2700 companies** globally. We have clients **in more than 36 countries**.
2. We are a highly qualified team of 60 members (M.B.A., Degree engineers). Our owner 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. 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.

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Joinconsultant is committed for:

1. Personal involvement & commitment from the day one
2. Optimum charges
3. Professional approach
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

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 of 10 GB hard disk space.
- For better visual impact of the PowerPoint slides, you may keep the setting of colour image at high colour.

B. Software: -

- Documents are written in MS-Office 2003 and Windows XP programs. You are, therefore, required to have MS-Office 2003 or above versions 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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