DEMO OF ISO/IEC 17065:2012 DOCUMENT KIT

Totally editable documentation package for quick process improvement to implement the system
Completely editable document toolkit
(Quality Manual, procedures, exhibits, work instructions, blank forms, job descriptions, audit checklists, etc.)

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Chapter-1.0 CONTENTS OF ISO/IEC 17065:2012 DOCUMENT KIT
(More than 75 document files)

A. This editable documentation kit has 8 main directories in Word/Excel, as below:

ISO/IEC 17065:2012 Editable Document kit for Conformity assessment — Requirements for bodies certifying products, processes and services

Sr. No.	List of Directory	Document of Details
1.	**Quality Manual**	**01 files in MS Word**
2.	**Procedures**	**15 Procedures in MS Word**
3.	**Exhibits**	**09 Exhibits in MS Word**
4.	**Work Instruction**	**02 Work instructions in MS Word**
5.	**Formats**	**43 formats in MS Word / excel**
	Certification process (CSD)	06 formats in MS Word
	Purchase (PUR)	06 formats in MS Word
	Training (TRG)	10 formats in MS Word
	Management (SYS)	17 formats in MS Word / excel
	Operation (OPN)	04 formats in MS Word
6.	**Audit checklist**	**More than 250 audit questions**
7.	**Job descriptions**	**07 Job descriptions in MS Word**
8.	**ISO/IEC17065:2012 document compliance matrix (Requirement wise reference documented information)**	**01 File in MS Excel**
	Total 75 files in editable form; Quick Download by e-delivery	

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B. Documentation:-

Our document kit is having sample documents required for ISO/IEC 17065:2012certification as listed below. **You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready and many organization are certified globally in 1st trial** with the help of our documents from any kind of stringent certification audit.

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. QualityManual:

It covers sample copy of quality manual for conformity assessment — Requirements for bodies certifying products, processes and services. It describes how all requirement of ISO/IEC 17065:2012 standard for conformity assessment — Requirements for bodies certifying products, processes and services. It covers list of procedures as well as overview of organization and covers tier1 of ISO/IEC 17065:2012 documents.

ISO/IEC 17065:2012 Manual Index

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2. Procedures (15 Procedures):

It covers sample copy of mandatory procedures covering all the details of ISO/IEC 17065:2012 standard.

1. Procedure for review of request, tenders and contract for the product certification
2. Procedure for non–discriminatory condition and equal opportunities
3. Procedure for the granting, maintaining, recertifying, expanding and reducing the scope of the certification, and suspending or withdrawing the certification

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4. Procedure for receive, evaluate and make decision on complaints
5. Procedure for receive, evaluate and make decision on appeals
6. Procedure for personnel and training
7. Procedure for procuring of externally provided products and services
8. Procedure for document and data control
9. Procedure for control of records
10. Procedure for management review meeting
11. Procedure for internal audit
12. Procedure for corrective action
13. Procedure for preventive action
14. Procedure for the use of information and communication technology for the auditing and assessment purpose
15. Procedure for conducting a remote audit in the event of an extraordinary occurrence

3. Exhibits (09 Exhibits):

It covers sample copy of exhibits covering all the details of ISO/IEC 17065:2012 standard.

List of Exhibits

1. Use of certificate, marks of conformity
2. Impartiality policy
3. Non–discriminatory policy
4. Certification scheme
5. Employee competence requirements
6. Document codification system
7. Calibration periodicity
8. Confidentiality policy
9. Committee formation

4. Work Instructions (02 Work instructions):

It covers sample operating procedures covering all the specific practice areas and provides details for operation of training organization.

List of work instructions

1. Work Instruction for evaluator qualification
2. Work Instruction for Sub contractor job responsibility

5. Blank Formats (43 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.

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List of Formats

1.	Product certification agreement	2.	Minutes of Meeting
3.	Complain report	4.	Audit plan / schedule
5.	Customer feedback report	6.	Internal Audit Non–Conformity Report
7.	Certificate of Conformity	8.	Clause-wise Document-wise Audit Review Report
9.	Incident report	10.	Clause-wise audit report – Management requirements
11.	Appeal report	12.	Clause-wise audit report – Certification requirements
13.	Purchase Order	14.	Corrective Action Report
15.	Indent – Purchase Requisition	16.	Preventive Action Report
17.	Approved External Providers List	18.	Calibration Status of Equipment
19.	Supplier Registration Form	20.	Risk assessment and opportunity sheet
21.	Supplier Evaluation Report	22.	Impartiality check report
23.	Verification Report	24.	Training Calendar
25.	Evaluation plan	26.	Training Report
27.	Evaluation report	28.	Induction Training Report
29.	Non–conformity report	30.	Job Description And Specification
31.	Evaluation checklists	32.	Skill Matrix
33.	Master List and Distribution List of Documents	34.	Impartiality and Confidentiality Agreement
35.	Change Note	36.	Appointment Letter
37.	Periodic document review report	38.	Employees Competence Report
39.	Master List of Records	40.	Competence assessment report
41.	Objectives monitoring report	42.	Interview report
43.	Circular		

6. Audit checklist (more than 250 questions)

It covers sample audit questions based on all the ISO/IEC 17065 requirements. It helps the auditor to make own audit checklist for quick and perfect auditing to ensure all the ISO/IEC 17065 requirements are fulfilled by the organization.

7. Job descriptions (07 Job descriptions):

It covers sample copy of exhibits covering all the details of ISO/IEC 17065:2012 standard.

List of Job descriptions

1. Job descriptions for Managing director
2. Job descriptions for Impartiality committee
3. Job descriptions for Certification committee
4. Job descriptions for Management Representative
5. Job descriptions for Certification Manager
6. Job descriptions for Technical Evaluator
7. Job descriptions for Management System Auditor

8. ISO/IEC 17065:2012 Compliance Matrix

This compliance matrix contains ISO/IEC 17065 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

Joinconsultant 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.

Joinconsultant 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.

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 Documentation 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 DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO/IEC 17065 documents.

2. The kit takes care of all the sections and sub-sections of ISO/IEC 17065 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/IEC 17065:2012 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.

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,

Visit our website for more details on the documentation kit:

https://www.joinconsultant.com