

## D159: DEMO OF ISO 37001:2016 DOCUMENT KIT

A complete editable documented package on ISO 37001:2016, Anti-bribery management systems (System manual, Procedures, forms, process approach, exhibits, policies, audit checklist, etc.)

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### Chapter-1.0 Contents of ISO 37001:2016 for Anti-bribery management systems document kit (More than 90 document files)

**A. The Total Editable Document kit has 10 main directories as below:**

Sr. No.	List of Directory	Details of Documents
1.	<b>System Manual</b>	<b>14 Files in MS-Word</b>
2.	<b>Procedures</b>	<b>07 Procedures in MS-Word</b>
3.	<b>Process Flow Chart</b>	<b>10 process flow chart in MS-Word</b>
4.	<b>Policy</b>	<b>01 policy in MS-Word</b>
5.	<b>Exhibits</b>	<b>04 exhibits in MS-Word</b>
6.	<b>Blank Formats /Templates to retain documented information Name of departments</b>	<b>34 Blank formats in MS-Word / Excel</b>
	System (SYS)	18 Formats in MS-Word / Excel
	Training (TRG)	06 Formats in MS-Word
	Marketing (MKT)	03 Formats in MS-Word
	Purchase (PUR)	04 Formats in MS-Word
	HRD	03 Formats in MS-Word
7.	<b>Filled Formats /Templates to retain documented information Name of departments</b>	<b>17 Blank formats in MS-Word / Excel</b>
	System (SYS)	07 Formats in MS-Word / Excel
	Training (TRG)	03 Formats in MS-Word
	Marketing (MKT)	02 Formats in MS-Word
	Purchase (PUR)	03 Formats in MS-Word
	HRD	02 Formats in MS-Word
8.	<b>ISO 37001:2016 Audit Checklist</b>	<b>More than 350 questions</b>
9.	<b>Sample Risk Assessment sheet</b>	<b>01 File in MS-Excel</b>
10.	<b>ISO 37001:2016 compliance matrix (Requirements - wise reference documented information)</b>	<b>01 File in MS-Excel</b>

**Total 90 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 ISO 37001:2016 certification 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 can be made ready. In the revised ISO 37001:2016, 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, ISO 37001:2016 standard is not requiring manual, procedures, etc. It requires 2 type of documented information as listed below.

1. Maintain documented information Scope, system manual, process flow charts, 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. System Manual (10 Chapters and 4 Annexure):

It covers sample copy of system manual and clause-wise details on how ISO 37001:2016 systems are implemented. It covers the context of organization, sample policy, objectives, scope, organizations structure as well as macro level each requirements from 4 to 10 of ISO 37001:2016 on how it is implemented in the organization. It covers ISO 37001:2016 documents for tier-1. It has total 10 chapters that cover company profile, amendment sheet, index, clause wise details as per ISO 37001:2016 for implementation. It covers sample copy of system manual and clause-wise details on how ISO 37001:2016 systems are implemented.

### (A) Table of Contents

Chapter No.	Subject	Page No.	ISO 37001 Clause Reference
<b>Section – 1</b>			
1.	Company profile	1 – 3	-----
2.	Table of contents	1 – 2	-----
3.	Control and distribution	1 – 3	-----
<b>Section – 2</b>			
4.	<b>Context of the Organization</b>	1 – 4	4.0
	Understanding the organization and its context		4.1
	Understanding the needs and expectations of stakeholders		4.2

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	Determining the scope of the anti-bribery management system		4.3
	Anti-bribery management system		4.4
	Bribery risk assessment		4.5
5.	<b>Leadership</b>	1 – 3	5.0
	Leadership & Commitment		5.1
	Anti-bribery policy		5.2
	Organizational roles, responsibilities and authorities		5.3
6.	<b>Planning</b>	1 – 2	6.0
	Action to address risks and opportunities		6.1
	Anti-bribery objectives and planning to achieve them		6.2
7.	<b>Support</b>	1 – 6	7.0
	Resources		7.1
	Competence		7.2
	Awareness and training		7.3
	Communication		7.4
	Documented information		7.5
8.	<b>Operation</b>	1 – 5	8.0
	Operational planning and control		8.1
	Due diligence		8.2
	Financial controls		8.3
	Non-financial controls		8.4
	Implementation of anti-bribery controls by controlled organizations and by business associates		8.5
	Anti-bribery commitments		8.6
	Gifts, hospitality, donations and similar benefits		8.7
	Managing inadequacy of anti-bribery controls		8.8
	Raising concerns		8.9
	Investigating and dealing with bribery		8.10
9.	<b>Performance evaluation</b>	1 – 3	9.0
	Monitoring, measurement, analysis and evaluation		9.1
	Internal audit		9.2
	Management review		9.3
	Review by anti-bribery compliance function		9.4

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<b>10.</b>	<b>Improvement</b>	1 – 2	10.0
	Nonconformity and corrective action		10.1
	Continual improvement		10.2
<b>Annexures</b>			
ANX-I	List of Documented information	1 – 1	=====
ANX-II	Glossary of terms	1 – 1	=====
ANX-III	Process Flow	1 – 2	=====
ANX-IV	Organization structure	1 – 1	=====

### 2. Procedures (07 procedures):

It covers a sample copy of mandatory procedures as per ISO 37001:2016 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. Procedure for document and data control
2. Procedure for corrective action
3. Procedure for internal audit
4. Procedure for management review
5. Procedure for Bribery Risk Management
6. Procedure for training
7. Procedure for Investigating and dealing with bribery

### 3. Process approach (10 process 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 flow chart

1. Process Flow Chart of Customer Service
2. Process Flow Chart of Dispatch
3. Process Flow Chart of Engineering
4. Process Flow Chart of Marketing
5. Process Flow Chart of Production
6. Process Flow Chart of Purchase
7. Process Flow Chart of Quality Control
8. Process Flow Chart of System Coordinator processes
9. Process Flow Chart of Stores
10. Process Flow for Training Activity

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### 4. Policy (01 policy)

It covers sample copy of policies for ISO 37001:2016.

#### List of policy

1. Anti-bribery and Anti-corruption Policy

### 5. Exhibits (04 exhibits)

It covers Skill Requirements, Multi skill requirements, Document Identification and Codification System and Need and Expectations of stake holders 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 Need and Expectations of stake holders

### 6. Blank sample formats for all the departments (34 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 area 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 34 blank formats are provided as per the list given below.

#### List of blank formats

- |  |   |
|--|---|
| 1. Master List & Distribution List of Documents          | 18. Investigation Report                                    |
| 2. Change Note   | 19. Training Calendar                                       |
| 3. Petty cash payment record                             | 20. Employee Wise Training & Competence Record Sheet        |
| 4. Master List of Records                                | 21. Induction Training Report                               |
| 5. Objectives Monitoring Sheet                           | 22. Job Description & Specification                         |
| 6. Audit Plan / Schedule                                 | 23. Training Report   |
| 7. Internal Audit Non-Conformity Report                  | 24. Multi Skill Analysis                                    |
| 8. ISO 37001:2016 Clause wise Audit Review Report        | 25. Order Form / Order Confirmation                         |
| 9. List of License / certificates / Compliance obligates | 26. Customer Complaint Report                               |
| 10. Communication Report                                 | 27. Customer Feed Back Form                                 |
| 11. Management review meeting                            | 28. Purchase Order  |
| 12. Objective Plan                                       | 29. Indent And Incoming Inspection Record                   |
| 13. Bribery Risk Analysis sheet – department level       | 30. Approved external provider list & Annual purchase order |
| 14. Bribery Risk Assessment Form – Organization level    | 31. External Provider Registration Form                     |
| 15. Whistleblower Committee                              | 32. Performance Appraisal Records-Functional Heads          |
| 16. Anti bribery compliance function report              | 33. Performance Appraisal Records-Staff                     |
| 17. Corrective Action Report                             | 34. Manpower Requirement form                               |

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### 11. Filled formats (17 sample filled formats)

It covers a sample copy of filled forms required to maintain records as well as establish control and create system in the organization. The samples given are a guide to follow and the organization is free to modify the same to suit their own requirements. It can be used as templates. A total of 17 formats are provided as per the list given below.

#### List of filled formats

- |   |   |
|---|---|
| 1. Master List & Distribution List of Documents | 10. Training Report   |
| 2. Change Note                                  | 11. Order Form / Order Confirmation                         |
| 3. Master List of Records                       | 12. Customer Complaint Report                               |
| 4. Objectives Monitoring Sheet                  | 13. Indent And Incoming Inspection Record                   |
| 5. Audit Plan / Schedule                        | 14. Approved external provider list & Annual purchase order |
| 6. Internal Audit Non-Conformity Report         | 15. External Provider Registration Form                     |
| 7. Bribery Risk Analysis sheet                  | 16. Performance Appraisal Records-Functional Heads          |
| 8. Induction Training Report                    | 17. Manpower Requirement form                               |
| 9. Job Description & Specification              |   |

### 8. ISO 37001:2016 Audit Questionnaires (More than 350 Questions)

This covers audit questions based on the ISO 37001:2016 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 ISO 37001:2016. It can be logically used for auditing during internal audit for ISO 37001:2016 to establish proper audit trail

### 9. 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.

### 10. ISO 37001:2016 compliance matrix

The ISO 37001:2016 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.

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### 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.

#### 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

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### 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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### Chapter-4.0 BENEFITS OF USING OUR DOCUMENT 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 standard and helps you to establish better system.
3. The document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry requirements and create their own ISO 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 provided a total customer satisfaction as well as experienced value for money.
8. In the preparation of document kits; 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 the purchase, we provide a user name and password to download the product from our FTP server. Hence, we provide an instant online delivery of our products to the user by sending an email of user name and password.

Visit our website for more details on the documentation kit:

<http://www.Joinconsultant.com>