DEMO OF ISO/IEC 17024:2012 CONFORMITY ASSESSMENT – GENERAL REQUIREMENTS FOR BODIES OPERATING CERTIFICATION OF PERSONS DOCUMENTATION

Totally editable documentation package for quick process improvement to implement the general requirements for bodies operating certification of persons
Completely editable documentation tool kit
(Manual, Procedures, Exhibits, Blank formats, Audit checklists and work instruction, etc.)

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Chapter-1.0 CONTENTS OF ISO/IEC17024:2012 DOCUMENTATION KIT (More than 100 files)

A. This editable documentation kit has 7 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	**Quality Manual**	**01Files in MS Word**
2.	**Quality Procedures**	**14 Procedures in MS Word**
3.	**Exhibits**	**08 Exhibits in MS Word**
4.	**Work Instruction**	**02 Work Instructions in MS Word**
5.	**Blank Formats / Templates** **Name of departments**	**39 Blank Formats in MS Word / excel**
	Certification Process (CCS)	07 formats in MS Word
	Purchase (PUR)	06 formats in MS Word
	Training (TRG)	10 formats in MS Word
	Management System (SYS)	16 formats in MS Word
6.	**ISO/IEC17024Audit Questionnaire**	**More than 300 questions**
7.	**ISO/IEC17024:2012 document compliance matrix (Requirement wise reference documented information)**	**01 File in MS Excel**

Total 66 files in editable form; Quick Download by e-delivery

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Documented information package:

Our documentation kit contains sample documents required for ISO/IEC17024:2012certification as listed below. **All documents are in MS- Word/Excel files and you can edit them.** You can make changes as per your organization's need and **within few days your entire documents** with all necessary controls will be ready. **In the ISO/IEC 17024:2012, documented information (procedures, etc.) are required a few places only. 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. Two types of documented information are provided in this kit, as listed below:**

1. **Maintain documented information (Scope, Manual, etc.)**
2. **Retain documented information (Forms / Templates)**

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

1. Quality Manual (10 Chapters and 1 Annexure):

It is a sample copy of quality manual having clause–wise details of how ISO/IEC 17024:2012 system is implemented. The quality manual is tier-1 of ISO/IEC 17024:2012 documents and covers list of procedures as well as overview of organization. This manual has total 10 chapters covering company profile, amendment sheet, index, clause-wise details as per ISO/IEC 17024:2012 for implementation, sample policy and organization chart.

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(A) Table of Contents

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2. Procedures (12 procedures):

Sample copies of mandatory procedures as per ISO/IEC 17024:2012 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 the granting, maintaining, recertifying, expanding and reducing the scope of the certification, and suspending or withdrawing the certification

2. Procedure for maintaining impartiality of certification activities and maintaining security of examination materials

3. Procedure for personnel and training

4. Procedure for outsourcing and purchasing

5. Procedure for application, assessment and examination

6. Procedure for receive, evaluate and make decisions on appeals and complaint

7. Procedure for document and data control

8. Procedure for control of records

9. Procedure for management review meeting

10. Procedure for internal audit

11. Procedure for corrective action

12. Procedure for preventive action

13. Procedure for the use of information and communication technology for the auditing and assessment purpose

14. Procedure for conducting a remote audit in the event of an extraordinary occurrence

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3. Exhibits (08 exhibits)

Exhibits cover Skill Requirements, Multi Skill Requirements, Interested Parties Needs & Expectations, Communication Matrix, Disposable of Non-Conforming Service, Codification Systemetc.as per ISO/IEC 17024:2012 standard.

List of Exhibits

1. Impartiality policy
2. Calibration periodicity
3. Codification system
4. Infrastructure details
5. Security policy
6. Certification scheme
7. Policy on granting, maintaining, recertifying, expanding and reducing the scope of the certification, and suspending or withdrawing the certification
8. Use of certificate, mark and logo by certified person

4. Blank sample formats for all the departments (39 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. Theblank formats can be used as templates. A total of 39 blank formats are provided as per the list givenbelow.

List of blank formats

1. Application form	2. Clausewise Documentwise Audit Review Report
3. Certificate	4. Preventive Action Report
5. Appeal / complaint report	6. Calibration Status of Equipment
7. Certified person's feedback form	8. Clausewise audit report – Management requirements
9. Training attendance sheet	10. Clausewise audit report – Technical requirements
11. Examination hall attendance sheet	12. Circular
13. Mark sheet	14. Minutes of Meeting
15. Purchase Order	16. Impartiality check report
17. Indent – Purchase Requisition	18. Periodic document review report

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19.	Approved External Providers List	20.	Training Calendar
21.	Supplier Registration Form	22.	Training Report
23.	Supplier Evaluation Report	24.	Induction Training Report
25.	Verification Report	26.	Job Description And Specification
27.	Master List and Distribution List of Documents	28.	Skill Matrix
29.	Change Note	30.	Confidentiality Agreement
31.	Corrective Action Report	32.	Appointment Letter
33.	Master List of Records	34.	Employees Competence Report
35.	Quality Objectives	36.	Self study report for trainer
37.	Audit plan / schedule	38.	Interview report
39.	Internal Audit Non–Conformity Report		

5. Work Instructions (02 work instructions):

It covers work instructions covering examiners, invigilators as well as job responsibilities etc., for the system implementation in the organization.

List of Work Instructions (02 work instructions)

Sr. No.	WI No.	Name of Work Instruction	Total Pages
1.	W/CCS/01	Work Instruction for Examiners / Invigilators' Qualification	01
2.	W/CCS/02	Work Instruction for Subcontractor Job responsibilities	01
		Total Pages ➔	**02**

6. ISO/IEC 17024:2012 Audit Questionnaire (more than 300 questions)

This covers audit questions based on the ISO/IEC 17024:2012 general requirements for bodies operating certification of persons. 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 300 questions are prepared on the basis of ISO/IEC 17024.

7. ISO/IEC 17024:2012 Compliance Matrix

This compliance matrix contains ISO/IEC 17024requirement 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 documents.

2. The kit takes care of all the sections and sub-sections of ISO/IEC 17024 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 17024:2012 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