

DEMO OF INFORMATION SECURITY SYSTEM DOCUMENT KIT
 Complete editable Information security editable document tool kit (Policy, ISMS manual, procedures, forms, audit checklist, work instruction etc.).

Globally many companies had got ISO 27001:2022 certificate using our document kit

Buy: www.joinconsultant.com

Chapter-1.0 CONTENTS INFORMATION SECURITY SYSTEM DOCUMENT KIT
 (More than 130 document files)

A. The entire Editable Document kit has 10 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	ISMS Manual	11 files in MS Word
2.	Information Security Policy	24 policies in MS Word
3.	Procedures	19 procedures in MS Word
	IS Procedure	12 procedures in MS Word
	ISMS Procedure	07 procedures in MS Word
4.	Standard Operating Procedures	09 SOPs in MS Word
5.	Process Flow Charts	06 process flow chart in MS Word
6.	Formats / Templates Name of departments	45 formats in MS Word
	HR	04 formats in MS Word
	HW (Maintenance)	02 formats in MS Word
	Information Security (IS)	15 formats in MS Word
	IS Management System (ISMS)	09 formats in MS Word
	Marketing (MKT)	04 formats in MS Word
	Purchase (PUR)	02 formats in MS Word
	Software (SOFT)	05 formats in MS Word
	Training (TRG)	06 formats in MS Word
7.	Filled Formats	14 formats in MS Word
	Filled Job Description	05 filled job description in MS Word
8.	Sample Management review meeting and agenda records	02 files in MS word
9.	ISMS Audit Checklist	More than 500 questions
	ISMS good practices audit checklist	Total more than 500 questions
	ISMS system auditing questions	
	ISMS controls audit checklist	
10.	ISO 27001:2022 compliance matrix	01 file in MS excel

Total 130 files quick download in editable form by e delivery

DEMO OF INFORMATION SECURITY SYSTEM DOCUMENT KIT

Complete editable Information security editable document tool kit (Policy, ISMS manual, procedures, forms, audit checklist, work instruction etc.).

Globally many companies had got ISO 27001:2022 certificate using our document kit

Buy: www.joinconsultant.com

B. Documentation: -

Our document kit is having sample documents required for system certification as listed below. **All documents are in word and you can edit it.** You can do changes as per your company need and **within 5 days your entire documents** with all necessary controls are ready and our many organization are certified globally in 1st trial with the help of our documents from any stringent certification audit. The ISO 27001:2022 is the latest edition of standard available from international organization for standardization web site.

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. ISMS Manual:

It covers sample copy of Information Security Manual and clause wise details for how ISMS systems are implemented. It covers list of procedures as well as overview of organization and covers tier1 of ISMS documents

(A) Table of Contents

Chapter No.	Subject	PageNo.
4 to 10	Detail chapters explaining management commitment and at macro level how system is implemented to comply requirements	===
Annexure		
ANX-I	List of ISMS Procedures	1 – 1
ANX-II	Glossary of Terms	1 – 2
ANX-III	Process Flow Chart	1 – 4

2. Information security Policies for ISMS controls (23 policies)

It covers guideline for controls applied as per ISMS guidelines. The policy document templates are provided to frame the information security controls as listed below.

List of Policy

- | | | | |
|--------------|--|---------------|-------------------------|
| 1. Policy/01 | Acceptable Use policy-Information Services | 13. Policy/13 | Visitor Policy |
| 2. Policy/02 | Infrastructure Policy | 14. Policy/14 | Work Station Policy |
| 3. Policy/03 | Policy For Access Card | 15. Policy/15 | Cryptographic Policy |
| 4. Policy/04 | Back up Policy | 16. Policy/16 | LAN Policy |
| 5. Policy/05 | Clear desk and clear Screen Policy | 17. Policy/17 | Training Policy |
| 6. Policy/06 | Physical Media & Disposal Sensitive Data | 18. Policy/18 | Mobile Computing Policy |

DEMO OF INFORMATION SECURITY SYSTEM DOCUMENT KIT

Complete editable Information security editable document tool kit (Policy, ISMS manual, procedures, forms, audit checklist, work instruction etc.).

Globally many companies had got ISO 27001:2022 certificate using our document kit

Buy:www.joinconsultant.com

- | | | | | | |
|----|-----------|---------------------------|-----|-----------|----------------------|
| 7. | Policy/07 | Electronic Devices Policy | 19. | Policy/19 | Teleworking Policy |
| 8. | Policy/08 | Laptop Policy | 20. | Policy/20 | Internet |
| 9. | Policy/09 | Password Policy | 21. | Policy/21 | Messenger And E mail |

DEMO OF INFORMATION SECURITY SYSTEM DOCUMENT KIT

Complete editable Information security editable document tool kit (Policy, ISMS manual, procedures, forms, audit checklist, work instruction etc.).

Globally many companies had got ISO 27001:2022 certificate using our document kit

Buy: www.joinconsultant.com

- | | | | |
|---------------|-------------------------------------|---------------|-------------------------------|
| 10. Policy/10 | Patch Management | 22. Policy/22 | Change Control |
| 11. Policy/11 | User registration Access Management | 23. Policy/23 | Freeware and Shareware Policy |
| 12. Policy/12 | Policy for working in Secured Areas | 24. Policy/24 | IT Access Control Policy |

3. Information security system procedures

IS Procedures (12 Procedures)

It covers sample copy of mandatory all the Information security procedures as well as Information security procedures covering all the details as per ISMS requirements.

List of IS Procedures

1. IP/IS/01 Scope Documentation For Implementation
2. IP/IS/02 Approach Procedure For ISMS Implementation
3. IP/IS/03 Procedure For Risk Management
4. IP/IS/04 Procedure For Organization Security
5. IP/IS/05 Procedure For Assets Classification & Control
6. IP/IS/06 Procedure For human resource Security
7. IP/IS/07 Procedure For Physical And Environmental Security
8. IP/IS/08 Procedure For Communication & Operational Management
9. IP/IS/09 Procedure For Access Control
10. IP/IS/10 Procedure For System Development And Maintenance
11. IP/IS/11 Procedure for Business Continuity Management Planning
12. IP/IS/12 Procedure For Legal Requirements

ISMS Procedures: (07 Procedures)

It covers sample copy of mandatory all the Information security management system procedures as well as Information security management system procedures covering all the details as per ISMS requirements.

List of ISMS Procedures

1. IP/ISMS/01 Procedure For Management Review
2. IP/ISMS/02 Procedure For Documented Information Control
3. IP/ISMS/03 Procedure For Corrective Action
4. IP/ISMS/04 Procedure For Control Of Record
5. IP/ISMS/05 Procedure For Internal Information Security Management System Audit
6. IP/ISMS/06 Procedure for control of nonconformity and improvement
7. IP/ISMS/07 Procedure For Personnel and Training

4. Standard Operating Procedures (09 SOPs)

It covers sample copy of SOPs to link with significant aspects issues in the organization. It takes care of all such issues and used as a training guide as well as to 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.

DEMO OF INFORMATION SECURITY SYSTEM DOCUMENT KIT

Complete editable Information security editable document tool kit (Policy, ISMS manual, procedures, forms, audit checklist, work instruction etc.).

Globally many companies had got ISO 27001:2022 certificate using our document kit

Buy: www.joinconsultant.com

List of SOPs

1. SOP01 Procedure for liaison with Specialist Organizations
2. SOP02 Procedure For Group Internal And E-mail Usage Procedure
3. SOP03 Sop For Software Configuration Management
4. SOP04 Procedure for Server Hardening
5. SOP05 Procedure for the Management of Removable Media
6. SOP06 Procedure for the Handling of Virus Attacks
7. SOP07 Information security incident management Procedure
8. SOP08 Standard Operating Procedure for Audit trails
9. SOP09 SOP for Business Continuity Plan

5. Process Flow Charts (06 Process Flow Charts)

It covers guideline for processes, process model. It covers process flow chart activities of all the main and critical processes with input-output matrix for manufacturing organization. It helps any organization in process mapping as well as preparing process documents for own organization.

List of Process Flow Chart

1. E/QMS/02/BPO Tax Account Related BPO-Work
2. E/QMS/02/MKT Marketing
3. E/QMS/02/PUR Purchase
4. E/QMS/02/SOFT Software Development
5. E/QMS/02/TRG HRD and Training
6. E/QMS/02/WEB Web Application

6. Blank Formats (45 Blank 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.

List of Blank Formats

- | | |
|---|---|
| HR | 22. New User Creation Form |
| 1. Visitor Entry Register | 23. Media Disposal and Scrap Record |
| 2. Employee leaving/transfer/termination Checklist | 24. Asset Identification and Classification |
| 3. Employment confidentiality and Non-competition agreement | 25. Risk Assessment and Treatment Plant |
| 4. Job Description and Specification | 26. Security incident Investigation Form |
| 5. Supplier confidentiality and Non-competition agreement | 27. Capacity Planning |
| Training | 28. Business Continuity Test Report |
| 6. Training Calendar | 29. ISMS Objective Monitoring Report |
| 7. Employees Competence Report | 30. Key Activities Input And Output |
| 8. Induction Training Report | 31. Asset Identification And Classification |
| 9. Training Report | 32. Statement Of Applicability report |
| 10. Skills Matrix Sheet | 33. Implementation Of Recommended Controls |
| Purchase | 34. Outsourced Service Details |

DEMO OF INFORMATION SECURITY SYSTEM DOCUMENT KIT

Complete editable Information security editable document tool kit (Policy, ISMS manual, procedures, forms, audit checklist, work instruction etc.).

Globally many companies had got ISO 27001:2022 certificate using our document kit

Buy: www.joinconsultant.com

11. Purchase Order

12. Material Inward / Outward Record

Hardware

35. Breakdown History Card

DEMO OF INFORMATION SECURITY SYSTEM DOCUMENT KIT

Complete editable Information security editable document tool kit (Policy, ISMS manual, procedures, forms, audit checklist, work instruction etc.).

Globally many companies had got ISO 27001:2022 certificate using our document kit

Buy: www.joinconsultant.com

13. Approved supplier list

Marketing

14. Contract Review Checklist / Summary of Contract

15. Customer Complaint Report

16. Customer Feed Back Form

17. Service level agreement

Software

18. Software Project Plan and Review Approval Register

19. Minutes of meeting

20. Configuration Items List

21. Change Request

IS (Information Security)

36. Preventive Maintenance Check List

ISMS (Information Security Management Security)

37. Master List And Distribution List Of Document

38. Change Note

39. Corrective Action Report

40. Master List Of Record

41. IS Objectives implementation Plan

42. Audit Plan / Programme

43. Internal ISMS Audit NCR Report

44. ISMS Audit Check List Report

45. Continual Improvement Monitoring Log

7. Filled Formats (14 Filled Formats)

It covers sample copy of filled forms required to maintain records as well as establish control and make system in the organization. The filled samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

List of Filled Formats

1. Asset Register and Evaluation

2. Business Continuity Test Report

3. Asset Identification And Classification

4. Risk Assessment and Treatment Plan

5. Master Compliance Matrix

6. ISMS Objectives Monitoring Sheet

7. People Assets

8. Risk Assessment And Treatment Plan

9. Scope Document for ISMS Implementation

Job Description

10. Job Description and Specification - Director

11. Job Description and Specification – HR Head

12. Job Description and Specification – ISMS Head

13. Job Description and Specification – Networking Engineer

14. Job Description and Specification – Software Developer

8. Sample Management review meeting records and agenda

It covers sample copy of ISMS management review meeting, agenda of management review meeting and ISMS objective review sheet.

9. Audit Checklist (More than 500 Audit check list questions)

ISMS requirement wise as well as technical audit checklist and best practices are given.

1. ISMS Good Practices Audit Checklist

2. ISMS Clausewise

3. Controls Audit Checklist

10. ISO 27001:2022 compliance matrix

The ISO 27001:2022 requirement wise list of documented information reference of this kit is given in compliance matrix for ready reference to user to understand how this system is made.

DEMO OF INFORMATION SECURITY SYSTEM DOCUMENT KIT

Complete editable Information security editable document tool kit (Policy, ISMS manual, procedures, forms, audit checklist, work instruction etc.).

Globally many companies had got ISO 27001:2022 certificate using our document kit

Buy: www.joinconsultant.com

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.

DEMO OF INFORMATION SECURITY SYSTEM DOCUMENT KIT

Complete editable Information security editable document tool kit (Policy, ISMS manual, procedures, forms, audit checklist, work instruction etc.).

Globally many companies had got ISO 27001:2022 certificate using our document kit

Buy:www.joinconsultant.com

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.

DEMO OF INFORMATION SECURITY SYSTEM DOCUMENT KIT

Complete editable Information security editable document tool kit (Policy, ISMS manual, procedures, forms, audit checklist, work instruction etc.).

Globally many companies had got ISO 27001:2022 certificate using our document kit

Buy:www.joinconsultant.com

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 27001:2022 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 27001:2022 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>