

D106.4: DEMO OF ISO 27001:2013 BALNK FORMATS AND FILLED FORMATES DOCUMENT KIT **Price 180 USD**

(45 Blank Formats and 14 Filled Formats)

Buy: www.Documentationconsultancy.com

Chapter-1.0 Contents of ISO 27001:2013 Blank Formats and Filled Formats Document Kit

Sr. No.	List of Directory	Document of Details
1.	Formats / Templates Name of departments	45 formats – approx. 80 pages 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
2.	Filled Formats	14 formats – approx. 40 pages in Ms. Word
	Filled Job Description	05 filled formats in Ms. Word
	Filled risk assessment and asset register for risk assessment and risk treatment	03 filled formats

Total 59 files quick download in editable form by e delivery

D106.4: DEMO OF ISO 27001:2013 BALNK FORMATS AND FILLED FORMATES DOCUMENT KIT **Price 180 USD**

(45 Blank Formats and 14 Filled Formats)

Buy: www.Documentationconsultancy.com

1. **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

Department : HR

1. F/HR/01 Visitor Entry Register
2. F/HR/02 Employee leaving/transfer/termination Checklist
3. F/HR/03 Employment confidentiality and Non-competition agreement
4. F/HR/04 Job Description and Specification
5. F/HR/05 Supplier confidentiality and Non-competition agreement

Department : Training

6. F/TRG/01 Training Calendar
7. F/TRG/02 Employees Competence Report
8. F/TRG/03 Induction Training Report
9. F/TRG/04 Training Report
10. F/TRG/05 Skills Matrix Sheet

Department : Purchase

11. F/PUR/01 Purchase Order
12. F/PUR/02 Material Inward / Outward Record
13. F/PUR/03 Approved supplier list

Department : Marketing

14. F/MKT/01 Contract Review Checklist / Summery of Contract
15. F/MKT/02 Customer Complaint Report
16. F/MKT/03 Customer Feed Back Form
17. F/MKT/04 Service level agreement

Department : Software

18. F/SOFT/01 Software Project Plan and Review Approval Register
19. F/SOFT/02 Minutes of meeting
20. F/SOFT/03 Configuration Items List
21. F/SOFT/04 Change Request

D106.4: DEMO OF ISO 27001:2013 BALNK FORMATS AND FILLED FORMATES DOCUMENT KIT **Price 180 USD**

(45 Blank Formats and 14 Filled Formats)

Buy: www.Documentationconsultancy.com

Department : IS

- | | | |
|-----|---------|---|
| 22. | F/IS/01 | Asset Identification and Classification |
| 23. | F/IS/02 | Risk Assessment and Treatment Plant |
| 24. | F/IS/03 | New User Creation Form |
| 25. | F/IS/04 | Media Disposal and Scrap Record |
| 26. | F/IS/05 | Security incident Investigation Form |
| 27. | F/IS/06 | Capacity Planning |
| 28. | F/IS/07 | Business Continuity Test Report |
| 29. | F/IS/08 | ISMS Objective Monitoring Report |
| 30. | F/IS/09 | Key Activities Input And Output |
| 31. | F/IS/10 | Asset Identification And Classification |
| 32. | F/IS/11 | Statement Of Applicability report |
| 33. | F/IS/12 | Implementation Of Recommended Controls |
| 34. | F/IS/13 | Outsourced Service Details |

Department : Hardware

- | | | |
|-----|---------|-----------------------------------|
| 35. | F/HW/01 | Breakdown History Card |
| 36. | F/HW/02 | Preventive Maintenance Check List |

Department: Information Security Management System

- | | | |
|-----|-----------|---|
| 37. | F/ISMS/01 | Master List And Distribution List Of Document |
| 38. | F/ISMS/02 | Change Note |
| 39. | F/ISMS/03 | Corrective Action Report |
| 40. | F/ISMS/04 | Master List Of Record |
| 41. | F/ISMS/05 | IS Objectives implementation Plan |
| 42. | F/ISMS/06 | Audit Plan / Programme |
| 43. | F/ISMS/07 | Internal ISMS Audit NCR Report |
| 44. | F/ISMS/08 | ISO 27001:2013 Audit Check List Report |
| 45. | F/ISMS/09 | Continual Improvement Monitoring Log |

Note: For risk assessment and asset identification forms are having 2 templates and user can decide which to use

D106.4: DEMO OF ISO 27001:2013 BALNK FORMATS AND FILLED FORMATES DOCUMENT KIT **Price 180 USD**

(45 Blank Formats and 14 Filled Formats)

Buy: www.Documentationconsultancy.com

2. 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
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

D106.4: DEMO OF ISO 27001:2013 BALNK FORMATS AND FILLED FORMATES DOCUMENT KIT **Price 180 USD**

(45 Blank Formats and 14 Filled Formats)

Buy: www.Documentationconsultancy.com

Chapter-2.0 ABOUT COMPANY

Global Manager Group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 20 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 had **more than 1200 clients in more than 45 countries. Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related ISO standard faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, ISO series consultancy. We had **clients in more than 45 countries.**
2. Highly qualified 40 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for ISO series certification of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in ISO series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing ISO documents and training slides.

Global Manager Group is committed for:

1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update 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. To establish strong internal control with the help of system and use of the latest management techniques

D106.4: DEMO OF ISO 27001:2013 BALNK FORMATS AND FILLED FORMATES DOCUMENT KIT **Price 180 USD**

(45 Blank Formats and 14 Filled Formats)

Buy: www.Documentationconsultancy.com

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 10 GB hard disk space.
- For better visual impact of the power point Documentation you may keep the setting of colour image at high colour.

B. Software used in Documentation kit

- Documents written in MS office 2003 and window XP programs. You are therefore required to have office 2003 or above with window XP

3.2 Features of Documentation kit: -

- Contains all necessary ISO 27001:2013 sample blank and filled formats as listed above and comply with the requirements of ISO 27001:2013 Standards
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts.
- Provides model of a Management system that is simple and free from excessive paperwork.

D106.4: DEMO OF ISO 27001:2013 BALNK FORMATS AND FILLED FORMATES DOCUMENT KIT **Price 180 USD**

(45 Blank Formats and 14 Filled Formats)

Buy: www.Documentationconsultancy.com

Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these ISO 27001:2013 procedures, you can save a lot of your precious time while preparing the ISO documents.
2. Take care for all the section and sub sections of ISO 27001:2013 standard helps you in establishing better system.
3. 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 and create own ISO documents for their organization.
4. Save much time and cost in document preparation.
5. You will get better control in your system due to our proven formats.
6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 20 years in ISO consultancy.
7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
9. Prepared by globally proven team of leading consultant

Chapter-5.0 METHOD OF OLINE DILIVERY

On secured completion of purchase we provide user name and password to download the product from our ftp server. Thus we are providing instant on line delivery of our products to user by sending e mail of user name and password

For Purchase Click Here

