

D142: DEMO OF DEMO OF ISO 22301:2019 DOCUMENTATION AND TRAINING KIT **Price 599 USD**

Complete editable ISO 22301:2019 Business Continuity management system editable training documentation toolkit (BCMS Manual, procedures, blank forms, policies, job descriptions, audit checklists, presentation, handouts etc.)

Website: <http://www.certificationconsultancy.com/bcms-22301-certification-documents-manual.htm>

Chapter-1. Contents Of ISO 22301:2019 Documentation And Awareness Package

This editable training documentation kit has 2 main parts as below:

ISO 22301:2019 Editable Document and Training kit

Sr. No.	Directory	Details of Documents
Part – 1: Documentation		
1.	BCMS Manual	10 chapter and 04 annexure in MS Word
2.	Procedures	19 procedures in MS Word
3.	Policies	09policies in MS Word
4.	Standard Operating Procedures	13standard operating procedures in MS Word
5.	Blank Formats /Templates	58blank formats in MS Word / excel
6.	Exhibits	07 exhibits in MS Word
7.	ISO 22301 Audit checklists	More than 350 questions
8.	Job description	18 job description in MS Word
9.	ISO 22301:2019 document compliance matrix	01 file in MS Excel
Part – 2: Training: ISO 22301 awareness training		
A. PPT Presentation		No. of Slides
1.	Overview of ISO 22301:2019	36 slides
2.	ISO 22301:2019 requirements	63 slides
3.	ISO 22301:2019 documentation	16 slides
4.	Step for ISO 22301:2019 certification	18 slides
B. Literature		
	A literature to understand ISO 22301:2019 subject well in 04 chapters, 02 workshops and 01 case study	Approx. 30 pages in Ms. word

Total 165 files in editable form; Quick Download by e-delivery

To get more information about ISO 22301 Documentation and Training kit [Click Here](#)

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B. Documentation:-

Our document kit is having sample documents required for ISO 22301:2019 certification 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 as well as your team will get many ideas for system establishment to reduce the cost and effort with all necessary controls and your total documents are ready. We had given all type of templates and organization use it as per their need and many organization are certified globally in 1st trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory further files are made in word document as per the details listed below. All the documents are related to ISO 22301:2019 for and user can edit it in line with their own processes.

1. BCMS Manual:

It covers sample copy of ISO 22301:2019 manual. It covers 10 chapter and 04 annexure as well as list of procedures as well as overview of covers tier 1 of ISO 22301:2019 documents.

[ISO 22301:2019 Manual Index](#)

Chapter No.	Subject	Page No.	ISO: 22301:2019 Clause Reference
Section – 1			
1.	Table Of Contents and Authorization Statement	1 – 2	-----
2.	Company Profile	1 – 2	-----
3.	Control and Distribution	1 – 3	-----
Section – 2			
Chapter No.	Title of BCMS manual chapter	Page no.	ISO:22301 REQ.
4.	Context of the Organization	1 – 7	4.0
5.	Leadership	1 – 10	5.0
6.	Planning	1 – 2	6.0
7.	Support	1 – 6	7.0
8.	Operation	1 – 5	8.0
9.	Performance Evaluation	1 – 5	9.0
10.	Improvement	1 – 5	10.0
Annexure			
ANX-I	List of BCMS Procedures	1 – 2	-
ANX-II	Glossary of Terms	1 – 1	-
ANX-III	Process Flow Chart	1 – 4	-
ANX-IV	Organization chart	1 – 1	-

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2. Procedures (19 Procedures):

It covers sample copy of mandatory procedures covering all the details of ISO 22301:2019.

List of procedure

1. Approach procedure for BCMS implementation
2. Procedure for identification of applicable legal and regulatory requirements
3. Procedure for scope documentation and implementation
4. Procedure for competencies of personnel and training
5. Procedure for communication with interested parties
6. Procedure for business impact analysis
7. Procedure for risk assessment and management
8. Procedure for business continuity management
9. Procedure for incident response system
10. Procedure for BCMS exercise
11. Procedure for business continuity strategy
12. Procedures for restoring and returning business from temporary measures
13. Procedure for process wise BCP testing
14. Procedure for management review
15. Procedure for documented information control
16. Procedure for corrective action
17. Procedure for control of record
18. Procedure for internal business continuity management system audit
19. Procedure for control of nonconformity and improvement

3. Exhibits (07 exhibits).

It covers sample copy of exhibits covering all the details of ISO 22301:2019.

List of exhibits

1. Exhibit for impact valuation
2. Exhibit for business continuity objectives plan
3. Exhibit for test and operational control plan
4. Exhibit for test plan and test criteria
5. Exhibit for onsite off site emergency preparedness plan
6. Exhibit for skill requirements
7. Exhibit for document identification and codification system

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4. Standard operating procedures (09 SOPs):

It covers sample copy of standard operating procedures covering all the details of ISO 22301:2019.

List of SOPs

1. SOP for Business Continuity Testing
2. SOP for Awareness regarding Business continuity
3. SOP for Accident Reporting, Investigation and Analysis
4. SOP for personnel security
5. SOP for General follow up
6. SOP for Handling of Virus Attacks
7. SOP for Organization Security
8. SOP for information security incident management
9. SOP for Business Continuity Plan

5. Blank Formats (48 Formats):

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

List of Formats

- | | |
|---|---|
| 1. Training Calendar | 2. Employees Competence Report |
| 3. Induction Training Report | 4. Training Report |
| 5. Skills Matrix Sheet | 6. Training, competence and Awareness Plan |
| 7. Visitor Entry Register | 8. Job Description and Specification |
| 9. Purchase Order | 10. Outsourced Service Details |
| 11. Approved supplier list | 12. Contracts and service level agreements (SLAs) with suppliers and outsourcing partners |
| 13. List of legal, regulatory and other requirements | 14. Risk Assessment and Treatment plan |
| 15. Form for business impact analysis interview sheet | 16. Business Continuity Incident Investigation form |

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- | | |
|--|---|
| 17. Decision sheet to communicate risk and impact externally | 18. Business continuity Management plan |
| 19. Business Continuity Test Report | 20. BCMS Objective Monitoring Report |
| 21. Post-incident review | 22. Business continuity strategy |
| 23. Business Continuity Test Plan | 24. Business continuity management system Plan Progress Monitoring Report |
| 25. BCMS Maintenance and Test review Monitoring Report | 26. Breakdown History Card |
| 27. Preventive Maintenance Check List | 28. Master List And Distribution List Of Document |
| 29. Change Note | 30. Corrective Action Report |
| 31. Master List Of Record | 32. BCMS Objectives implementation Plan |
| 33. Audit Plan / Programme | 34. Internal SYS Audit NCR Report |
| 35. ISO 22301 Audit Check List Report | 36. Continual Improvement Monitoring Log |
| 37. Report on management review minutes of meeting | 38. Communication register |
| 39. Nature of nonconformities and actions taken | 40. Interested party complaint report |
| 41. Interested party feedback form | 42. Near miss report |
| 43. Incident investigation report | 44. Safety inspection checklist |
| 45. First aid box check list | 46. Fire Frightening checklist |
| 47. Location List of Fire Extinguishers | 48. Vehicle check report |

6. Exhibits (07 exhibits)

It covers sample copy of exhibits covering all the details of ISO 22301:2019.

List of Exhibits

1. Exhibit for business impact evaluation criteria
2. Exhibit for business continuity objectives plan
3. Exhibit for BCMS operational control plan
4. Exhibit for exercise and test program
5. Exhibit for On Site Off Site Emergency Preparedness Plan
6. Exhibit for Skill Requirements
7. Exhibit for Document Identification and Codification System

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7. ISO 22301 BCMS Audit checklist (more than 350 questions)

This covers audit questions based on the ISO 22301:2019 requirements. 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 22301:2019.

8. Job descriptions (18 job descriptions)

There is ready to use job descriptions with authority and responsibility defined for various categories of persons as listed below.

List of Job description

- | | |
|------------------------------------|------------------------------------|
| 1. Accounts manager | 2. Availability manager |
| 3. Business development manager | 4. Change manager |
| 5. Configuration manager | 6. Director |
| 7. HR head | 8. Information security manager |
| 9. Manager service | 10. Networking engineer |
| 11. Problem manager | 12. Project manager |
| 13. Purchase manager | 14. QA manager |
| 15. Release and Deployment Manager | 16. Service Continuity coordinator |
| 17. Service engineers | 18. Team lead |

9. ISO 22301:2019 Compliance Matrix

This compliance matrix contains ISO 22301:2019 requirement wise list of documented information for easy reference of users and to understand how this system is made.

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Part-2: Training: ISO 22301 awareness training:

A. Presentation: -

Under this directory further files are made in power point presentation as per the chapter listed below.

Topic wise power point presentation in 4 modules as listed below.

2. Overview of ISO 22301

It covers Overview of business continuity management system, benefits and summary of overall system and change process for ISO 22301:2019.

3. ISO 22301 requirements

It covers BCMS ISO 22301 systems, Requirements, to establish the BCMS, It gives explanation for many concepts and given in plain English.

4. ISO 22301 BCMS documentation

It covers business continuity management system documented information details and list of areas where standard demands for documented information. Such documented information with list against the requirements is given.

5. Steps for ISO 22301:2019 certification

It covers implementation methodology, steps for ISO 22301:2019 certification, the non-conformances, process, what happens during a certification audit.

B. The literature to understand ISO 22301:2019 subject well:-

This topic covers write up for the ready reference to the participant for understanding and reading the subject to get in depth knowledge on the subject.

It is given in word. You may also use it for further reading and circulations within audience.

Chapter No.	Name of chapter
1.	Overview of ISO 22301:2019
2.	ISO 22301:2019 requirements
3.	ISO 22301:2019 documentation
4.	Step for ISO 22301:2019 certification
5.	Work Shop –1 & 2
6.	Case Study – 1

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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 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 industries and laboratories to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had **more than 1800 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 2700 companies** globally for management training, ISO series consultancy. We had clients **in more than 45 countries.**
2. Highly qualified 50 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.

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Chapter-3.0 USER FUNCTION

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 Document you may keep the setting of colour image at high colour.

B. Software used in Document 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 Document 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 and presentations at your own.
- Easily customized by you to add audio clips in the local language etc. to prepare presentation for any other groups and user can easily customize it for own use.
- 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 TRAINING DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO 22301:2019 documents.
2. Take care for all the section and sub sections of business continuity management system ISO 22301:2019 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 22301:2019 sample BCMS documents.
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 25 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 and training 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 consultants.

For purchase Click Here → **Contact Us**

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