# D170: Demo of ISO 18788:2015 Private Security Operations Management System Documentation and Awareness Training kit Price 799 USD

**Totally editable documentation package and awareness training package for quick process improvement to implement the Private Security Operations in your organization**
Completely editable documentation and training toolkit
(Manual, procedures, exhibits, blank forms, audit checklists; ppt presentation and student manual, etc.)
**Website: https://www.certificationconsultancy.com/iso-18788-certification-documents-training.htm**

## Chapter-1.0 CONTENTS OF ISO 18788:2015 DOCUMENTATION AND AWARENESS TRAINING KIT (More than 95 files)

**A. This editable documentation kit has 8 main directories in Word/Excel, as below:**

| Sr. No. | Directory | Details of Documents |
|---|---|---|
| 1. | **Private Security Operation Manual** | **10 Files in MS Word** |
| 2. | **Annexure to PSO Manual** | **11 Files in MS Word** |
| 3. | **Procedures** | **23 Procedures in MS Word** |
| 4. | **Exhibits** | **08 Exhibits in MS Word** |
| 5. | **Blank Formats /Templates** **Name of departments** | **46 Blank Formats in MS Word / excel** |
| | PSO | 13 formats in MS Word |
| | Purchase (PUR) | 08 formats in MS Word |
| | SOMS (Security Operation Management System) | 14 formats in MS Word / excel |
| | Stores (STR) | 05 formats in MS Word / excel |
| | Training (TRG) | 06 formats in MS Word |
| 6. | **ISO 18788:2015 Audit checklists** | **More than 500 questions** |
| 7. | **Job Description** | **01 File in word for 10 JD** |
| 8. | **ISO 18788:2015 document compliance matrix** | **01 File in MS Excel** |

**Total 95 files in editable form; Quick Download by e-delivery**

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## Part-2: ISO 18788:2015 Awareness training kit

| Part – 2: Training: ISO 18788:2015 awareness training | |
|---|---|
| **A.  PPT Presentation** | **No. of Slides** |
| 1.   Overview of ISO 18788:2015 | 24 slides |
| 2.   ISO 18788:2015 requirements | 44 slides |
| 3.   ISO 18788:2015 documentation | 17 slides |
| 4.   Step for ISO 18788:2015 certification | 07 slides |
| **B.  Literature** | |
| A literature to understand ISO 18788:2015 subject well in 04 chapters, 02 workshops and 01 case study | **Approx. 30 pages in MS Word** |
| **C.  Work shops** | **20 questions to solve** |
| **D.  Case study** | **1 case study with 5 questions** |

## Part-1: Documented information package:

Our documentation kit contains sample documents required for ISO 18788:2015 certification 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 18788:2015, 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. Private Security Operation Manual (10 Chapters):

It is a sample copy of private security operation manual having clause-wise details of how ISO 18788:2015 system is implemented. The private security operation manual is tier-1 of ISO 18788:2015 documents and covers list of procedures as well as overview of organization. This

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manual has total 10 chapters covering company profile, amendment sheet, index, clause-wise details as per ISO 18788:2015 for implementation, sample policy and organization chart.

## (A) Table of Contents

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| | | | |
|---|---|---|---|
| | Operational planning and control | | 8.1 |
| | Establishing norms of behavior and codes of ethical conduct | | 8.2 |
| | Use of Force | | 8.3 |
| | Apprehension and search | | 8.4 |
| | Operations in support of law enforcement | | 8.5 |
| | Resources, roles, responsibility and authority | | 8.6 |
| | Occupational health and safety | | 8.7 |
| | Incident management | | 8.8 |
| 9. | **Performance evaluation** | 1 – 4 | 9.0 |
| | Monitoring, measurement, analysis and evaluation | | 9.1 |
| | Internal audit | | 9.2 |
| | Management review | | 9.3 |
| 10. | **Improvement** | 1 – 3 | 10.0 |
| | Nonconformity and corrective action | | 10.1 |
| | Continual improvement | | 10.2 |

## 2. Annexure (11 Annexure):

It is a sample copy of private security operation annexure.

| Annexure | | | |
|---|---|---|---|
| ANX–I | List of Documented Information | 1 – 3 | ============== |
| ANX–II | Glossary of terms and Definitions | 1 – 5 | ============== |
| ANX–III | Process Flow Chart | 1 – 2 | ============== |
| ANX–IV | Organization Structure | 1 – 1 | ============== |
| ANX–V | Human Rights Policy | 1 – 2 | ============== |
| Anne –VI | The International Code of Conduct for Private Security Service Providers (ICoC) | 1 – 1 | ============== |

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| ANX–VII | Security Operations Services | 1 – 2 | ============== |
|---------|------------------------------|-------|----------------|
| ANX–VIII | Grievance Policy | 1 – 1 | ============== |
| ANX–IX | Whistle Blowing Policy | 1 – 2 | ============== |
| ANX–X | Business Ethics And Anti-Bribery And Corruption | 1 – 2 | ============== |
| ANX–XI | Enterprise Risk Management Policy | 1 – 5 | ============== |

## 3. Procedures (23 procedures):

Sample copies of mandatory procedures as per ISO 18788:2015 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 documented information
2. Procedure for corrective action
3. Procedure for internal audit-SOMS
4. Procedure for management review
5. Procedure for Risk Management
6. Procedure for Training
7. Procedure for Control of Records
8. Procedure for Identification of Evolution of Compliance
9. Procedure for Communication and consultation
10. Procedure for Preventive action
11. Procedure for Evaluation of Supplier & Subcontractor
12. Procedure for Operational Planning & Control
13. Procedure for Prevention and Management of Undesirable or Disruptive events
14. Procedure for Use of Force
15. Procedure for Selection, Back Ground Screening and Vetting of Personal
16. Procedure for Selection, Back Ground Screening and Vetting of Subcontracts
17. Procedure for Procurement and Management of Weapons, Hazardous Materials and Munitions
18. Procedure for Uniforms & Markings
19. Procedure for Occupational Health & Safety
20. Procedure for Incident Management
21. Procedure for Incident monitoring, reporting and investigations
22. Procedure for Grievance
23. Procedure for Control of Nonconformity Operations

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## 4. Exhibits (08 exhibits)

Exhibits cover Skill Requirements, Multi Skill Requirements, Disposal Of Non–Conforming Operation, Codification System, Stakeholders Needs & Expectations, Communication Matrix, Operation Control Plan, Inspection Test Plan etc. as per ISO 18788:2015 standard.

### List of Exhibits

1. Multi Skill Requirements
2. Skill Requirements
3. Disposal Of Non–Conforming Operation
4. Codification System
5. Stakeholders Needs & Expectations
6. Communication Matrix
7. Operation Control Plan
8. Inspection Test Plan

## 5. Blank sample formats for all the departments (46 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. The blank formats can be used as templates. A total of 46 blank formats are provided as per the list given below.

### List of blank formats

| | | | |
|---|---|---|---|
| 1. | Personnel Screening Form | 24. | Preventive Action Report |
| 2. | Disposal of Non-Conforming Service | 25. | Master List of Records |
| 3. | Daily Occurrence Report | 26. | SOMS Objectives Monitoring sheet |
| 4. | Visitor Log Book | 27. | SOMS Audit Plan / Schedule |
| 5. | Monthly Fire Extinguisher checklist | 28. | ISO 18788:2015 Clause wise Document wise Audit Review Report |
| 6. | Equipment History card | 29. | SOMS Internal Audit Non–Conformity Report |
| 7. | Security Incident Report | 30. | Continual Improvement Plan |
| 8. | Security Incident Investigation Report | 31. | Corrective Action Report |
| 9. | Form of Application for Arms license | 32. | List of Licenses / certificates |
| 10. | Form of Renewal for Arms license | 33. | Communication Report |
| 11. | Grievance Committee meeting Record | 34. | Management Review Meeting |
| 12. | Selection, Back Ground Screening and Vetting of Personal | 35. | Risk Analysis Sheet |
| 13. | Selection, Back Ground Screening and Vetting of Subcontractors | 36. | Stock Register |
| 14. | Approved Subcontractor List | 37. | Gate Pass |
| 15. | Subcontract Work Monitoring Report | 38. | Material Issue Slip |

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| | | | |
|---|---|---|---|
| 16. | Security Service Contract Agreements | 39. | Preservation Assessment Report |
| 17. | Purchase Order | 40. | Goods Receipt Note |
| 18. | Indent and Incoming Inspection Record | 41. | Training Calendar |
| 19. | Approved Vendor list & Annual purchase order | 42. | Training Need Cum Records Sheet |
| 20. | External Provider Registration Form | 43. | Induction Training Report |
| 21. | Annual Purchase Order | 44. | Job Description and Specification |
| 22. | Master List Cum Distribution List of Documents | 45. | Multi Skill Analysis |
| 23. | Change Note | 46. | Training Attendance Cum Evaluation Sheet |

## 6. ISO 18788:2015 Audit checklist (more than 500 questions)

This covers audit questions based on the ISO 18788:2015 private security operation management system 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 500 questions are prepared on the basis of ISO 18788:2015.

## 7. Job descriptions (10 job descriptions)

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

## 8. ISO 18788:2015 Compliance Matrix

This compliance matrix contains ISO 18788:2015 requirement wise list of documented information for easy reference of users and to understand how this system is made.

## Part-2: Training: ISO 18788:2015 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.

### 1. Overview of ISO 18788:2015

It covers Overview of private security operation management system, benefits and summary of overall system and process for ISO 18788:2015.

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### 2. ISO 18788:2015 private security operation management requirements

It covers ISO 18788:2015 systems, Requirements, to establish the private security operation management system, It gives explanation for many concepts and given in plain English.

### 3. ISO 18788:2015 private security operation management documentation

It covers private security operation 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.

### 4. Steps for ISO 18788:2015 certification

It covers implementation methodology, steps for ISO 18788:2015 certification, the non-conformances, and process, what happens during a certification audit.

### B. The literature to understand ISO 18788:2015 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 18788:2015 private security operation management system |
| 2. | ISO 18788:2015 requirements |
| 3. | ISO 18788:2015 documentation |
| 4. | Step for ISO 18788:2015 certification |

### C. Total 02 workshops to understand ISO 18788:2015 requirements:-

This topic covers 2 workshops and total 20 questions with details to find out the ISO 18788 applicable clause number to check effectiveness of training gained by students.

### D. There is 01 case study to understand ISO 18788:2015 requirements:-

This topic covers 1 case study with audit questions with details to find out the ISO 18788 applicable clause requirement to check effectiveness of training gained by students.

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## Chapter-2.0 ABOUT COMPANY

Global manager group 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.

### Global Manager Group is committed for:

1. Personal involvement and 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 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 18788:2015 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 18788:2015 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, Click Here ➡ **Buy Now**

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