

D127: Demo of SA8000:2014 Documentation Kit

Price 450 USD Total editable documentation package

Complete editable document tool kit (Social manual, procedures, social policy, Social Committee, formats, SOPs, SA 8000 audit checklist etc.) ALL documents helps for certification to SA 8000-2014

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Chapter-1.0 CONTENTS OF SOCIAL ACCOUNTABILITY DOCUMENT KIT (More than 95 Editable document files in word/excel)

A. The Total Editable Document kit has 8 main directories as below in Ms. word.

D 127 – SA8000-2014 Document kit

Sr. No.	List of Directory	Document of Details
1.	Social Manual	07 files – 22 pages in Ms. word
2A.	Procedures – Systems	08 procedures – 29 pages in Ms. word
2B.	Procedures – OHS	09 procedures – 18 pages in Ms. word
3.	Social Policy (English)	08 policies – 10 pages in Ms. word
4.	Social Committee	08 files – 12 pages in Ms. word
5.	Formats / Templates	43 formats – approx. 50 pages in Ms. Word
	Name of departments	
	OHS	17 formats in Ms. Word
	Purchase (PUR)	05 formats in Ms. Word
	System and social accountability (SYS)	17 formats in Ms. Word
	Administration and Training (TRG)	05 formats in Ms. Word
6.	Standard Operating Procedures (SOPs)	10 SOPs – 15 pages in Ms. word
7.	Audit Checklist	03 files of more than 150 audit questions

Total 96 files quick download in editable form by e delivery

For more détails about SA8000:2014 Documentation Kit Features and Uses [Click Here](#)

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Part: B. SA 8000 :2014 Requirement wise Documents List:

SA 8000 Document Matrix

Document No.	Document Name	SA 8000 Clause Nos.	Clause
SM 01	Social Manual	4	Social Accountability Requirements
Policy/01	Policy	4.1	Child Labour
Policy/02	Policy	4.2	Forced and Compulsory Labour
Policy/09	Policy	4.3	Health and Safety
Policy/08	Policy	4.4	Freedom of Association & Right to collective Bargaining
Policy/03	Policy	4.5	Discrimination
Policy/04	Policy	4.6	Disciplinary Practices
Policy/06	Policy	4.7	Working Hours
Policy/07	Policy	4.8	Remuneration
SM 01	Social Manual	4.9	Management Systems
SM 01	Social Manual	4.9.1	Policy
SM 01	Social Manual	4.9.2	Management Representative
SM 01	Social Manual	4.9.3	Worker Representative
PRO/SYS/01	Procedure for management review	4.9.4	Management Review
PRO/SYS/05	Procedure for training	4.9.5	Planning and Implementation
SM 01	Social Manual	4.9.6	interpretative guidance
E/SYS/02/PUR	Process approach for Purchasing	4.9.7	Control of Suppliers/Subcontractors and Sub-Suppliers
PRO/SYS/06	Procedure For Corrective & Preventive Action	4.9.8	Addressing Concerns and Taking Corrective Action
PRO/SYS/07	Procedure For Control Of Supplies	4.9.9	Outside Communication and Stakeholder Engagement
PRO/SYS/04	Procedure For Internal Audit	4.9.10	Access for Verification
PRO/SYS/03	Procedure For Control of Record	4.9.11	Controls of records

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Master Guidelines

SA 8000 clause wise audit questions

Workers questions- English

List of forms are given as a template to fulfill above clause requirements

Part: C Documentation:-

Our document kit is having sample documents required for implementation of SA 8000. The documents are prepared by the highly experienced team of people with rich experience of process improvement and process enhancement and many companies are certified successfully under SA 8000 with our help. You need to study the document kit and do necessary changes as per your company need and within 1 week your entire documents are ready as well as your team will get **many ideas for system establishment to reduce the cost and effort to increase the profits 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 many files are made in word Document as per the details listed below. All the documents are related to SA 8000-2014 for and user can edit it in line with their own processes.

1. Social Manual:

It covers sample copy of social manual and requirement wise details for how SA 8000 is implemented. It covers sample policy for all process areas, social policy and organization structure and covers 1st tier of SA 8000 documents.

A.1 Table Of Contents			
Chapter No.	Subject	Page No.	Clause Reference
			SA 8000:2014
Section – 1			
1	Table Of Contents And Authorization Statement	1 – 2	-----
2	Company Profile	1 – 1	-----
3	Control And Distribution	1 – 3	-----
Section – 2			
Social Accountability Requirements			
4	Child Labor	1 – 12	4.1
	Forced and compulsory labor		4.2
	Health and Safety		4.3
	Freedom of Association & Right to collective Bargaining.		4.4
	Discrimination		4.5

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	Disciplinary Practices.		4.6
	Working Hours		4.7
	Remuneration		4.8
	Management Systems		4.9
Annexure			
ANX-I	List of procedures	1 – 1	-----
ANX-II	Glossary of terms	1 – 1	-----

2A. System Procedures (08 Procedures):

It covers sample copy of system procedures covering all the specific practice areas of 08 system processes. Our system procedures help the organization to make the best SA 8000 system and quick process establishment. All system procedures are as listed below.

List of System Procedures (08 system procedures)

Sr. No.	Procedure No.	Name of Procedure	Total Pages
1.	PRO/SYS/01	Procedure for Management review	03
2.	PRO/SYS/02	Procedure for Document and Data Control	07
3.	PRO/SYS/03	Procedure for Control of records	03
4.	PRO/SYS/04	Procedure for Internal Audit	03
5.	PRO/SYS/05	Procedure for Training	03
6.	PRO/SYS/06	Procedure For Corrective And Preventive Action	04
7.	PRO/SYS/07	Procedure For Control Of Supplies	03
8.	PRO/SYS/08	Procedure For Communication	03
Total Pages →			29

2B. Occupation, health and safety procedures (08 OHS Procedures):

It covers sample copy of health and safety procedures covering all the specific practice areas of 08 OHS processes. Our HSE procedures help the organization to make the best system and quick process improvements. All OHS procedures are as listed below.

List of OHS Procedures (08 OHS procedures)

Sr. No.	Procedure No.	Name of Procedure	Total Pages
1.	PRO/OHS/01	Procedure For Hazards Identification and Risk Assessment	04
2.	PRO/OHS/02	Procedure For Identification Of Legal And Other Requirements	02
3.	PRO/OHS/03	Procedure For Objectives & Targets	02
4.	PRO/OHS/04	Procedure For OHSMP	02

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5.	PRO/OHS/05	Procedure For Incident Investigation, Non- Conformity, Corrective Action & Preventive Action	02
6.	PRO/OHS/06	Procedure For Operation Control	02
7.	PRO/OHS/07	Procedure For Emergency Preparedness and Response	02
8.	PRO/OHS/08	Procedure For Performance Monitoring And Measurement	02
Total Pages →			18

3. Social Policy:

It covers sample copy of social policy covering all the details in English and Gujarati. All policies as listed below;

List of social policy - English

Sr. No.	Policy No.	Name of Policy	Total Pages
1.	Policy/01	Policy on Religion, Cast, Regional, Sexual, Racial Harassment	01
2.	Policy/02	Grievance policy and Procedure	03
3.	Policy/03	Policy Of Equal Opportunities (No discrimination)	01
4.	Policy/04	Discipline Action policy and Procedure	01
5.	Policy/05	HIV/AIDS Policy	01
6.	Policy/06	Policy On Honest Work Practice (Anti Bribery Policy)	01
7.	Policy/07	Ethical Trading Policy	01
8.	Policy/08	Collective Bargaining policy	01
9.	Policy/09	OHS Policy	01
Total Pages →			10

4. Social Committee:

It covers sample copy of social committee list of members as well as agenda covering details. All social committee is listed below;

List of social committee

Sr. No.	Committee No.	Name of committee	Total Pages
1.	1	Grievance Committee	01
2.	1	Grievance Committee meeting Record	02
3.	2	Harassment Committee	01
4.	2	Harassment Committee meeting record	02
5.	3	Quality Control Committee	01
6.	4	Safety Committee	01
7.	5	Works Committee	01
8.	5	Works Committee Meeting Record	03
Total Pages →			12

5. Formats (43 Formats)

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It covers sample copy of forms required to maintain records as well as establish control for social accountability SA 8000-2014 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 Formats (43 Formats)

Sr. No.	Format No.	Name of Format
1.	F/OHS/01	Waste/Used oil Control Monitoring Report
2.	F/OHS/02	Evaluation of impacts
3.	F/OHS/03	Initial EMS Review Of Prioritization Of Significant Aspect Its Impact Feasibility Analysis
4.	F/OHS/04	EMP Progress Monitoring Report
5.	F/OHS/05	Near Miss Report Near Miss Report
6.	F/OHS/06	Investigation report
7.	F/OHS/07	Safety inspection check list
8.	F/OHS/08	Work Permit Report
9.	F/OHS/09	Location List of Fire Extinguishers
10.	F/OHS/10	List of Chain Pulley Blocks ,lifts, Pressure Vessel
11.	F/OHS/11	First aid box Check List
12.	F/OHS/12	Fire fighting checklist
13.	F/OHS/13	Fire hydrant Check list
14.	F/OHS/14	PPE Preventive maintenance Check point
15.	F/OHS/15	Eye wash/Shower Check List
16.	F/OHS/16	Vehicle Check point
17.	F/PUR/1	Purchase Order
18.	F/PUR/2	Indent & Incoming Inspection Record
19.	F/PUR/3	Approved Vendor List cum Open Purchase Order
20.	F/PUR/4	Supplier Registration form
21.	F/PUR/5	Open Purchase Order
22.	F/SYS/01	Master list and Distribution list of Document
23.	F/SYS/02	Change Note
24.	F/SYS/03	Calibration Status Of Instruments/Equipment
25.	F/SYS/04	Master list of Records
26.	F/SYS/05	Quality ,Safety Objective & Target
27.	F/SYS/06	Audit Plan/Schedule
28.	F/SYS/07	Internal Audit Non Conformity Record
29.	F/SYS/08	Clausewise Documentwise Audit Review Report – QMS
30.	F/SYS/09	Clausewise Documentwise Audit Review Report – OHS
31.	F/SYS/10	Continual Improvement Plan
32.	F/SYS/11	Corrective Action Report
33.	F/SYS/12	Preventive Action Report
34.	F/SYS/13	Scrap Yard Monitoring Report

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- | | | |
|-----|----------|---------------------------------|
| 35. | F/SYS/14 | List of Licenses / Certificates |
| 36. | F/SYS/15 | Housekeeping Checking Report |
| 37. | F/SYS/16 | Earth Pit Maintenance Report |
| 38. | F/SYS/17 | Grievance handling records |
| 39. | F/TRG/1 | Training Calendar |
| 40. | F/TRG/2 | Training Need cum Records Sheet |
| 41. | F/TRG/3 | Induction Training Report |
| 42. | F/TRG/4 | Job Description & Specification |
| 43. | F/TRG/5 | Skill Matrix |

6. Standard Operating Procédures (10 SOPs)

It covers sample copy of work instructions to link with operating work and social accountability 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 to meet the SA 8000 system. 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 SOPs

Sr. No.	SOP No.	Name of SOP	Total Page
1.	SOP/OHS/01	Handling, Storage And Disposal	01
2.	SOP/OHS/02	Mock Drill	01
3.	SOP/OHS/03	Safety And Security	03
4.	SOP/OHS/04	Accident Reporting, Investigation And Analysis	01
5.	SOP/OHS/05	General Follow – Up	02
6.	SOP/OHS/06	Maintenance Activities	02
7.	SOP/OHS/07	Unloading, Handling And Storage Of Petroleum And Gas	01
8.	SOP/OHS/08	Elimination Of Risk Of Accident During Operation Of Pressure Vessel	01
9.	SOP/OHS/09	Stores	02
10.	SOP/OHS/10	Emergency Plant Shutdown	01
Total Pages →			15

7. SA 8000 audit questionnaire (03 files more than 150 Questions)

There covers audit questions based on SA 8000 requirements as well as for Clause wise questions and worker question. It will be very good tool for the auditors to make audit Questionnaire / clause wise audit Questionnaire while auditing and make effectiveness in auditing.

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Chapter-2.0 ABOUT COMPANY

Punyam Management Services Pvt. Ltd. is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 20 years in SYSTEM CERTIFICATION 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 standard faster with the establishment of best processes. It helps the organization to make the best system with process improvement concepts and helps the organization to get best performances in terms of reduction in costing, efforts and get the things done timely with Quality product. Thus it helps the organization to give full value for money and pay back of our product is less than 2 month.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, SYSTEM CERTIFICATION and SA 8000 consultancy, process improvement concept implementation and SYSTEM CERTIFICATION 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 global standards certification including system certification and SA 8000 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 system certification series certification in last 20 years.
6. We had spent more than 10000 man-days (30 man years) in preparing system certification documents, management kits and training slides.
7. Our product gives lot of opportunity for process improvements and gives full benefits to the users.

We are 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

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

B. Software used in Document kit

- Documents written in Ms Office 2007 and window xp programs. You are therefore required to have office 2007 or above with window xp and later.

3.2 Features of Document kit:-

- Contains all necessary documents as listed above and comply with the requirements of SA 8000 guidelines for product and services development technical report.
- 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.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing your company to the SA 8000 documents.
2. Take care for all the section and sub sections of SA 8000 guidelines and 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 SA 8000 documents for their organization
4. Readymade templates and sample documents are available which can reduce your time in document preparation
5. Save much time and cost in document preparation
6. The audit questions helps in making perfect audit checklist
7. You will get better control in your system due to our proven formats and templates

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