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| **Prepared By** | **Approved By** | **Date** |
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**ISO/IEC 17024:2012**

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**List of Documents**

**ISO/IEC 17024:2012 Package - Included Documents**

This document outlines the comprehensive list of procedures, records, forms, manuals, policies, and SOPs included in the ISO/IEC 17024:2012 Package. These resources are designed to ensure compliance with personnel certification standards and facilitate the implementation of an effective Certification Body Management System.

**Package Features:**
- Full lifetime access
- Access on a laptop, desktop, and mobile

## Forms

|  |  |
| --- | --- |
| No. | Forms Name |
| 1 | Audit Schedule |
| 2 | Change Note |
| 3 | Continuous Skill Development |
| 4 | Contract Review Checklist |
| 5 | Corrective Action Report |
| 6 | Customer Satisfaction Survey |
| 7 | Declaration of Confidentiality and Impartiality |
| 8 | Document Matrix |
| 9 | Employment Contract |
| 10 | Examination Supervisor Qualification |
| 11 | Examiner Evaluation Form |
| 12 | Examiner Supervisor Training Plan |
| 13 | Identification of Training Needs |
| 14 | Incident Log |
| 15 | Incident Report |
| 16 | Internal Audit Report |
| 17 | List of Records |
| 18 | Management Review Meeting Agenda |
| 19 | Non-Conformance Report |
| 20 | Preventive Action Report |
| 21 | Customized Questionnaire |
| 22 | Questionnaire |
| 23 | Customized Quotation |
| 24 | Subcontracting Agreement |
| 25 | Training Report |
| 26 | Training Schedule |

## Manual and Quality Policy

|  |  |
| --- | --- |
| No. | Manual and Quality Policy Name |
| 1 | Impartiality Policy |
| 2 | Privacy Policy |
| 3 | Quality Policy |
| 4 | ISO/IEC 17024:2012 Manual |

## Standard Operating Procedures (SOPs)

|  |  |
| --- | --- |
| No. | Standard Operating Procedures (SOPs) Name |
| 1 | Certificate Issue, Suspension, and Withdrawal Procedure |
| 2 | Certification Procedure |
| 3 | Complaints and Appeals Procedure |
| 4 | Contract Review Procedure |
| 5 | Document Control Procedure |
| 6 | Human Resources Procedure |
| 7 | Internal Audit Procedure |
| 8 | Management Review Procedure |
| 9 | Outsourcing Procedure |
| 10 | Record Control Procedure |
| 11 | Security Procedure |
| 12 | Recertification and Continuing Competence Procedure |
| 13 | Examination Item Analysis and Validation Procedure |
| 14 | Exam Accommodations for Special Needs Procedure |
| 15 | Candidate Identity Verification Procedure |
| 16 | Use of Certification Logos and Marks Procedure |
| 17 | Certification Scheme Committee Operations Procedure |
| 18 | Training Program Development and Delivery Procedure |

## Certification Schemes

|  |  |
| --- | --- |
| No. | Certification Schemes Name |
| 1 | Certification Scheme for CEP (Certified Environmental Professional) |
| 2 | Certification Scheme for CISSP (Cybersecurity Professional) |
| 3 | Certification Scheme for CQA (Certified Quality Auditor) |
| 4 | Certification Scheme for CSP (Certified Safety Professional) |
| 5 | Certification Scheme for PMP (Project Management Professional) |