

DOCUMENTED INFORMATION: Formalizing what your organization does - with standardized documentation

Benefits offered by documented information, as part of an effective management system, include:



PLANNING	Provides for consistency and repeatability of work practices
DOING	Direction from management for all staff to follow in completing work assignments
CHECKING	Conducting reviews to verify that everyone is following the planned work process is made easier
ACTING	Acting quickly on work process improvements can improve efficiency – saving time and money

PRICING:

- **Quality Manual: \$595; Procedures: from \$295 each; plus \$495 one-time fee** (*HST added to all prices*)
 - A documented information package that addresses the ISO 9001: 2015 requirements, and capable of demonstrating effectiveness of the QMS
 - Includes all travel and communication with the client to collect the necessary information to incorporate into the draft documentation

What is included:

- A Quality Manual (1) that contains, or references, information that must be maintained or retained, as required by the standard;
- QMS procedures (16 maximum) that are essential to demonstrate consistency and effectiveness of the management system. (any additional procedures required @ \$295 each);
- Integration of the organization's work processes, as applicable, into the documented information package;
- Instruct applicable personnel on the use of documents generated;
- Provide one (1) printed copy and one (1) digital copy, of all documentation created, when finalized and accepted by the Customer

Why Choose Us?

- We offer **fixed-price contracts** and flexible hours of work, convenient to the Customer;
- 100% customer satisfaction (with references);
- Providing affordable and professional services (**compare** at up to \$1200.00 / a day +).

What does the Documented Information Package consists of?

- A written account of how the company wants selected processes to be conducted;
- Any associated forms to document the completion of individual tasks of a process;
- Work Instructions (when necessary) to document each critical step of a process.