



ISO 37001 Documentation Kit – Anti-Bribery Management System

Level 1 – Manual & Policy	
Manual	
1.	ISO 37001:2016 Manual
Policy	
1.	Anti-Bribery and Anti-Corruption Policy
Level 2 - Procedures	
1.	Document and Data Control Procedure
2.	Corrective Action Procedure
3.	Internal Audit Procedure
4.	Management Review Procedure
5.	Risk Management Procedure
6.	Training Procedure
7.	Investigating and Dealing With Bribery Procedure
8.	Control of Records Procedure
Level 3 – Formats & Templates	
Formats	
1.	Master List & Distribution List of Documents
2.	Change Note
3.	Petty Cash Payment Record
4.	Master List of Records
5.	ABMS Objectives Monitoring Sheet
6.	ABMS Audit Plan / Schedule
7.	Internal Audit Non-Conformity Report
8.	ISO 37001:2016 Clause-Wise Audit Review Report
9.	List of Licenses / Certificates / Compliance Obligates
10.	Communication Report
11.	Management Review Meeting
12.	Objective Plan
13.	Bribery Risk Analysis Sheet – Department Level
14.	Bribery Risk Assessment Form – Organization Level
15.	Whistleblower Committee
16.	Anti-Bribery Compliance Function Report
17.	Corrective Action Report

18.	Investigation Report
19.	Training Calendar
20.	Employee Wise Training & Competence Record Sheet
21.	Induction Training Report
22.	Job Description & Specification
23.	Training Report
24.	Multi Skill Analysis
25.	Order Form / Order Confirmation
26.	Customer Complaint Report
27.	Customer Feed Back Form
28.	Purchase Order
29.	Indent and Incoming Inspection Record
30.	Approved External Provider List & Annual Purchase Order
31.	External Provider Registration Form
32.	Performance Appraisal Records
33.	Manpower Requirement Form
34.	Visitor Log Book
35.	Gate Pass
Process Approach	
1.	Customer Service
2.	Dispatch
3.	Engineering
4.	Marketing
5.	Production
6.	Purchase
7.	Quality Control
8.	System Coordinator Processes
9.	Stores
10.	Training Activity
11.	Management Representative's Area

ISO 27701:2019 – Privacy Information Management System

Level 1 – Policies	
1.	PII Controller - Processor Agreement Policy
2.	Website Privacy Policy
3.	CCTV Policy
4.	Records Retention and Protection Policy
5.	Privacy and Data Protection Policy
6.	PII Processor Policy
7.	Customer PII Transfer Policy
Level 2 - Procedures	
Procedures	
1.	PII Analysis Procedure
2.	Legitimate Interest Assessment Procedure
3.	PII Processor Assessment Procedure
4.	Privacy Notice Procedure
5.	PII Principal Request Procedure
6.	PII International Transfers Procedure
7.	PII Disclosure Procedure
Processes	
1.	Risk Assessment and Treatment Process
2.	Letter to Processors
3.	Privacy Impact Assessment Process
4.	Processor Security Controls
Level 3 - SOPs	
1.	Group Internal and E-mail Usage
2.	Software Configuration Management
3.	Handling of Virus Attacks
4.	Management of Removable Media
5.	Personnel Security
6.	Warehouse Security
Level 4 - Formats, Templates & Presentations	
Formats	
1.	PII Assessment Evidence

2.	Meeting Minutes Template
3.	ISO 27001 and ISO 27701 Statement of Applicability
4.	Records of Processing Activities
5.	PII Analysis Form
6.	PIA Questionnaire
7.	PII - Initial Questionnaire
8.	Legitimate Interest Assessment Form
9.	Consent Request Form
10.	Contract Review Tool
11.	PII Processor Assessment
12.	Privacy Impact Assessment Tool
13.	Privacy Notice Planning Form - PII Principal
14.	Privacy Notice Planning Form - Other Source
15.	PII Principal Request Form
16.	PII Principal Request Rejection
17.	PII Principal Request Charge
18.	PII Principal Request Time Extension
19.	Records of PII Disclosures
20.	Records of PII Transfers
21.	Records of Processing Activities
22.	Processor Employee Confidentiality Agreement
23.	Records of Processor PII Transfers
24.	Records of Processor PII Disclosures
25.	Sub-Processor Agreement
Templates	
1.	ISO 27701 Documentation Log
2.	Executive Support Letter
3.	PIMS Extensions to Existing ISMS
4.	Applicable Privacy Legislation
5.	Privacy Impact Assessment Report
6.	PII Principal Request Register
Presentations	
1.	Introduction to Privacy Presentation

2.	PII Awareness Training Presentation
Guidelines for Implementation Methodology	
1.	Guidelines for ISO 27701 Implementation
2.	ISO 27701 All-In-One Toolkit User Guide
3.	ISO 27701:2019 Toolkit Index
4.	ISO 27701 Project Initiation Document
5.	ISO 27701 Project Plan
6.	ISO 27701 Gap Assessment
7.	ISO 27701 Progress Report
8.	Certification Readiness Checklist