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