



ISO 31000:2018 – Risk Management – Guidelines

Level 1 – Manual, Plan & Policy	
Manual	
1.	Enterprise Risk Management Manual
Plan	
1.	Risk Management Plan
2.	Scope Management Plan
3.	Requirements Management Plan
4.	Schedule Management Plan
5.	Cost Management Plan
6.	Quality Management Plan
7.	Process Improvement Plan
8.	Human Resource Management Plan
9.	Communication Management Plan
10.	Procurement Management Plan
11.	Stakeholder Management Plan
12.	Change Management Plan
Policy	
1.	Risk Management Policy
2.	Quality Management Policy
Level 2 - Procedures	
Procedures	
1.	Risk Management Procedure
2.	Corrective Action Procedure
3.	FMEA Procedure
4.	Cost of Quality (COQ) Procedure
5.	Communication Procedure
6.	Training Procedure
7.	Control of Documented Information Procedure
8.	Internal Audit Procedure
9.	Management Review Procedure
Processes	
1.	Risk Assessment and Treatment Process
2.	Roles and Responsibilities Process

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.	Master List and Distribution List of Documents
2.	Change Note
3.	Master List of Records
4.	Objectives Monitoring Sheet
5.	Audit Plan / Schedule
6.	Continual Improvement Plan
7.	Corrective Action Report
8.	List of Licenses /Certificates
9.	Communication Report
10.	Management Review Meeting
11.	Risk Analysis Sheet
12.	Software Validation Log
13.	Instrument History Card
14.	Production Plan and Status Report
15.	Contractor Assessment
16.	Change Log
17.	Training Calendar
18.	Employee Wise Training & Competence Record Sheet
19.	Induction Training Report
20.	Job Description & Specification
21.	Training Report
22.	Multi-Skill Analysis
23.	Purchase Order
24.	Indent and Incoming Inspection Record
25.	Approved External Provider List & Annual Purchase Order

26.	External Provider Registration Form
27.	Annual Purchase Order
28.	External Provider Evaluation / Rating
29.	Order Form / Order Confirmation
30.	Customer Complaint Report
31.	Customer Feedback Form
32.	Customer Property Monitoring Register
33.	Gate Pass
34.	Material Issue Slip
35.	Performance Appraisal Records
36.	Manpower Requirement Form
37.	Service Report

Templates

1.	Top Management Communication Program
2.	Risk and Opportunity Assessment Report
3.	Competence Development Report
4.	Internal Audit Report

Presentations

1.	Introduction to Risk Management
2.	ISO 31000:2018 Awareness Training Presentation

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