Templates download/IMS Documents

This well-designed template set is our solution for managing controlled documents with BlueSpice. It enables you to organize the documents for any process-oriented quality management approach with little effort.

You acquire the set directly via our sales department.

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Process descriptions

New page

Page	Business unit	Process owner	Approval state	Valid until	Status
Contract process	Company, Project Management	Andrew Hayes	Approved	20. Juli 2021	🔴
New customer management	Project Management, Sales	Margie Castillo	Approved	13. April 2022	🟢
Sales process	Company	Carlos Olson	Approved	8. Mai 2021	🟢

New customer management

ⓘ Last edited 15 minutes ago by MLR   ☆ Watch   ⓘ This page is approved

			✏ edit
Document type:	Process description	Approval state:	Approved (Version: 62)
Document ID:	1312	Approval by:	MLR
Assigned standards:	ISO 9001:2015 - 8.1 Operational planning and control	Approval date:	16:30:34, 19 July 2021 ᴸ
Process owner:	User:Mlink-rodrigue	Valid from:	February 1, 2021
Roles affected:	Office Manager	Valid until:	April 13, 2022 🟢
Business unit:	Sales, Project Management	Internal audit due:	May 27, 2021

Contents   [show]

Purpose / goals

Why is this process necessary? Provide a brief summary of the purpose of this process.

Predecessor

Process that precedes this process.

Recipient

Process that follows this process.

Process steps

R=Responsible party; P= Participants in the process

Input (resources)	Steps	Work instruction	Output (deliverables)	R	P
what is needed to start this step?	*name or brief description of the process step*	*related instructions*	*result of this step*	*who?*	*who?*

Included templates

This set contains the forms, templates, and overview pages for the following document types:

- Process description
- Work instruction
- Role definition
- Audit report

Supported norms

Out-of-box, the following standards are supported:

- ISO 9001:2015
- ISO 14001
- ISO/IEC 27001
- ITIL 3/4

These standards can easily be expanded or replaced by other standards.

Importing the template files

Detailed instructions for importing and using the template set are included in the archive file (.zip) as a PDF.

Screenshots

List of role definitions

List of work instructions

List of process descriptions

List of audit reports

Template for a role definition

Template for a work instruction

Template IMS Process description.png

Template for a process description

Template for an audit report

Example of an edit form