



SAI SANVIK CONSULTANCY

Business Process Management
And Certification

PROFILE

Kresshna is an IT professional with over 25 years of diversified experience in Program, Project & Test Management, Business Development, Process Development/Improvement and Solutions.

MCA and MBA (Marketing) graduate, a Project Management Professional (PMP) & Agile Certified Practitioner (ACP) from Project Management Institute.

Global Certified Lead Auditor (LA) for QMS, IT Service, Business Continuity and Information Security Management Systems standards.



From ISO 9001, ISO 27001 , ITSM, BCMS, CMMI, HIPAA, NABH and SOC 2 standards, SSC team has built a portfolio to meet your needs, and where possible, we will combine services into a single audit to save you time and money.

If you are looking for something more specific to your organisation, we can develop tailored audit programmes, run a range of training courses and offer expert advice.

LA - QMS

LA - ISMS

SOC 2 Type 1/2

NABH

HIPPA Audit

SOX

LA - BCMS

LA - ITSM

CMMI Dev. 2.0 ATM



SAI SANVIK
CONSULTANCY



SERVICES

Consulting & Advisory

We completely assist the organizations in certification, starting from Initial System Study, Gap Analysis, SOP Development/ Implementation, Documentation, Training, Implementation, Management Review until Certification for ISO 9001 / 27001 / 22301 / 20000, SOC 2, HIPAA, NABH, SOX and CMMI Dev 2.0 standards.

Audit

Internal, Concurrent, External, Stock, Investigation, Systems, Central Statutory, CAG, Tax, TDS Compliance and Due Diligence Audits

Training

Internal, External, and Corporate Trainings

Support

We always strive to design a process that makes business sense for the client & does not become a burden. We support on need basis to improve the working systems based on quality principles and requirement of the standards.



Scope of Work – ISO 9001:2015

Scope

Software development and maintenance of applications involving <mention technologies like .Net>

Please note that 1 project from each of the mentioned technologies must be showcased for audit, so that the technology can be mentioned in the scope statement.

(For Support services like IT Admin, HR, Admin, Finance teams, we must prepare the SOP and relevant process documents and these departments will also be audited)

Site

GND Solutions India Pvt Ltd

5th Block, 401, 8th Main Rd, 1st Stage, HBR Layout, Bengaluru, Karnataka 560043

(Scope statement can be fine-tuned during audit also)



Steps to Certification

1. Application Stage : Administration and Planning
2. Gap Analysis and preparation of all process documents to address deficiencies
3. Initial Audit : To determine if the mandatory requirements of the standard are being met and if the management system can proceed to final Audit
4. Final Audit : The Final assessment determines the effectiveness of the system and seeks to confirm that the management system is implemented and operational.
5. Recommendation for certification : At this point in the process, we review any corrective actions taken to address findings raised during the previous stages, certification maybe recommended
6. Certificate review and decision : The organisations files are reviewed by an independent and impartial panel and the certification decision is made
7. Certification achieved : Successful certification is communicated to the client, certificate is issued

ISO 9001 Key Activities

Phase 1: Current State Assessment

1.1	Review of existing QMS Documentation, considering Scope of QMS for certification, including Quality Policy, Quality Objectives, Quality Manual, Documented Procedures / Process, Templates, Guidelines, Checklist etc.
1.2	Review of documentary adequacies
1.3	Review of implementation adequacies

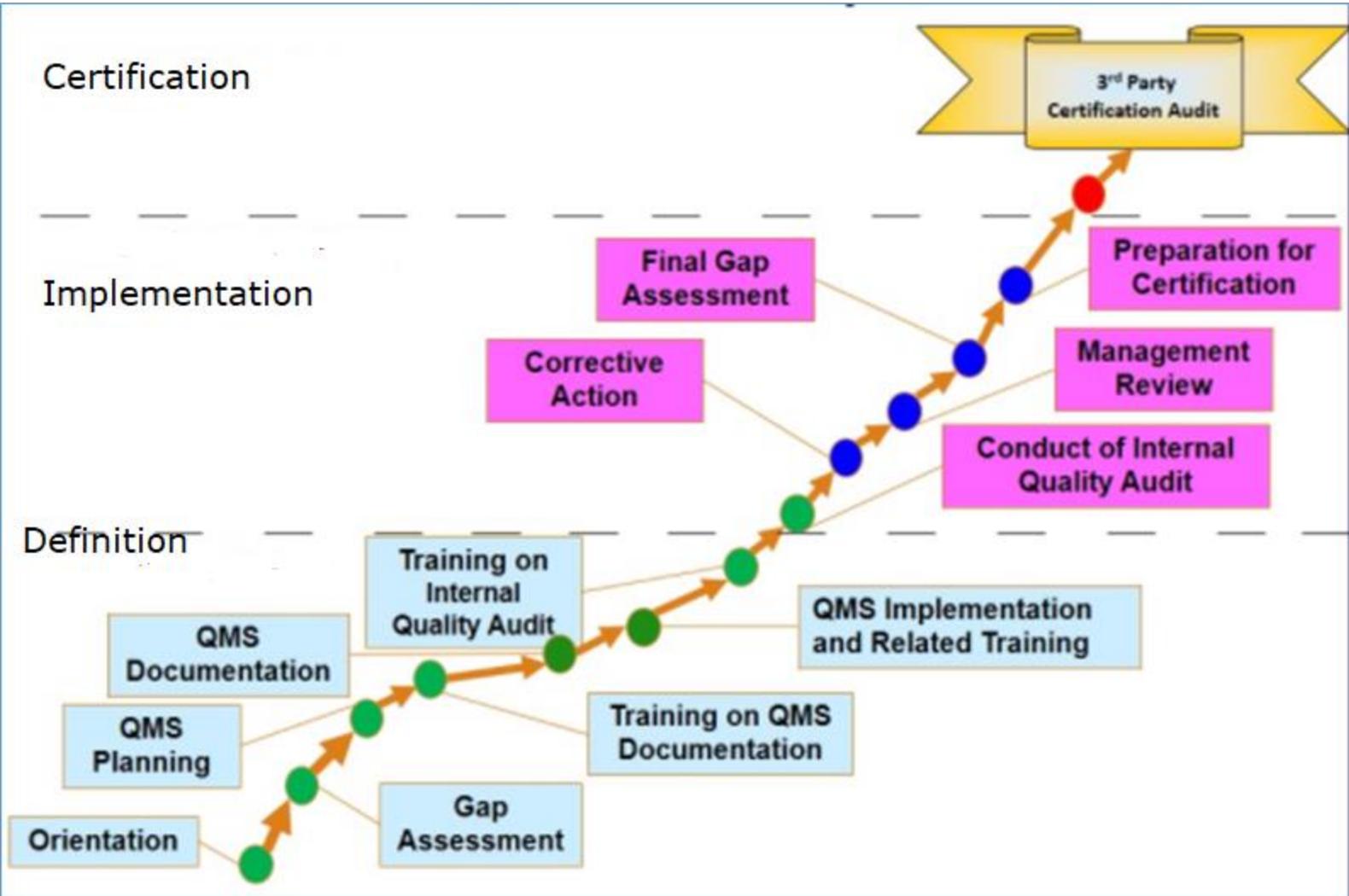
Phase 2: Implementation of QMS

3.1	Conduct training sessions on QMS awareness and implementation for staff
3.2	Evaluating existing systems, discussion with Top Management, Management Representative (MR), Core Committee & other Officials for identifying lapses and gaps, giving guidelines for evolving documented Quality Management System (QMS) and initiating activities.
3.3	Guidance for implementation of documented QMS including reviews, maintaining and retaining documented information.

Phase 3: Internal Audit, MRM and Certification

4.1	Perform detailed internal audit to identify non-conformities Take corrective and preventive actions, based on the results of the internal audit and management review or other relevant information to achieve continual improvement of the QMS
4.2	Facilitate Management Review Meeting
4.3	Perform pre-assessment prior to final certification
4.4	Assist the team during external audit
4.5	Assist teams in closure of external audit findings if any and suggest ways to maintain certification.

Roadmap





Approach

- The certification audit is conducted by an independent certification body (selected by us), and consists of 1 final audit
- Audit must be undertaken within 6 months of your application. This is completed on-site to determine whether your QMS has met the minimum requirements of the Standard and is ready for a certification audit. The auditor will point out any areas of nonconformity and potential improvements of the management system.
- Final Assessment - The auditor will conduct a thorough on-site assessment to establish whether the organisation's QMS complies with ISO 9001 standard. As in ISO 27001, we can target to do this immediately after a month.
- SSC shall assist you in securing ISO 9001 certification from well recognised accreditation body.
- GND Solutions to provide SPOC and resources to enable me perform various activities on time.

Consulting Fee

Sr.No	Major Milestones	Quoted Price (INR)	Discounted Price (INR) 10% Discount on Quoted Price
1	Phase 1- Current State Assessment & Preparation of documentation based on identified gaps	1,50,000	1,35,000
2	Phase 2 - Implementation of ISMS		
3	Phase 3 - Internal audit and Certification		
	Total Effort & Fees * Progressive invoicing will be done	1,50,000	1,35,000

- While our pricing is very competitive for the work planned, I would like to extend a discount of 10% on the above consulting fee as you have been referred by Mr. Kannan with whom I have been associated for a very long time. After applying the discount, the revised fee would be INR 1,35,000/-
- SSC shall be entitled to recover all necessary substantiated travel and accommodation expenses, reasonably incurred in delivering the services if any. These shall be reimbursed at actuals.
- All activities will be planned through in-person meetings as needed or remotely depending on team's availability.
- GST is not applicable for the consulting fees in view of SSC being a start-up company.
- Consulting fees during surveillance audits(1st and 2nd years) are separate and not included in the above cost.

Certification Audit - Estimated Fees

The approximate cost for the entire certification process are as follows. We can evaluate quotes from different certification body and identify the most suitable vendor.

S.No	Details	Amount (INR)
1	Charges towards Registration, Accreditation & Issuance of certificate	70,000
2	1st Annual Surveillance Audit charges (1st Year-end)	35,000
3	2nd Annual Surveillance Audit charges (2nd Year-end)	35,000
	Total Fees	1,40,000

Payment Terms:

- Certification: 50% advance & 50% on the day of Audit
- Annual surveillance charges are applicable and mandatory as prescribed by the certification bodies.
- GST as per actual will be added at the time of raising the invoice.
- Travel and boarding costs are not included above and will be charged at actuals.

Clients





SAI SANVIK
CONSULTANCY

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