# **Description**

[Distribution List](Process%20Manual-%20distribution%20list.docx)

[Amendment Record Sheet](Amendment%20Record%20Sheet_Process%20Manual.docx)

# **List of Procedures and Processes Reference No.**

1. Procedure for Control of Documents [PM/01](PM%2001-Procedure%20for%20Control%20of%20Documents.doc)
2. Procedure for Control of Records [PM/02](PM%2002-Procedure%20for%20Control%20of%20Records.doc)
3. Procedure for Internal Audit [PM/03](PM%2003-Procedure%20for%20Internal%20Audits.doc)
4. Procedure for Non-conforming Products &

Customer Complaints [PM/04](PM%2004-Procedure%20for%20Control%20of%20Non%20Conforming%20Product%20and%20Customer%20Complaints.doc)

1. Procedure for Corrective & Preventive Actions [PM/05](PM%2005-Procedure%20for%20Corrective%20and%20Preventive%20%20Action.doc)
2. Process for Internal Communication [PM/07](PM%2007-Process%20for%20Internal%20Communication.doc)
3. Process for Conducting Management Reviews [PM/08](PM%2008-Process%20for%20Conducting%20MRM.doc)
4. *Process for Preparing Annual Budget* [PM/09](PM%2009%20-%20Annual%20Budget.doc)
5. Process for *Budgeting for Projects & Events* [PM/10](PM%2010%20-%20Budget%20for%20Income%20Generating%20Events.doc)
6. Process for Building Competencies [PM/11](PM%2011_Process%20for%20Building%20Competencies.docx)
7. Process for Up-keep of Office Hardware *System* [PM/12](PM%2012-Process%20for%20Upkeep%20of%20Office%20Hardware%20System.doc)
8. Statutory Requirement – Process for EC Election [PM/13](PM%2013-Process%20for%20Organising%20EC%20Elections.doc)
9. Statutory Requirement- Process for AGM [PM/14](PM%2014-Process%20for%20Organising%20AGM.doc)
10. Process for Determination & Review of Customers

Requirement, Perceptions and Feedback [PM/15](PM%2015_Process%20for%20Review%20of%20Customer%20Requirements%2C%20Perception%20%26%20Feedback.doc)

1. Process for Handling Business Enquiries [PM/16](PM%2016-Process%20for%20Handling%20Business%20Enquiries.docx)
2. Process for Vendor Empanelment & Development [PM/18](PM%2018-Process%20for%20Vendor%20Development.doc)
3. Process for Payment to Suppliers [PM/19](PM%2019%20-%20Process%20for%20Payment%20to%20Suppliers.doc)
4. Process for Membership Subscription *Billing* [PM/21](PM%2021-Process%20for%20Membership%20Subscription.doc)
5. Process for Organising Seminars, Conferences,

Workshops, Training Programs & Joint Events [PM/22](PM%2022-Process%20for%20Organising%20Seminars%2C%20Workshops.doc)

1. Process for Executive Committee Meetings [PM/23](PM%2023-Process%20for%20Executive%20Committee%20Meetings.doc)
2. Process for Printing E C Booklet [PM/24](PM%2024-Process%20for%20Publishing%20EC%20Booklet.doc)
3. Process for Organising Exhibitions & Trade Fairs [PM/25](PM%2025-Process%20for%20Organising%20Exhibitions%20and%20TradeFairs.doc)
4. Process for Library Management [PM/26](PM%2026-Process%20for%20Library%20Management.doc)
5. *Process for Organising Outbound Missions* *(Intl.)*  [PM/27](PM%2027-Process%20for%20Organising%20Outbound%20Missions.docx)
6. *Process for Organising Inbound Missions (Intl.)* [PM/28](PM%2028-Process%20for%20Organising%20Inbound%20Overseas%20Missions.docx)
7. *Process for Organising Domestic Missions & Plant Visits* [PM/29](PM%2029-Process%20for%20Organising%20Domestic%20Mission.doc)
8. Process for *bringing-out Publications* [PM/30](PM%2030-Process%20for%20Bringing%20out%20Publications.doc)
9. Process for Uploading Information on the Members’

page of the Website [PM/31](PM%2031%20-%20Process%20for%20Uploading%20information%20on%20members%20page%20of%20Website.doc)

1. Process for Pre-Budget Memorandum [PM/32](PM%2032-Process%20for%20Pre-Budget%20Memorandum.doc)
2. Process for Membership Management [PM/33](PM%2033%20Process%20for%20Membership%20matters.doc)
3. Process for Dispatch [PM/34](PM%2034-Process%20for%20Dispatch.doc)
4. Process for *undertaking Printing-Jobs* [PM/41](PM%2041%20Process%20for%20Undertaking%20Printing%20Jobs.doc)
5. Process for ACMA awards [PM/44](file:///%5C%5C192.168.0.202%5Cd%5CACMA%20ISO%209001_2008%5CACMA%5CACMA%20Procedures-%20Final%20Draft%20200213%5CPM_44_Process_for_ACMA_Awards.doc)
6. ~~Process for preparing Course Design-~~*~~Existing & New~~*[~~PM/45~~](PM_45_ACT-Process%20for%20Course%20Des..doc)
7. Process for Clusters *Development*  [PM/46](PM%2046-Process%20for%20Cluster%20Development.doc)
8. ~~Process for Course Presentation~~ [~~PM/47~~](PM_47%20ACT%20-%20Course%20Presentation.doc)
9. Process for Standards [PM/48](PM_48%20ACT%20-%20Process%20for%20Standards.doc)

# **Work Instructions**

1) Work Instruction for Housekeeping [WI/02](WI-Housekeeping.doc)

2) Work Instruction for Product Specification requirement [WI/04](WI-Preservation%20of%20Product%20Specification%20Requirement.doc)