# **Description**

[Distribution List](https://www.acma.in/uploads/isodocmanager/Process_Manual_Distribution_List.docx)

[Amendment Record Sheet](https://www.acma.in/uploads/isodocmanager/Amendment_Record_Sheet_Process_Manual.docx)

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

1. Procedure for Control of Documents [PM/01](https://www.acma.in/uploads/isodocmanager/PM_01_Procedure_for_Control_of_Documents.doc)
2. Procedure for Control of Records [PM/02](https://www.acma.in/uploads/isodocmanager/PM_02_Procedure_for_Control_of_Records.doc)
3. Procedure for Internal Audit [PM/03](https://www.acma.in/uploads/isodocmanager/PM_03_Procedure_for_Internal_Audits.doc)
4. Procedure for Non-conforming Products &

Customer Complaints [PM/04](https://www.acma.in/uploads/isodocmanager/PM_04_Procedure_for_Control_of_Non_Conforming_Product_and_Customer_Complaints.doc)

1. Procedure for Corrective & Preventive Actions [PM/05](https://www.acma.in/uploads/isodocmanager/PM_05_Procedure_for_Corrective_and_Preventive_Action.doc)
2. Process for Internal Communication [PM/07](https://www.acma.in/uploads/isodocmanager/PM_07_Process_for_Internal_Communication.doc)
3. Process for Conducting Management Reviews [PM/08](https://www.acma.in/uploads/isodocmanager/PM_08_Process_for_Conducting_MRM.doc)
4. *Process for Preparing Annual Budget* [PM/09](https://www.acma.in/uploads/isodocmanager/PM_09_Annual_Budget.doc)
5. Process for *Budgeting for Projects & Events* [PM/10](https://www.acma.in/uploads/isodocmanager/PM_10_Budget_for_Income_Generating_Events.doc)
6. Process for Building Competencies [PM/11](https://www.acma.in/uploads/isodocmanager/PM_11_Process_for_Building_Competencies.docx)
7. Process for Up-keep of Office Hardware *System* [PM/12](https://www.acma.in/uploads/isodocmanager/PM_12-Process_for_Upkeep_of_Office_Hardware_System.doc)
8. Statutory Requirement – Process for EC Election [PM/13](https://www.acma.in/uploads/isodocmanager/PM_13_Process_for_Organising_EC_Election.doc)
9. Statutory Requirement- Process for AGM [PM/14](https://www.acma.in/uploads/isodocmanager/PM_14-Process_for_Organising_AGM.doc)
10. Process for Determination & Review of Customers

Requirement, Perceptions and Feedback [PM/15](https://www.acma.in/uploads/isodocmanager/PM_15_Process_for_Review_of_Customer_Requirements_Perception_&_Feedback.doc)

1. Process for Handling Business Enquiries [PM/16](https://www.acma.in/uploads/isodocmanager/PM_16_Process_for_Handling_Business_Enquiries.docx)
2. Process for Vendor Empanelment & Development [PM/18](https://www.acma.in/uploads/isodocmanager/PM_18_Process_for_Vendor_Development.doc)
3. Process for Payment to Suppliers [PM/19](https://www.acma.in/uploads/isodocmanager/PM_19_Process_for_Payment_to_Suppliers_New.doc)
4. Process for Membership Subscription *Billing* [PM/21](https://www.acma.in/uploads/isodocmanager/PM_21_Process_for_Membership_Subscription_New.doc)
5. Process for Organising Seminars, Conferences,

Workshops, Training Programs & Joint Events [PM/22](https://www.acma.in/uploads/isodocmanager/PM_22_Process_for_Organising_Seminars_Workshops_New.doc)

1. Process for Executive Committee Meetings [PM/23](https://www.acma.in/uploads/isodocmanager/PM_23_Process_for_Executive_Committee_Meetings_New.doc)
2. Process for Printing E C Booklet [PM/24](https://www.acma.in/uploads/isodocmanager/PM_24_Process_for_Publishing_EC_Booklet_New.doc)
3. Process for Organising Exhibitions & Trade Fairs [PM/25](https://www.acma.in/uploads/isodocmanager/PM_25_Process_for_Organising_Exhibitions_and_Trade_Fairs.doc)
4. Process for Library Management [PM/26](https://www.acma.in/uploads/isodocmanager/PM_26_Process_for_Library_Management.doc)
5. *Process for Organising Outbound Missions* *(Intl.)*  [PM/27](https://www.acma.in/uploads/isodocmanager/PM_27_Process_for_Organising_Outbound_Missions_New.docx)
6. *Process for Organising Inbound Missions (Intl.)* [PM/28](https://www.acma.in/uploads/isodocmanager/PM_28_Process_for_Organising_Inbound_Overseas_Missions_New.docx)
7. *Process for Organising Domestic Missions & Plant Visits* [PM/29](https://www.acma.in/uploads/isodocmanager/PM_29_Process_for_Organising_Domestic_Mission_New.doc)
8. Process for *bringing-out Publications* [PM/30](https://www.acma.in/uploads/isodocmanager/PM_30_Process_for_Bringing_out_Publications_New.doc)
9. Process for Uploading Information on the Members’

page of the Website [PM/31](https://www.acma.in/uploads/isodocmanager/PM_31_Process_for_Uploading_Information_on_Members_Page_of_Website_New.doc)

1. Process for Pre-Budget Memorandum [PM/32](https://www.acma.in/uploads/isodocmanager/PM_32_Process_for_Pre-Budget_Memorandum_New.doc)
2. Process for Membership Management [PM/33](https://www.acma.in/uploads/isodocmanager/PM_33_Process_for_Membership_Matters_New.doc)
3. Process for Dispatch [PM/34](https://www.acma.in/uploads/isodocmanager/PM_34_Process_for_Dispatch.doc)
4. Process for *undertaking Printing-Jobs* [PM/41](https://www.acma.in/uploads/isodocmanager/PM_41_Process_for_Undertaking_Printing_Jobs.doc)
5. Process for ACMA awards [PM/44](https://www.acma.in/uploads/isodocmanager/PM_44_Process_for_ACMA_Awards_New.doc)
6. Process for preparing Course Design-*Existing & New* [PM/45](https://www.acma.in/uploads/isodocmanager/PM_45_ACT_Process_for_Course_Des.doc)
7. Process for Clusters *Development*  [PM/46](https://www.acma.in/uploads/isodocmanager/PM_46_Process_for_Cluster_Development_New.doc)
8. Process for Course Presentation [PM/47](https://www.acma.in/uploads/isodocmanager/PM_47_ACT_Course_Presentation.doc)
9. Process for Standards [PM/48](https://www.acma.in/uploads/isodocmanager/PM_48%20ACT_Process_for_Standards.doc)

# **Work Instructions**

1) Work Instruction for Housekeeping [WI/02](https://www.acma.in/uploads/isodocmanager/WI_Housekeeping.doc)

2) Work Instruction for Product Specification requirement [WI/04](https://www.acma.in/uploads/isodocmanager/WI_Preservation_of_Product_Specification_Requirement.doc)