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QUALITY MANAGEMENT POLICIES AND PROCEDURES

Origination Date: XXXX

Document Identifier:	QMS-00 Policies and Procedures
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Revision:	Draft, Redline, Released, Obsolete

Abstract:

This document describes the Company's quality management system policies and procedures.

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REVISION LOG

Issue	Date	Comment	Author

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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SCOPE

The Company's quality management system applies to all employees within all functional areas of the Company's business operation. The Company's scope of business is defined as follows:

(Design - or - Manufacture - or - Service INSERT YOUR TEXT HERE).

SIC codes: [your number(s)]

NAICS codes: [your number(s)]

EXCLUSIONS

For Design Company: The Company cites no exclusions to ISO 9001.

For Build to Requirement Company: The Company cites exclusions to 8.3 Design and Development.

For Service Company: The Company cites exclusions to 7.1.5 Measuring Resources, 8.3 Design and Development, 8.5.2 Identification and Traceability and 8.5.4 Preservation.

QUALITY POLICY

(Your Company) strives to ensure Customer satisfaction by [REDACTED]

QUALITY OBJECTIVES

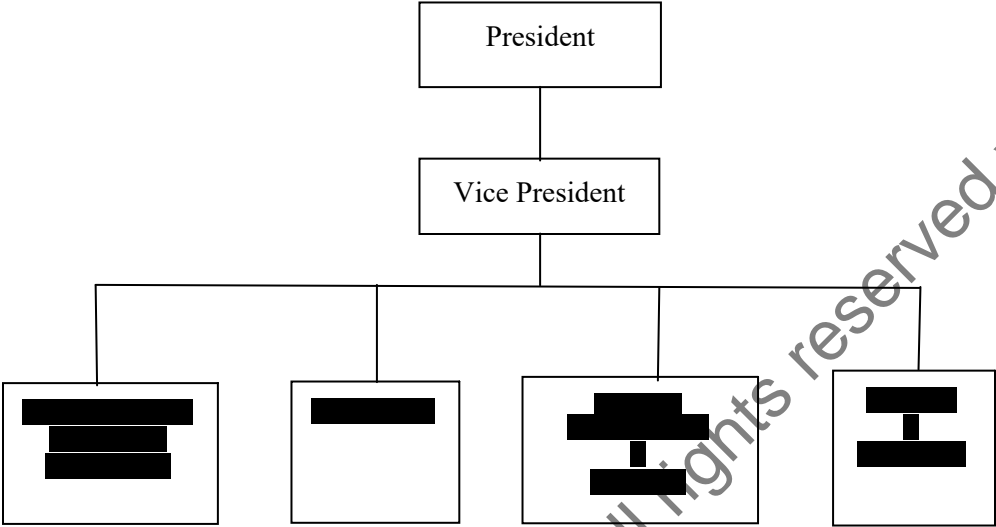
Almost every process within the Company has at least one quality objective that governs its purpose. All objectives are [REDACTED]

Quality objectives are communicated throughout the organization and are [REDACTED]

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ORGANIZATION CHART

(Revise as required)



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POLICIES AND PROCEDURES

(Revise to match organization chart and QMS-00 exclusions)

QMS System	President	Vice President	Operations Manager	Quality Manager	Non-Managers	Policies and Procedures
4.0 Context of the organization	Title Only					
4.1 Understanding the organization and its context	X	X	R	R	X	██████
4.2 Understanding the needs and expectations of interested parties	X	X	R	R	X	██████
4.3 Determining the scope of the quality management system	X	X	R	R	X	██████
4.3.1 Exclusions	X	X	R	R	X	██████
4.4 Quality management system and its processes	X	X	R	R	X	██████
5.0 Leadership	Title Only					
5.1 Leadership and commitment	Title Only					
5.1.1 General	R	R	R	R	X	██████
5.1.2 Customer focus	R	R	R	R	R	██████
5.2 Policy	Title Only					
5.2.1 Developing the quality policy	R	R	R	R	X	██████
5.2.2 Communicating the quality policy	R	R	R	R	R	██████
5.3 Organizational roles, responsibilities and...	R	R	R	R	X	██████
6.0 Planning	Title Only					
6.1 Actions to address risks and opportunities 6.1.1, 6.1.2	█	█	█	█	█	██████
6.2 Quality objectives and planning to achieve them 6.2.1, 6.2.2	█	█	█	█	█	██████
6.3 Planning of changes	█	█	█	█	█	██████
7.0 Support	Title Only					
7.1 Resources	Title Only					
7.1.1 General	R	R	R	R	X	██████
7.1.2 People	R	R	R	R	X	██████
7.1.3 Infrastructure	R	R	R	R	X	██████
7.1.4 Environment for the operation of processes	R	R	R	R	X	██████
7.1.5 Monitoring and measuring resources	Title Only					
7.1.5.1 General	█	█	█	█	█	██████
7.1.5.2 Measurement traceability	█	█	█	█	█	██████
7.1.6 Organizational knowledge	█	█	█	█	█	██████
7.2 Competence	█	█	█	█	█	██████
7.3 Awareness	█	█	█	█	█	██████
7.4 Communication	█	█	█	█	█	██████
7.5 Documented information	Title Only					
7.5.1 General	X	X	X	R	X	██████
7.5.2 Creating and updating	X	X	X	R	X	██████
7.5.3 Control of documented information 7.5.3.1, 7.5.3.2	█	█	█	█	█	██████
8.0 Operation	Title Only					
8.1 Organizational planning and control	█	█	█	█	█	██████
8.2 Requirements for products and services	Title Only					
8.2.1 Customer communication	█	█	█	█	█	██████
8.2.2 Determining the requirements related to products and services	█	█	█	█	█	██████
8.2.3 Review of requirements related to products and services 8.2.3.1, 8.2.3.2	X	X	X	R	X	██████

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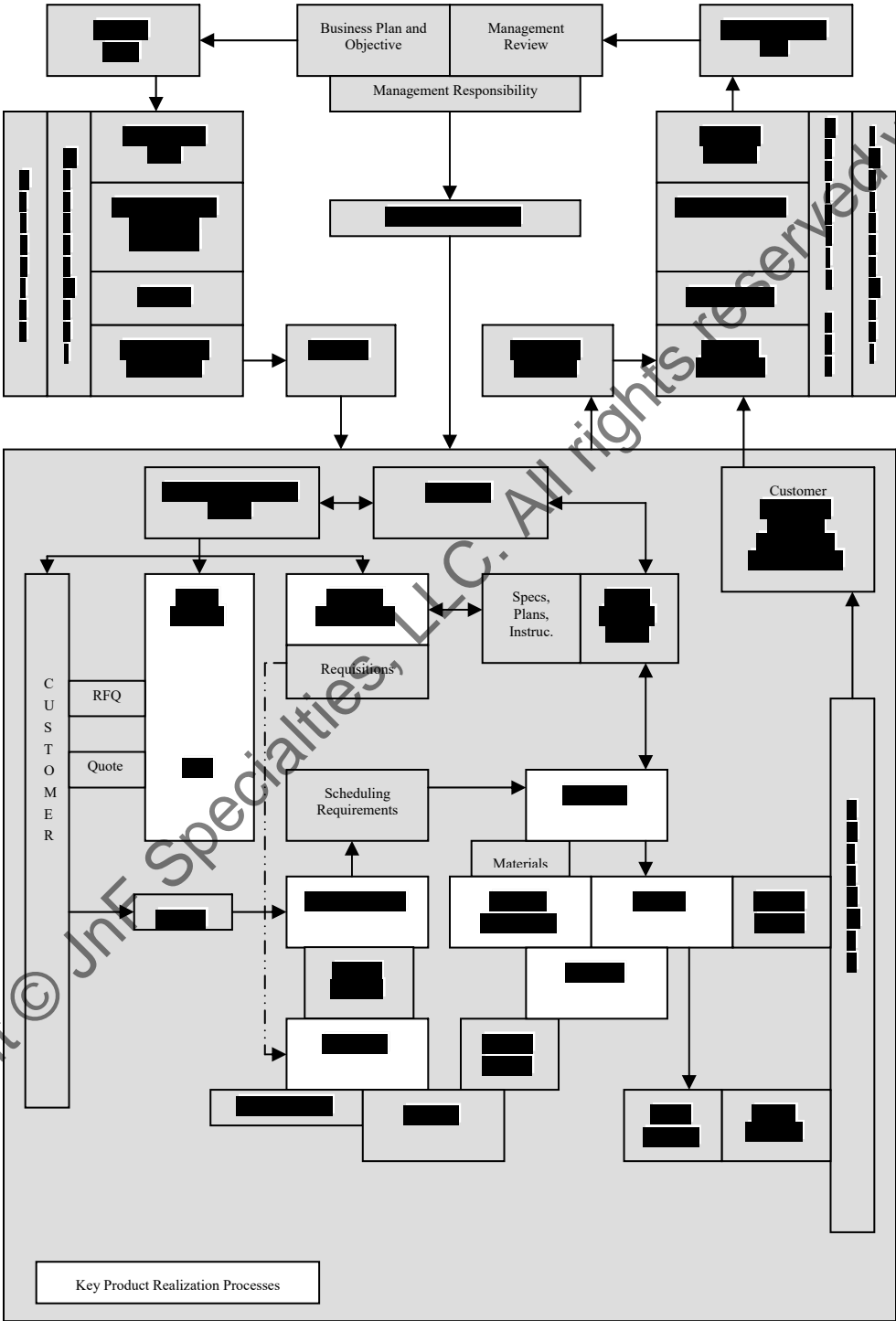
QMS System	President	Vice President	Operations Manager	Quality Manager	Non-Managers	Policies and Procedures
8.2.4 Changes to requirements for products and services	█	█	█	█	█	██████
8.3 Design and development of products...	Title Only					
8.3.1 General 8.3.2, 8.3.3, 8.3.4, 8.3.5, 8.3.6	█	█	█	█	█	██████
8.4 Control of externally provided processes...	Title Only					
8.4.1 General	X	X	X	R	X	██████
8.4.2 Type and extent of control	█	█	█	█	█	██████
8.4.3 Information for external providers	X	X	X	R	X	██████
8.5 Production and service provision	Title Only					
8.5.1 Control of production and service provision	X	X	X	R	R	██████
8.5.2 Identification and traceability	X	X	X	R	R	██████
8.5.3 Property belonging to customers or external providers	X	X	X	R	R	██████
8.5.4 Preservation	X	X	X	R	R	██████
8.5.5 Post-delivery activities	█	█	█	█	█	██████
8.5.6 Control of changes	█	█	█	█	█	██████
8.6 Release of products and services	█	█	█	█	█	██████
8.7 Control of nonconforming outputs 8.7.1, 8.7.2	█	█	█	█	█	██████
9.0 Performance evaluation	Title Only					
9.1 Monitoring, measurement, analysis...	Title Only					
9.1.1 General	R	R	R	R	X	██████
9.1.2 Customer satisfaction	R	R	R	R	R	██████
9.1.3 Analysis and evaluation	R	R	R	R	X	██████
9.2 Internal audit 9.2.1, 9.2.2	X	X	X	R	X	██████
9.3 Management review	Title Only					
9.3.1 General	█	█	█	█	█	██████
9.3.2 Management review inputs	█	█	█	█	█	██████
9.3.3 Management review outputs	█	█	█	█	█	██████
10.0 Improvement	Title Only					
10.1 General	R	R	R	R	R	██████
10.2 Nonconformity and corrective action 10.2.1, 10.2.2	X	X	X	R	R	██████
10.3 Continual improvement	█	█	█	█	█	██████
Statutory and Regulatory Requirements	█	█	█	█	█	██████

R = Authorized / Responsible

X = Orientation Required

PROCESS MAP

(Revise as required)



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