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QUALITY MANAGEMENT POLICIES AND PROCEDURES

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Date:	Latest Revision Date
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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

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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

QUALITY OBJECTIVES

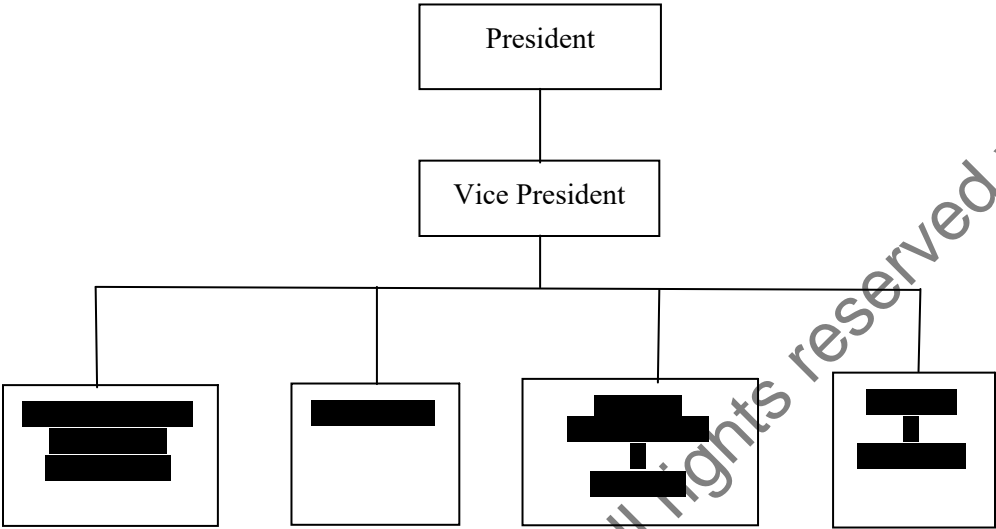
Almost every process within the Company has at least one quality objective that governs its purpose. All objectives are

Quality objectives are communicated throughout the organization and are

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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	

PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Released". Date Printed:	Form Rev: Orig
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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 = ■

X = ■

