Control of Documented Information

In ISO 9001:2015 Clauses

Quick Reference

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#	Clause of ISO 9001:2015	Requirements	Recommendations for documented information maintenance
1	4.3 Determining the scope of the QMS	**Scope must be determined and maintained as documented information**	Include 'Scope of the QMS' section into the Quality Manual with the description of a) all types of products and services, b) justification of all requirements of This Standard that cannot be met.
2	4.4 QMS and its Processes (4.4.2)	**<u>Maintain</u>** (1) documented information *(documented procedure)* to **support Process performance** and **<u>retain</u>** (2) documented information *(records)* to **ensure** planned Process implementation (**control**).	(1) • QSP describing implementation of QMS Processes (system-processes), detailed enough to be implemented (sec.4.4) + training; • 'Quality Manual' sections that describe the relationship of the QMS processes required by this Standard. (2) • Databases, logs of process control criteria monitoring results • Meeting Minutes on analysis of process performance

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#	Clause of ISO 9001:2015	Requirements	Recommendations for documented information maintenance
3	5.2 Policy 5.2.2 Communicating the quality policy	**The quality policy should be made available and <u>maintained</u> in the form of documented information** *(documented procedure)*	• Develop Quality Policy (signed by the 1st Manager). • Publish Quality Policy on Intranet and make it available to the personnel. • Include Quality Policy Overview in initial employment training and QMS training program

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• **QMS Transition Program** to the New Version of ISO 9001:2015

• **ISO 9001:2015 Overview**. Presentation for Training

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