

The company's Quality Management System is documented in three levels, which covers the entire scope of activities considered for certification.

• **Level 1 : Quality Manual (QM) :** The main contents of the apex document are...

1. Scope of the Quality Management System
2. Details of ISO 9001 : 2015 clause exclusions and it's justification
3. Process Approach
4. Organization chart
5. Quality Policy & Objectives
6. Subprocess Mapping sheets
7. Documented Procedures

Level 2 : Formats :- It includes following documents which are used for planning, implementation and control of the organization.

1. Forms
2. Lists
3. Registers
4. Labels
5. Tags

A specimen copy of above is kept with MR to control approval, issue and changes.

6. Work Instructions
7. Quality plans

• **Level 3 : Records**

Records generated as a result of implementing an activity are filled in the above relevant forms .

The above levels of documentation are supported by

1. Customer Drawings
2. National & international Standards (ISO, IS)
3. Documents from suppliers (e.g. Product catalogues, price lists etc.)

Ref.Doc :- Document Change Record :- F-KGIL-QMS -002/1
Revision Record F-KGIL-QMS-007/1

Section : 1	Rev. No. : 1.0	
Date : 1 st July 2017		ISO 9001 : 2015 Clause -- 7.5
Approved by : MD		Issued by : MIS