Quality Documentation Hierarchy

From policy (strategic) to records (evidence)

**Level 1
Quality Policy
& Objectives**

- Quality Policy statement
- Quality objectives

**Level 2
Quality Manual & Procedures
What we do and who is responsible**

- Document control procedure
- Corrective action procedure
- Internal audit procedure

**Level 3
Work Instructions, SOPs, Specifications
How we do it – step by step details**

- Setup instructions
- Inspection checklists
- Calibration procedures

Level 4: Records & Forms – Evidence that we did it

- Inspection records • Training records • Audit reports