## 4.1 – General requirements

- Check that the organization is ensuring outsourced processes are controlled, especially those which affect product conformity with requirements
- Check that the control of such outsourced functions is identifiable within the quality management system
- Has the organization implemented a documented quality management system and is it maintaining its continued effectiveness in accordance with this international standard and any other applicable regulatory requirements?
- Does the organization document the roles undertaken by the organization under the applicable regulatory requirements?
- Check whether your organization is determining the processes needed for the quality management system and the application of those processes organization-wide
- Check whether your organization is applying a risk-based approach to the control of the appropriate processes needed for the quality management system
- Check that your organization is determining the sequence and interaction of these processes
- Check whether the organization is determining suitable criteria and methods required to ensure the operation and control of processes is effective
- Ensure the availability of resources and information necessary to support the operation and monitoring of these processes
- Document and implement actions necessary to achieve planned results and maintain the effectiveness of all relevant processes
- Do you monitor, measure, and analyze these processes for adequacy?
- Have you established records needed to demonstrate conformance to this international standard and compliance

with applicable regulatory requirements for each quality management system process?

- Does the organization monitor and ensure control of any outsourced processes that affect product conformity to requirements?
- Does the organization retain responsibility of conformity to this international standard and to customer and applicable regulatory requirements for outsourced processes?
- Are the controls proportionate to the risk involved and the ability of the external party to meet the requirements?
  - Do the controls include written quality agreements?
- Check that the organization is clearly documenting procedures for the validation of the application of computer software used in the quality management system
- Are records of all such activities as mentioned above being documented, maintained, and reviewed?