The following terms are used in openQMS templates. Organization-specific definitions should be made in a separate document named DOC-[organization ID]-001 - Terms and Definitions.

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| Term | Definition |
| Accounting Binder | Physical binder for accounting » To be defined in DOC-[organization ID]-001 |
| Company Server | Company server of the organization » To be defined in DOC-[organization ID]-001 |
| Organization | Organization running the QMS  » To be defined in DOC-[organization ID]-001 |
| Organization’s Address | Address of the organization  » To be defined in DOC-[organization ID]-001 |
| organization ID | organization ID (3 digits), acronym to be defined for this QMS per SOP-701 » To be defined in DOC-[organization ID]-001 |
| Organization‘s Primary Location | Primary location of the organization  » To be defined in DOC-[organization ID]-001 |
| SOP | Standard operating procedure |
| QMS | Quality management system |
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