Appendix E: Typical QMS Documentation

Document Reference		Title	Description
Management System Administration and Monitoring related Procedures			
xxx-yyy-zzz-	100	Management System Planning	The planning processes involved in creating, implementing, maintaining and improving the IMS. Describes the setting of objectives and targets, management programs and planning review. Includes direction to relevant legal requirements.
xxx-yyy-zzz-	101	Document Control	The creation, approval, issuing, revision and removal of documents. The numbering, registration, and control of IMS documentation. The responsibilities of the DCI to issue and maintain the documents. Ensures that all documentation within the Contract related to the management system is controlled to ensure that it is issued to the appropriate personnel, under the correct level of authority, revised and re-issued as necessary. Such documentation typically includes: Specifications Customer Orders Plans / Drawings QA Manual / Operating Procedures National / International Standards Codes of Practice
xxx-yyy-zzz-		Management of Non-conforming events	Describes the management, recording and close out of non-conforming events. Non-conformances can occur against the IMS, the standard, the contract or legislation.
xxx-yyy-zzz-		Corrective and Preventive Action	Describes the requirement for corrective action after a non-conformance has been reported. Preventive action can take place with or without a non-conformance occurring.
xxx-yyy-zzz-	104	Records	Describes record keeping on site and at head office. Describes the use of a file index, document registering, managing incoming and out-going correspondence, and archiving. Ensures that evidence is provided of the viability of the IMS.
xxx-yyy-zzz-	105	Internal Auditing	Describes the IMS internal auditing requirements including the use of an audit schedule and audit checklist and audit report. The whole system will be internally audited once per year. Assures the effectiveness of the IMS.
xxx-yyy-zzz-		Continual Improvement	Describes the processes involved in continual improvement including management of non-conforming events, corrective and preventive actions etc.