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| Module | Sub-module | Contents | Dashboard 1 | Dashboard 2 | Comment |
| Policy | - | Policy statement |  |  |  |
| Scope | QMS Scope | Sr-Scope-Region |  |  |  |
| Exclusions | Number of excluded Clause- Reason of Exclusion |  |  |  |
| Context | Understanding of Organization context | Sr-Context-classification Internal Issue/External issue-comment |  |  |  |
| Interested Parties | Interested Parties- Needs and Expectation-How to Meet-Evidence |  |  |  |
| Documented Information |  | Document name-Document number-  Document type (processes/procedure-work instruction- external document)-media(hardcopy-softcopy-others)-version/revision number-issue date-revision date-prepared by-approved by-Attachment | Documents per type |  | Attachments |
| HR | Organization Chart |  |  |  | Tree |
| Job Description | Job title-Report to- Required Qualification- Experience- Skills- Rules and Responsibilities- |  |  |  |
| Training Plan | Year-Month- Training subject-Provider Name- Expected Number of Trainees-Actual Trainees number-Number of training days/Hours- Status | Planned Training VS Actual training per year | Planned trainees VS actual Trainees per year |  |
| Competence Evaluation | Department-Employee name-Percentage rating | Competence Evaluation Rating (by %rating) >50%, 50-80 , <80% |  |  |
| Training Attendance and Evaluation | Training Topic- Planned Date -Actual Date-Trainees Names-Evaluation by trainees – Evaluation by trainer |  |  |  |
|  |  |  |  |  |
| Employees Database | Employee name-Title-Email-Phone |  |  |  |
| Access | - | Module- Access to read only- Access to edit and read |  |  |  |
| Risk Management | Risk Team | Sr- Name- Title |  |  |  |
| Risk Assessment | Sr-Risk Description-Impact & Significance – Likelihood(1-5)-Consequence(1-5)- Rate Liklihood\*consequence)- Risk Owner-Mitigation Action-Responsibility-Date-Required Resources- Status | Risk VS closed | Risk matrix | Action |
| Change Management | - | Date-Required Change-Initiated by-Reason for change-Required Resources-Impact –Action to control-Responsibility |  |  | Action |
| Objectives | - | Date- Department- Objective- required Resources- Required actions- Responsibility- Target date-Status(completed-ongoing-pending) | Number of Objectives per Department (Cycle) | Achieved Objectives Vs Planned (Yearly) | Action |
| Communication | - | What to be communicated- when- To whom- By whom- How |  |  |  |
| Purchasing | Approver providers List | Provider name- Service/product- Contact person-Email address- Tel |  |  |  |
| Providers Evaluation | Provider name-Evaluation Date- Quality of product or service(1-10)-Adherence to delivery schedule(1-10)- Pricing competitiveness- score(1-10)-Market Credibility(1-10)-Responsiveness and Cooperation(1-10) -Total score (summation)- Evaluated By - |  |  |  |
|  | Purchase Order | S no- Purchase Order Number- Date of purchase- Supplier-Expected Delivery Date-Actual delivery date-Total PO price |  |  |  |
|  |  |  |  |  |  |
| Design | Design Input |  |  |  |  |
| Design Control |  |  |  |  |
| Design Output |  |  |  |  |
| Design Change |  |  |  |  |
| Property of customers and external providers | - | Type of property- owner name- storage location- type of storage- Responsibility |  |  |  |
| Internal Audit | Auditors List | SR-Name-department- Auditing Qualifications- |  |  |  |
|  | Audit Plan | Date-Audit subject-Department-Auditee(responsibility)-Auditor(responsibility)-Status-Comment | Yearly planned audit VS conducted | Audits per Department | 2 Action |
|  | Audit Report | Date-Audit-Department-Auditor –Auditee- Finding-Classification-Root Cause-Correction-Responsibility-Responsibility- Status | Number of Findings VS department | Yearly Number of findings | 2 Actions |
| Meeting | MRM | Date-Meeting Inputs-Meeting Output/Actions-Responsibility-Target date-Status- | Number of actions VS closed  2 grapghs (total / years |  | Actions |
|  | Other meeting | Date-Meeting Agenda- Agreed actions-Responsibility-Target date-Status- |  |  | action |
| Actions | - | Action-Source-Initiated date-Dead line-Responsibility-Status- |  |  | Unique number? |
| Operations | Raw Material | Raw Materials- Category-Identification Number-Remarks-Approval Authority-Approval Status |  |  |  |
|  | Work Order | Work order owner-work order title-work order description-proposed completion date-remarks |  |  |  |
|  | Operation planning | Product/service/project-description-requirement analysis-acceptance criteria-approval status-approving authority |  |  |  |
|  | Process validation | S no-Department-process-validation date-name of qualified person-validation result |  |  |  |
|  | Execution plan | S no-work order-Date of planning-required delivery date-remarks-status |  |  |  |
|  | Equipments | Equipment name-model number-identification number-Department-Last Calibration date-Calibrated by-next Calibration date- Preventive maintenance date-remarks |  |  |  |
|  | Breakdown record | S no- equipment-breakdown date- breakdown details-breakdown category-department-assigned to-date of breakdown rectification-status-remarks | graph |  |  |
|  | KPI | Department-what to monitor-how to monitor-when to monitor-when to analysis results -target- responsibility | graph |  | action |
| Customer Focus | Customer Feedback | Questionnaire Title- Customer Name- Feedback date- Response date |  |  |  |
| Customer Complaints | Customer name-Complaint subject-received date- Root Cause-Required Action- Responsibility-Target Date- Status | Customer Complaints per month and per year | Customer complaints per customer | action |