|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation Name: {org\_name}**  **Location: {location}**  **Scope: {scope}**  **Exclusions/Justification**: {exclus\_just} | | | | |
| 4 Context of the organization | C/NC | Evidences | | |
| **4.1 Understanding the organization and its context** | {1\_C/NC} | {evd\_1} | | |
| **4.2 Understanding the needs and expectations of interested parties** | {2\_C/NC} | {evd\_2} | | |
| **4.3 Determining the scope of the quality management system** | {3\_C/NC} | {evd\_3} | | |
| **4.4. Quality management system and its processes** | {4\_C/NC} | {evd\_4} | | |
| **5 Leadership**  **5.1Leadership and commitment**  **5.1.1 General** | {5\_C/NC} | {evd\_5} | | |
| **5.1.2 Customer focus** | {6\_C/NC} | {evd\_6} | | |
| ***5.2 Policy*** | | | | |
| **5.2.2 Communicating the quality policy** | {7\_C/NC} | | {evd\_7} | |
| **5.3 Organization roles, responsibilities and authorities** | {8\_C/NC} | | {evd\_8} | |
| **6 Planning**  **6.1 Actions to address risks and opportunities** | {9\_C/NC} | | {evd\_9} | |
| **6.2 Quality objectives and planning to achieve them** | {10\_C/NC} | | {evd\_10} | |
| **6.3 Planning of changes** | {11\_C/NC} | | {evd\_11} | |
| **7 Support** | {12\_C/NC} | | {evd\_12} | |
| **7.1.2 People** | {13\_C/NC} | | {evd\_13} | |
| **7.1.3 Infrastructure** | {14\_C/NC} | | {evd\_14} | |
| **7.1.4 Environment for the operation of processes** | {15\_C/NC} | | {evd\_15} | |
| **7.1.5 Monitoring and measuring resources** | {16\_C/NC} | | {evd\_16} | |
| **7.1.6 Organizational knowledge** | {17\_C/NC} | | {evd\_17} | |
| **7.2 Competence** | {18\_C/NC} | | {evd\_18} | |
| **7.3 Awareness** | {19\_C/NC} | | {evd\_19} | |
| **7.4 Communication** | {20\_C/NC} | | {evd\_20} | |
| **7.5 Documented information** | {21\_C/NC} | | {evd\_21} | |
| **7.5.2 Creating and updating** | {22\_C/NC} | | {evd\_22} | |
| **7.5.3 Control of documented information** | {23\_C/NC} | | {evd\_23} | |
| **7.5.3.2** | {24\_C/NC} | | {evd\_24} | |
| **8 Operation**  **8.1 Operational planning and control** | {25\_C/NC} | | {evd\_25} | |
| **8.2 Requirements for products and services**  **8.2.1 Customer communication** | {26\_C/NC} | | {evd\_26} | |
| **8.2.2 Determining the requirements for products and services** | {27\_C/NC} | | {evd\_27} | |
| **8.2.3 Review of the requirements for products and services** | {28\_C/NC} | | {evd\_28} | |
| **8.2.3.2 Design and development planning** | {29\_C/NC} | | {evd\_29} | |
| **8.2.4 Changes to requirements for products and services** | {30\_C/NC} | | {evd\_30} | |
| **8.3 Design and development of products and services** | {31\_C/NC} | | {evd\_31} | |
| **8.3.2 Design and development planning** | {32\_C/NC} | | {evd\_32} | |
| **8.3.3 Design and development inputs** | {33\_C/NC} | | {evd\_33} | |
| **8.3.4 Design and development controls** | {34\_C/NC} | | {evd\_34} | |
| **8.3.5 Design and development outputs** | {35\_C/NC} | | {evd\_35} | |
| **8.3.6 Design and development changes** | {36\_C/NC} | | {evd\_36} | |
| **8.4 Control of externally provided processes, products and services**  **8.4.1 General** | {37\_C/NC} | | {evd\_37} | |
| **8.4.2 Type and extent of control** | {38\_C/NC} | | {evd\_38} | |
| **8.4.3 Information for external providers** | {39\_C/NC} | | {evd\_39} | |
| **8.5 Production and service provision**  **8.5.1 Control of production and service provision** | {40\_C/NC} | | {evd\_40} | |
| **8.5.2 Identification and traceability** | {41\_C/NC} | | {evd\_41} | |
| **8.5.3 Property belonging to customers or external providers** | {42\_C/NC} | | {evd\_42} | |
| **8.5.4 Preservation** | {43\_C/NC} | | {evd\_43} | |
| **8.5.5 Post-delivery activities** | {44\_C/NC} | | {evd\_44} | |
| **8.5.6 Control of changes** | {45\_C/NC} | | {evd\_45} | |
| **8.6 Release of products and services** | {46\_C/NC} | | {evd\_46} | |
| **8.7 Control of nonconforming outputs**  **8.7.1** | {47\_C/NC} | | {evd\_47} | |
| **8.7.2** | {48\_C/NC} | | {evd\_48} | |
| **9 Performance evaluation**  **9.1 Monitoring, measurement, analysis and evaluation**  **9.1.1 General** | {49\_C/NC} | | {evd\_49} | |
| **9.1.2 Customer Satisfaction** | {50\_C/NC} | | {evd\_50} | |
| **9.1.3 Analysis and evaluation** | {51\_C/NC} | | {evd\_51} | |
| **9.2 Internal audit** | {52\_C/NC} | | {evd\_52} | |
| * 1. **Management review**      1. **General** | {53\_C/NC} | | {evd\_53} | |
| * + 1. **Management review inputs**     **9.3.3 Management review outputs** | {54\_C/NC} | | {evd\_54} | |
| **10 Improvement**  **10.1 General** | {55\_C/NC} | | {evd\_55} | |
| * 1. **Nonconformity and corrective action** | {56\_C/NC} | | {evd\_56} | |
| **10.3 Continual improvement** | {57\_C/NC} | | {evd\_57} | |
| **SURVEILLANCE**  **AUDIT REQUIREMENT :**   1. A review of actions taken from non -conformities identified during the previous audit. 2. Internal audit and Management review. 3. Treatment of complaints. 4. Effectiveness of the management system with regard to achieving the certified client’s objectives. 5. Progress of planned activities aimed at continual improvement. 6. Continuing Operational control. 7. Review of any changes   8.Use of marks and/or any other reference to certification | {58\_C/NC} | | {evd\_58} |
| **RECERTIFICATION AUDIT:**   1. Effectiveness of the management system in its entirety in the light of internal and external changes and its continued relevance and applicability to the scope of certification. 2. Effectiveness and improvement of the management system in order to enhance the overall performance. 3. Whether the operation of the certified management system contributes to the achievement of the Organization’s policy and objectives   **ISO 9001:2015[E]**  The organization shall consider the results of analysis and evaluation, and the outputs from management review, to determine if there are needs or opportunities that shall be addressed as part of continual improvement. | {59\_C/NC} | | {evd\_59} |

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| **SITE DETAILS**  **Site name/Location**  **No. of. Employees working in site**  **Activities carried out in site**  **Records maintained in site** | **C/NC**  {60\_C/NC} | **Evidences**  {evd\_60} |