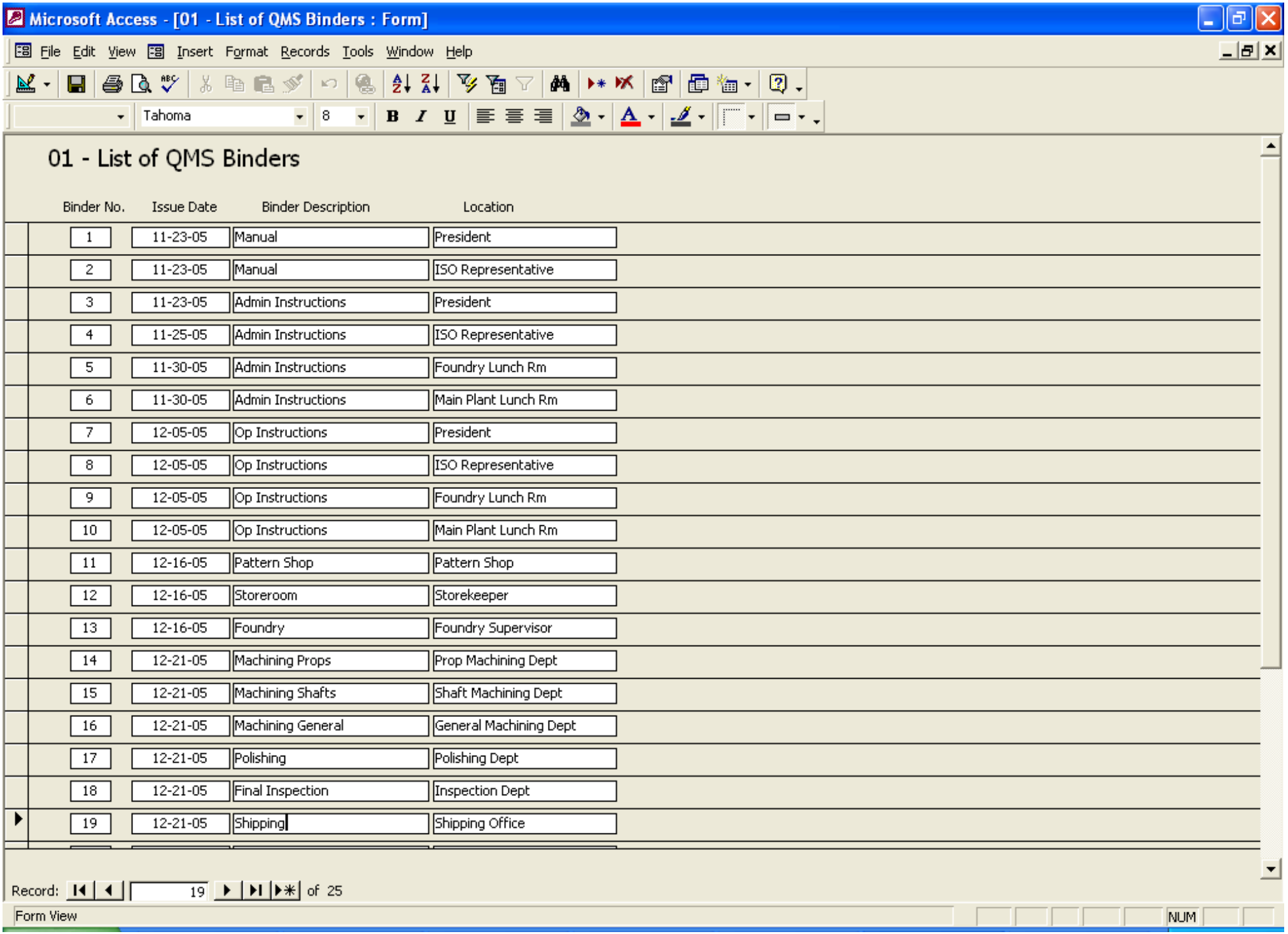
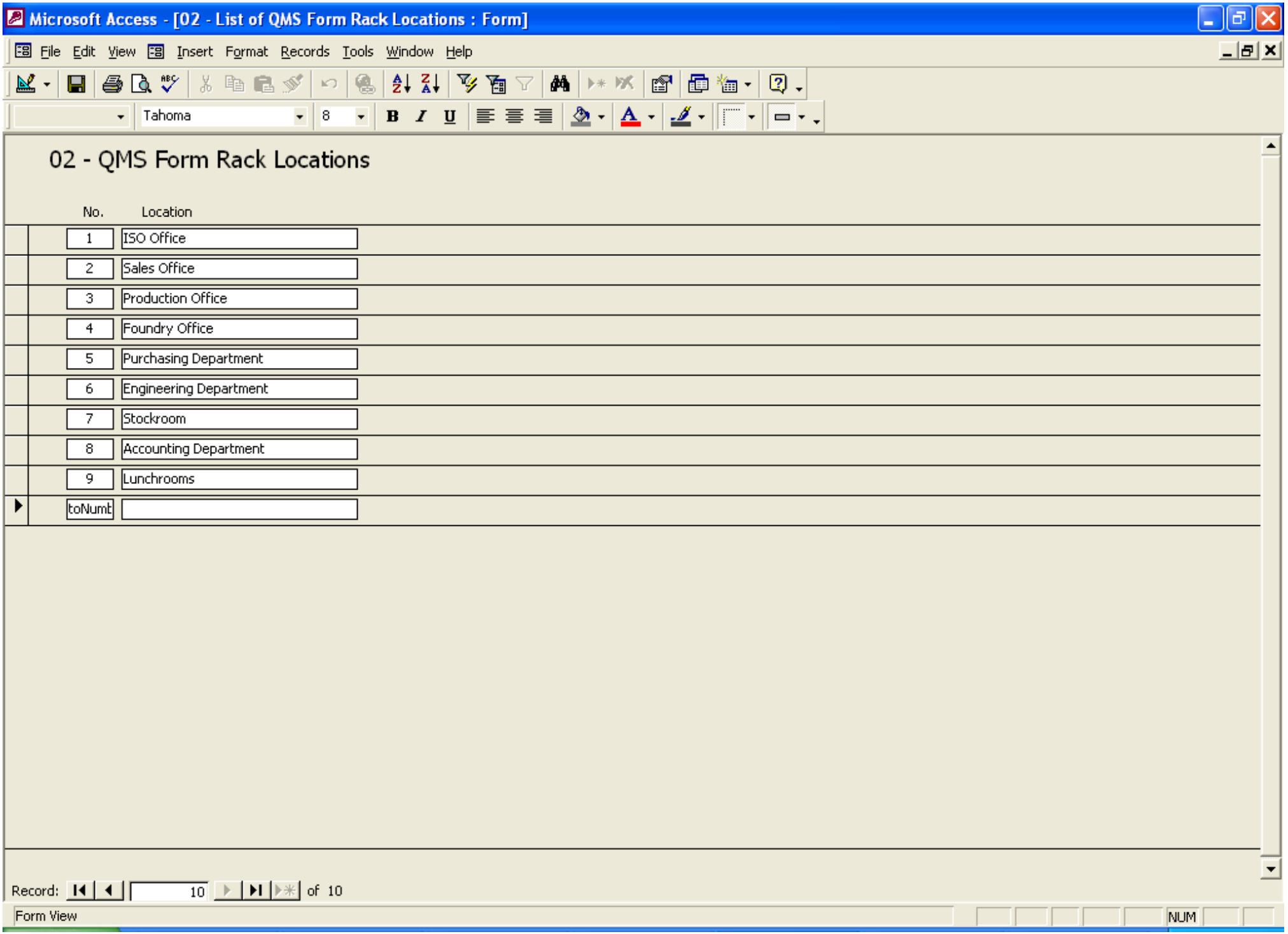
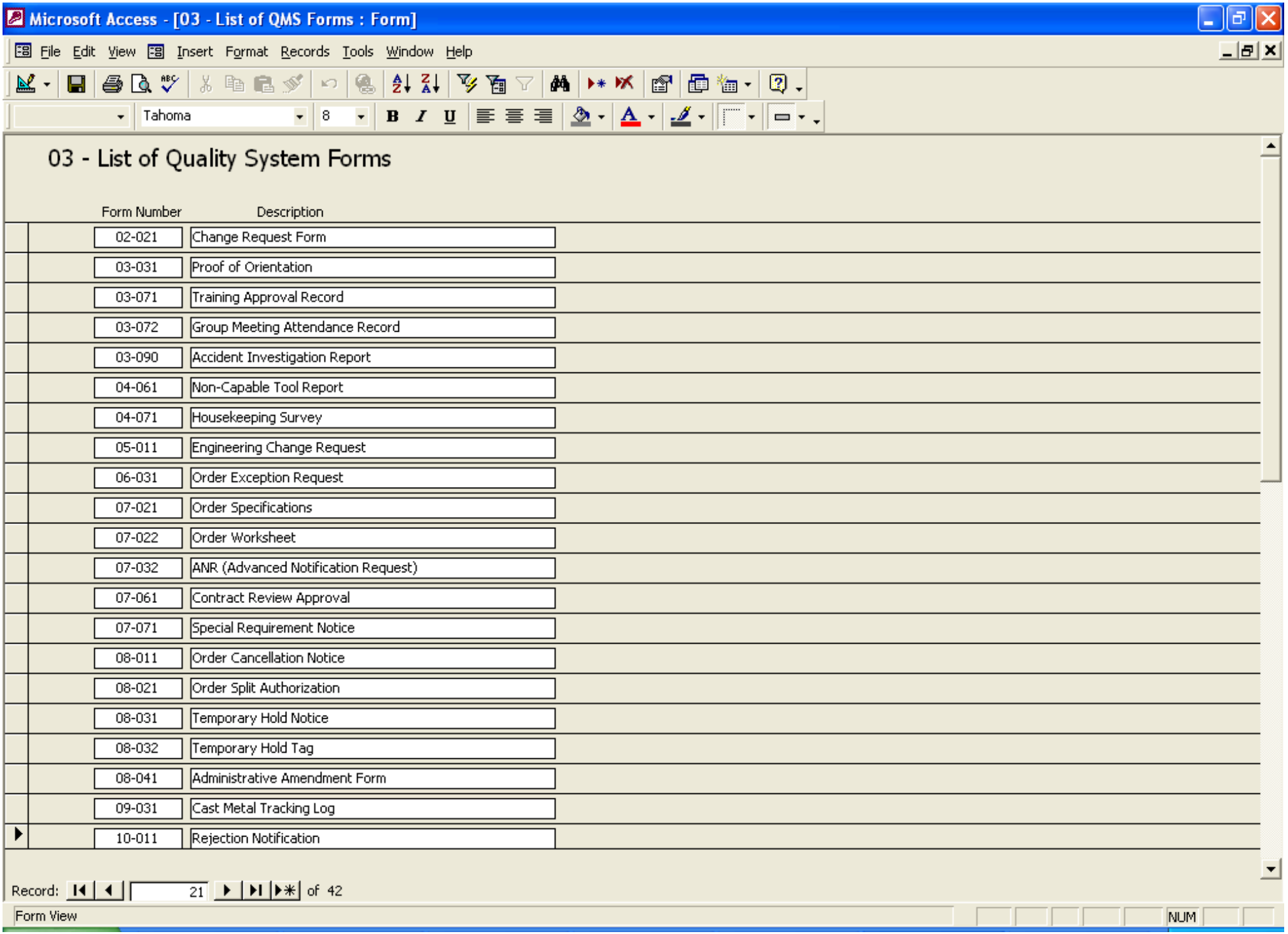
01 - QMS Audit and Document Management

Provides a means for:

- Identifying which procedures apply to which ISO requirements
- Identifying what documents are included in which system binders, and keeping track of the issue dates and the location of the binders
- Keeping track of the location of the form racks and the content of each rack
- Ensuring that the system complies with all of the requirements in the ISO standard by matching the requirements with the system procedures


Microsoft Access - [01 - List of QMS Binders : Form]
File Edit View Insert Format Records Tools Window Help
Tahoma 8
01 - List of QMS Binders
Binder No. Issue Date Binder Description Location
1 11-23-05 Manual President
2 11-23-05 Manual ISO Representative
3 11-23-05 Admin Instructions President
4 11-25-05 Admin Instructions ISO Representative
5 11-30-05 Admin Instructions Foundry Lunch Rm
6 11-30-05 Admin Instructions Main Plant Lunch Rm
7 12-05-05 Op Instructions President
8 12-05-05 Op Instructions ISO Representative
9 12-05-05 Op Instructions Foundry Lunch Rm
10 12-05-05 Op Instructions Main Plant Lunch Rm
11 12-16-05 Pattern Shop Pattern Shop
12 12-16-05 Storeroom Storekeeper
13 12-16-05 Foundry Foundry Supervisor
14 12-21-05 Machining Props Prop Machining Dept
15 12-21-05 Machining Shafts Shaft Machining Dept
16 12-21-05 Machining General General Machining Dept
17 12-21-05 Polishing Polishing Dept
18 12-21-05 Final Inspection Inspection Dept
19 12-21-05 Shipping Shipping Office
Record: 19 of 25
Form View
NUM


Microsoft Access - [02 - List of QMS Form Rack Locations : Form]
File Edit View Insert Format Records Tools Window Help
Tahoma
8
02 - QMS Form Rack Locations
No.
Location
1 ISO Office
2 Sales Office
3 Production Office
4 Foundry Office
5 Purchasing Department
6 Engineering Department
7 Stockroom
8 Accounting Department
9 Lunchrooms
toNumb
Record: 10 of 10
Form View
NUM


Microsoft Access - [03 - List of QMS Forms : Form]
File Edit View Insert Format Records Tools Window Help
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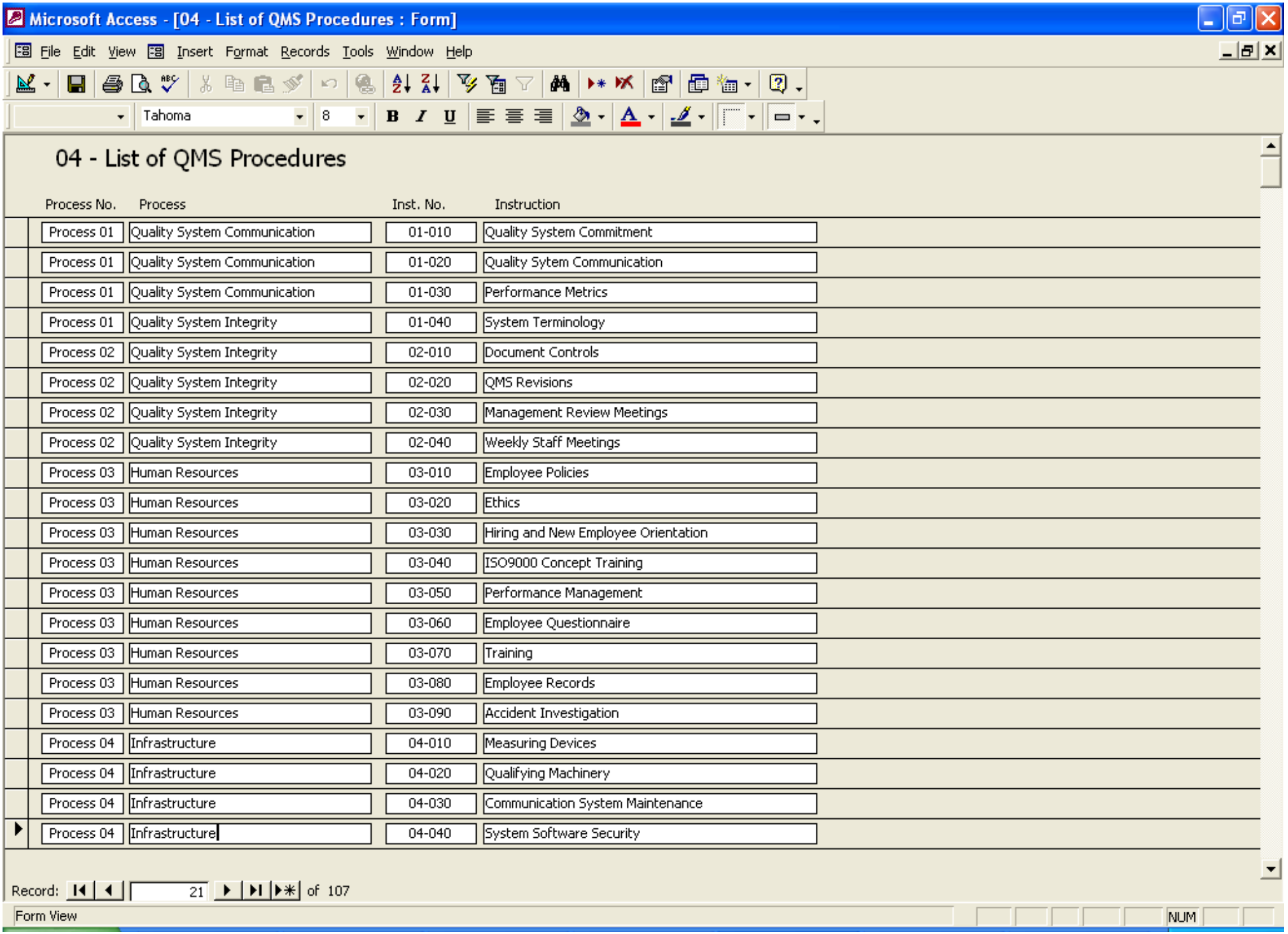
03 - List of Quality System Forms
Form Number Description
02-021 Change Request Form
03-031 Proof of Orientation
03-071 Training Approval Record
03-072 Group Meeting Attendance Record
03-090 Accident Investigation Report
04-061 Non-Capable Tool Report
04-071 Housekeeping Survey
05-011 Engineering Change Request
06-031 Order Exception Request
07-021 Order Specifications
07-022 Order Worksheet
07-032 ANR (Advanced Notification Request)
07-061 Contract Review Approval
07-071 Special Requirement Notice
08-011 Order Cancellation Notice
08-021 Order Split Authorization
08-031 Temporary Hold Notice
08-032 Temporary Hold Tag
08-041 Administrative Amendment Form
09-031 Cast Metal Tracking Log
10-011 Rejection Notification
Record: 21 of 42
Form View
NUM


Microsoft Access - [04 - List of QMS Procedures : Form]
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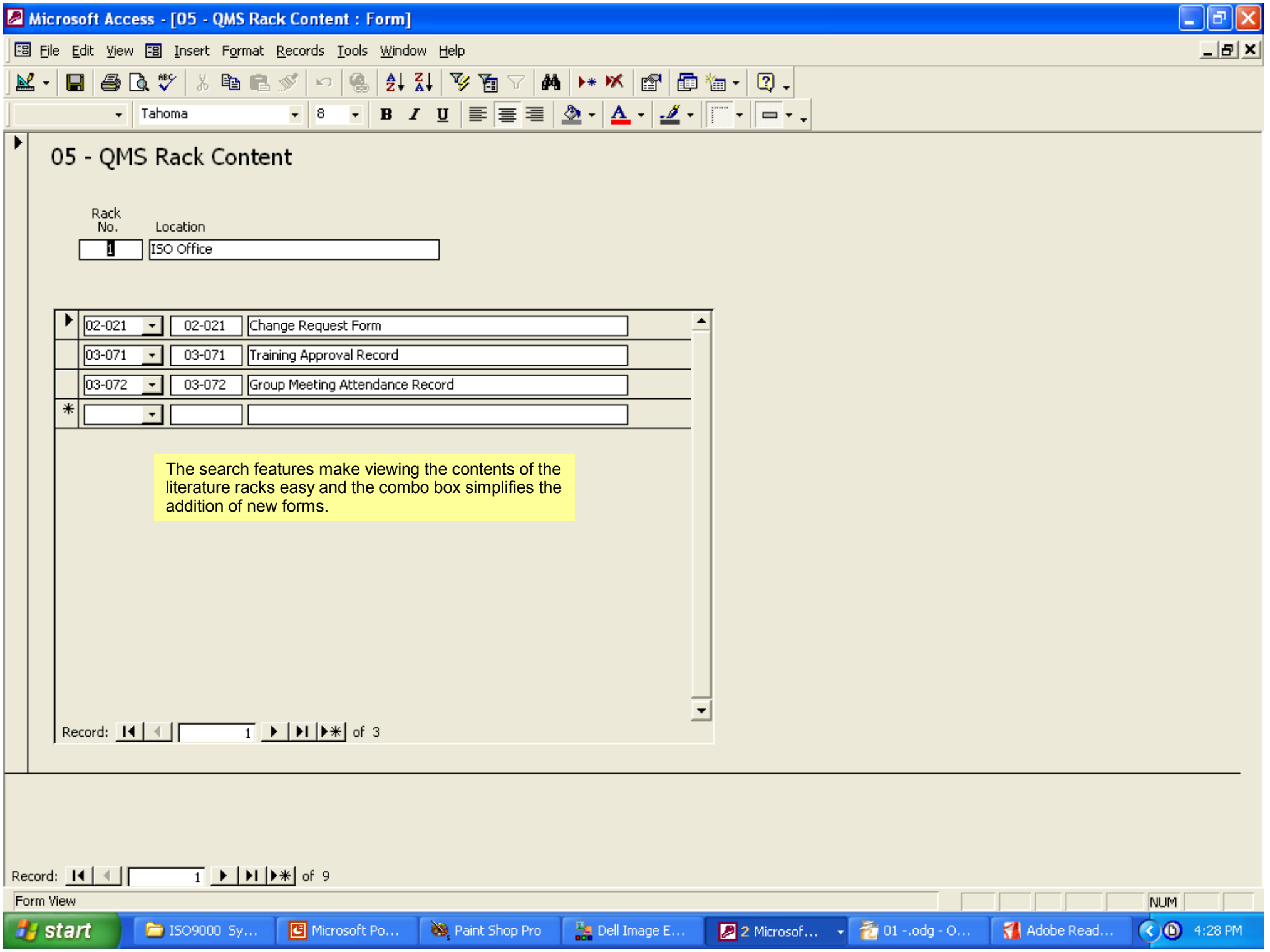
04 - List of QMS Procedures
Process No. Process Inst. No. Instruction
Process 01 Quality System Communication 01-010 Quality System Commitment
Process 01 Quality System Communication 01-020 Quality Sytem Communication
Process 01 Quality System Communication 01-030 Performance Metrics
Process 01 Quality System Integrity 01-040 System Terminology
Process 02 Quality System Integrity 02-010 Document Controls
Process 02 Quality System Integrity 02-020 QMS Revisions
Process 02 Quality System Integrity 02-030 Management Review Meetings
Process 02 Quality System Integrity 02-040 Weekly Staff Meetings
Process 03 Human Resources 03-010 Employee Policies
Process 03 Human Resources 03-020 Ethics
Process 03 Human Resources 03-030 Hiring and New Employee Orientation
Process 03 Human Resources 03-040 ISO9000 Concept Training
Process 03 Human Resources 03-050 Performance Management
Process 03 Human Resources 03-060 Employee Questionnaire
Process 03 Human Resources 03-070 Training
Process 03 Human Resources 03-080 Employee Records
Process 03 Human Resources 03-090 Accident Investigation
Process 04 Infrastructure 04-010 Measuring Devices
Process 04 Infrastructure 04-020 Qualifying Machinery
Process 04 Infrastructure 04-030 Communication System Maintenance
Process 04 Infrastructure 04-040 System Software Security
Record: 21 of 107
Form View
NUM


Microsoft Access - [05 - QMS Rack Content : Form]
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05 - QMS Rack Content
Rack No.
Location
1
ISO Office
02-021
02-021
Change Request Form
03-071
03-071
Training Approval Record
03-072
03-072
Group Meeting Attendance Record
The search features make viewing the contents of the literature racks easy and the combo box simplifies the addition of new forms.
Record: 1 of 3
Record: 1 of 9
Form View
NUM
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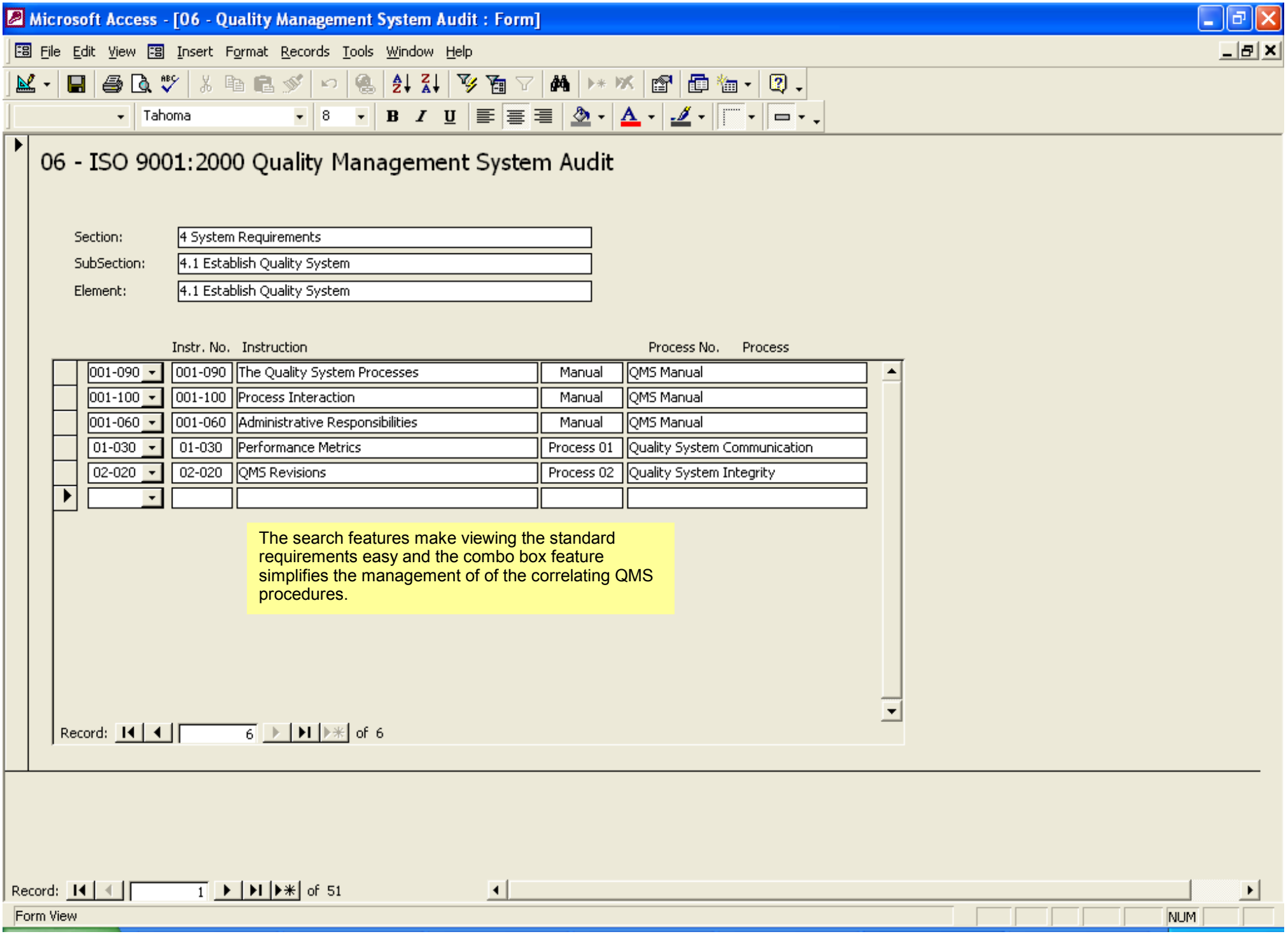
ISO9000 Sy...
Microsoft Po...
Paint Shop Pro
Dell Image E...
2 Microsof...
01 -.odg - O...
Adobe Read...
4:28 PM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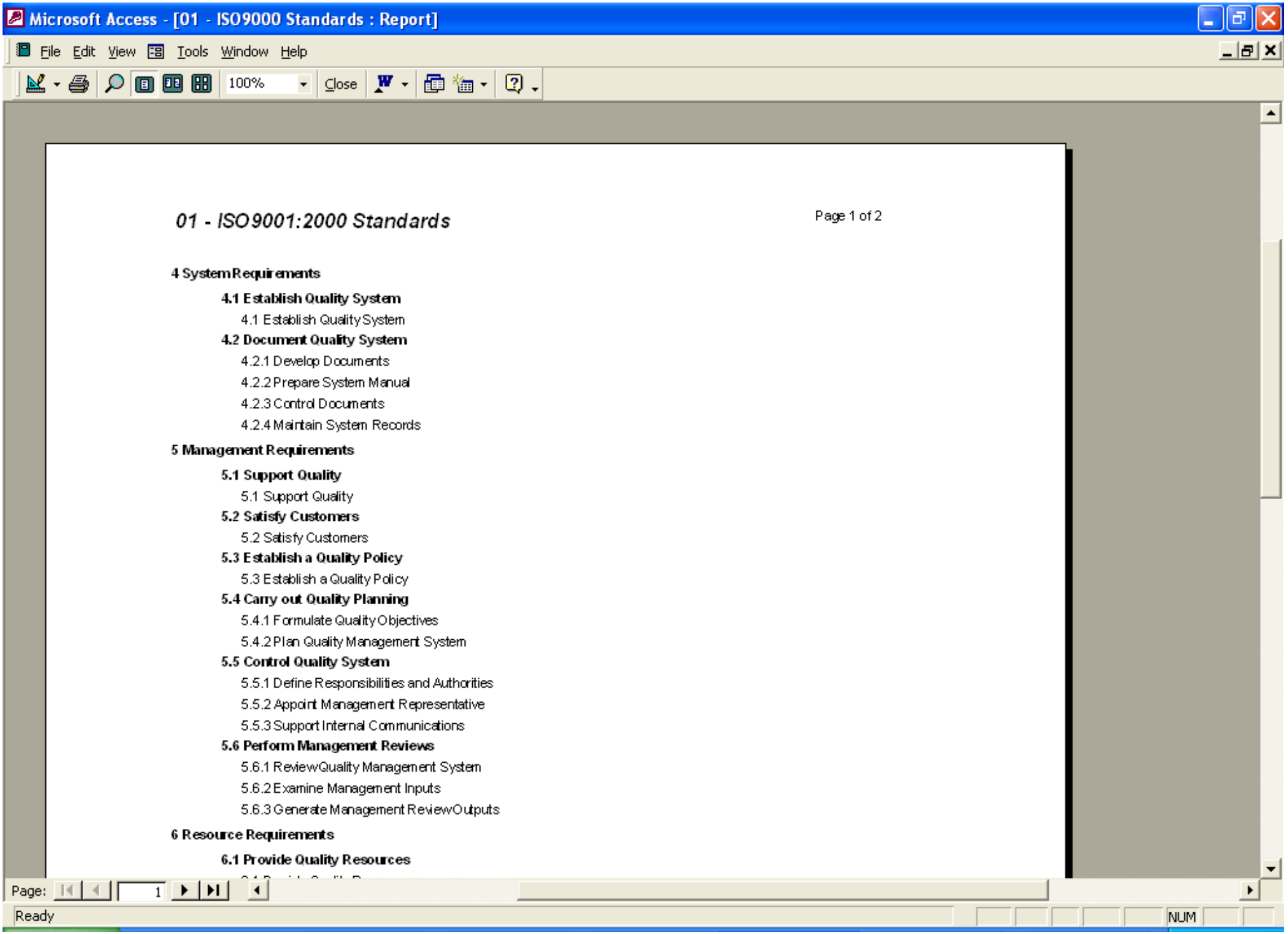
06 - ISO 9001:2000 Quality Management System Audit
Section: 4 System Requirements
SubSection: 4.1 Establish Quality System
Element: 4.1 Establish Quality System
Instr. No. Instruction Process No. Process
001-090 001-090 The Quality System Processes Manual QMS Manual
001-100 001-100 Process Interaction Manual QMS Manual
001-060 001-060 Administrative Responsibilities Manual QMS Manual
01-030 01-030 Performance Metrics Process 01 Quality System Communication
02-020 02-020 QMS Revisions Process 02 Quality System Integrity
The search features make viewing the standard requirements easy and the combo box feature simplifies the management of of the correlating QMS procedures.
Record: 6 of 6
Record: 1 of 51
Form View
NUM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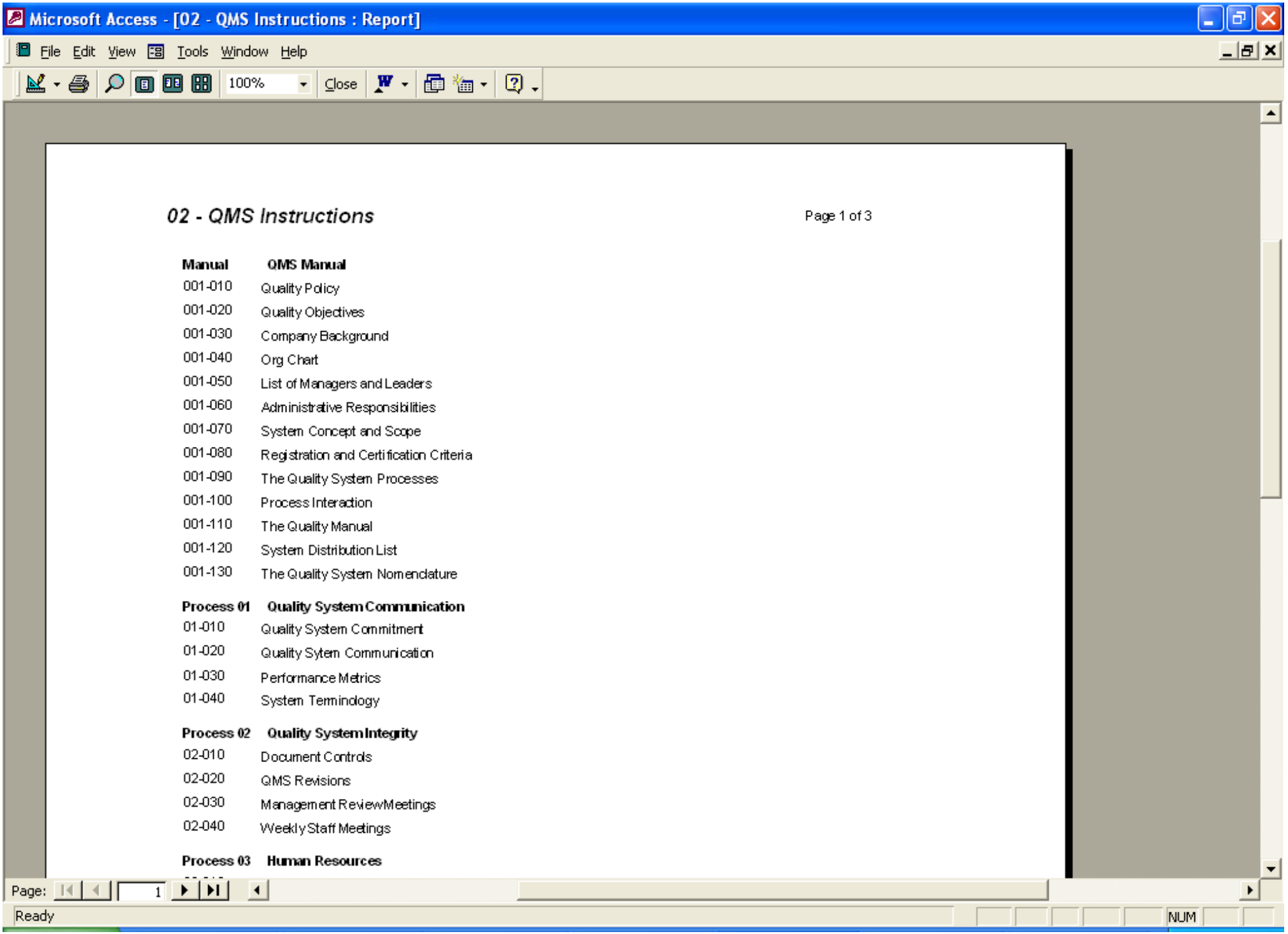
01 - ISO9001:2000 Standards
Page 1 of 2
4 System Requirements
4.1 Establish Quality System
4.1 Establish Quality System
4.2 Document Quality System
4.2.1 Develop Documents
4.2.2 Prepare System Manual
4.2.3 Control Documents
4.2.4 Maintain System Records
5 Management Requirements
5.1 Support Quality
5.1 Support Quality
5.2 Satisfy Customers
5.2 Satisfy Customers
5.3 Establish a Quality Policy
5.3 Establish a Quality Policy
5.4 Carry out Quality Planning
5.4.1 Formulate Quality Objectives
5.4.2 Plan Quality Management System
5.5 Control Quality System
5.5.1 Define Responsibilities and Authorities
5.5.2 Appoint Management Representative
5.5.3 Support Internal Communications
5.6 Perform Management Reviews
5.6.1 Review Quality Management System
5.6.2 Examine Management Inputs
5.6.3 Generate Management Review Outputs
6 Resource Requirements
6.1 Provide Quality Resources
Page: 1
Ready
NUM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02 - QMS Instructions
Page 1 of 3
Manual QMS Manual
001-010 Quality Policy
001-020 Quality Objectives
001-030 Company Background
001-040 Org Chart
001-050 List of Managers and Leaders
001-060 Administrative Responsibilities
001-070 System Concept and Scope
001-080 Registration and Certification Criteria
001-090 The Quality System Processes
001-100 Process Interaction
001-110 The Quality Manual
001-120 System Distribution List
001-130 The Quality System Nomenclature
Process 01 Quality System Communication
01-010 Quality System Commitment
01-020 Quality Sytem Communication
01-030 Performance Metrics
01-040 System Terminology
Process 02 Quality System Integrity
02-010 Document Controls
02-020 QMS Revisions
02-030 Management Review Meetings
02-040 Weekly Staff Meetings
Process 03 Human Resources
Page: 1
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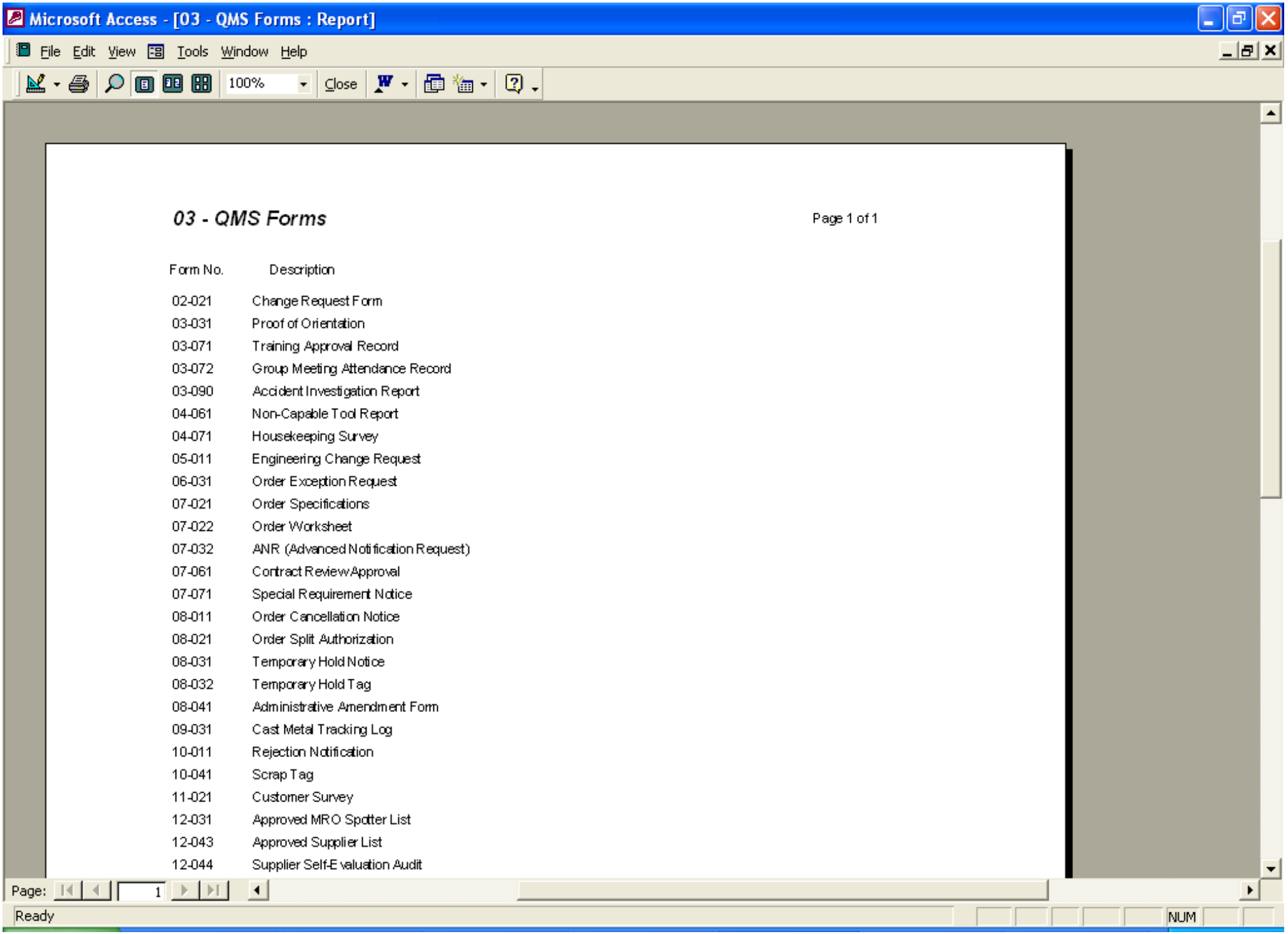
NUM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03 - QMS Forms
Page 1 of 1
Form No. Description
02-021 Change Request Form
03-031 Proof of Orientation
03-071 Training Approval Record
03-072 Group Meeting Attendance Record
03-090 Accident Investigation Report
04-061 Non-Capable Tool Report
04-071 Housekeeping Survey
05-011 Engineering Change Request
06-031 Order Exception Request
07-021 Order Specifications
07-022 Order Worksheet
07-032 ANR (Advanced Notification Request)
07-061 Contract Review Approval
07-071 Special Requirement Notice
08-011 Order Cancellation Notice
08-021 Order Split Authorization
08-031 Temporary Hold Notice
08-032 Temporary Hold Tag
08-041 Administrative Amendment Form
09-031 Cast Metal Tracking Log
10-011 Rejection Notification
10-041 Scrap Tag
11-021 Customer Survey
12-031 Approved MRO Spotter List
12-043 Approved Supplier List
12-044 Supplier Self-Evaluation Audit
Page: 1
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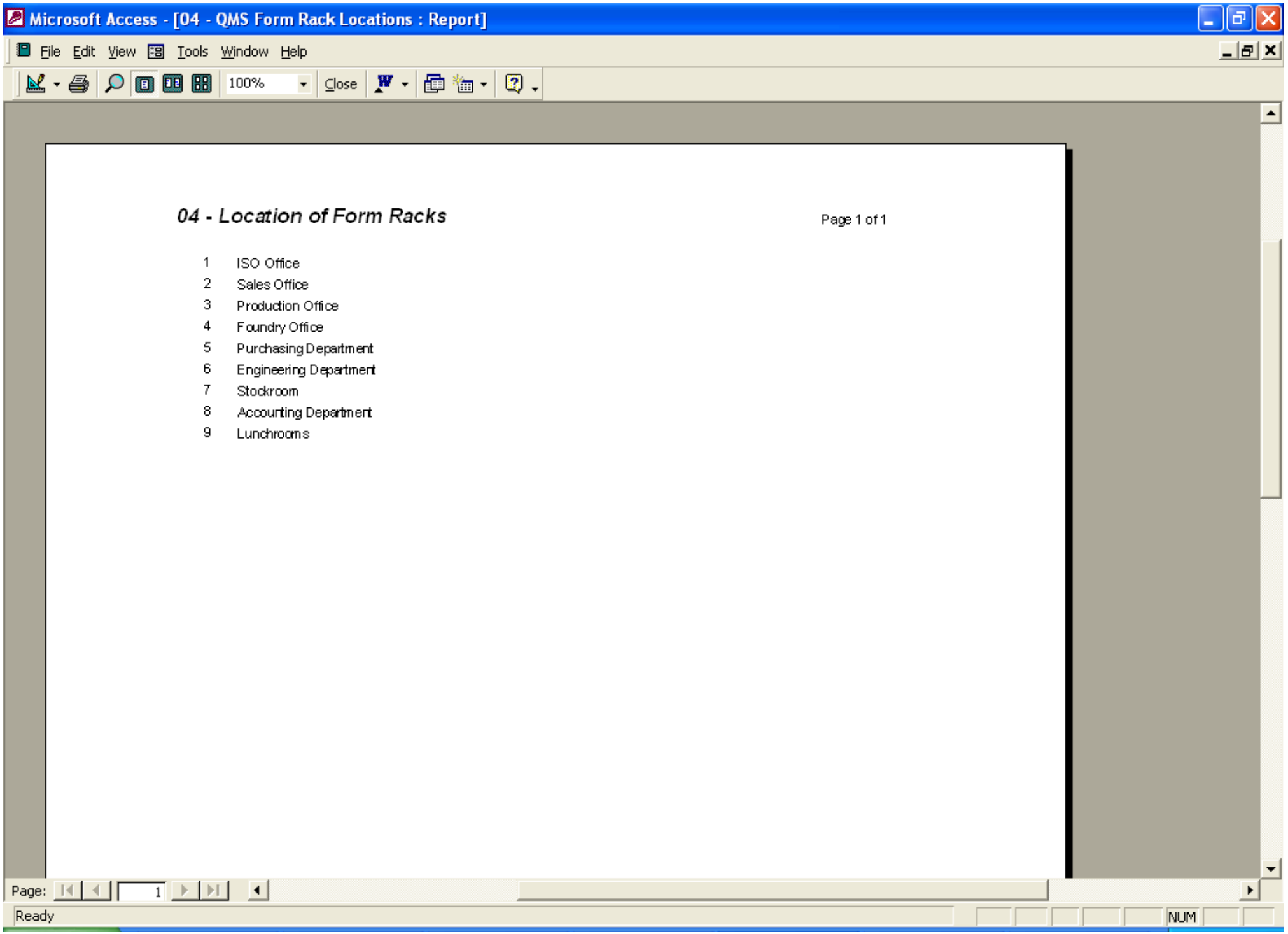
Microsoft Access - [04 - QMS Form Rack Locations : Report]
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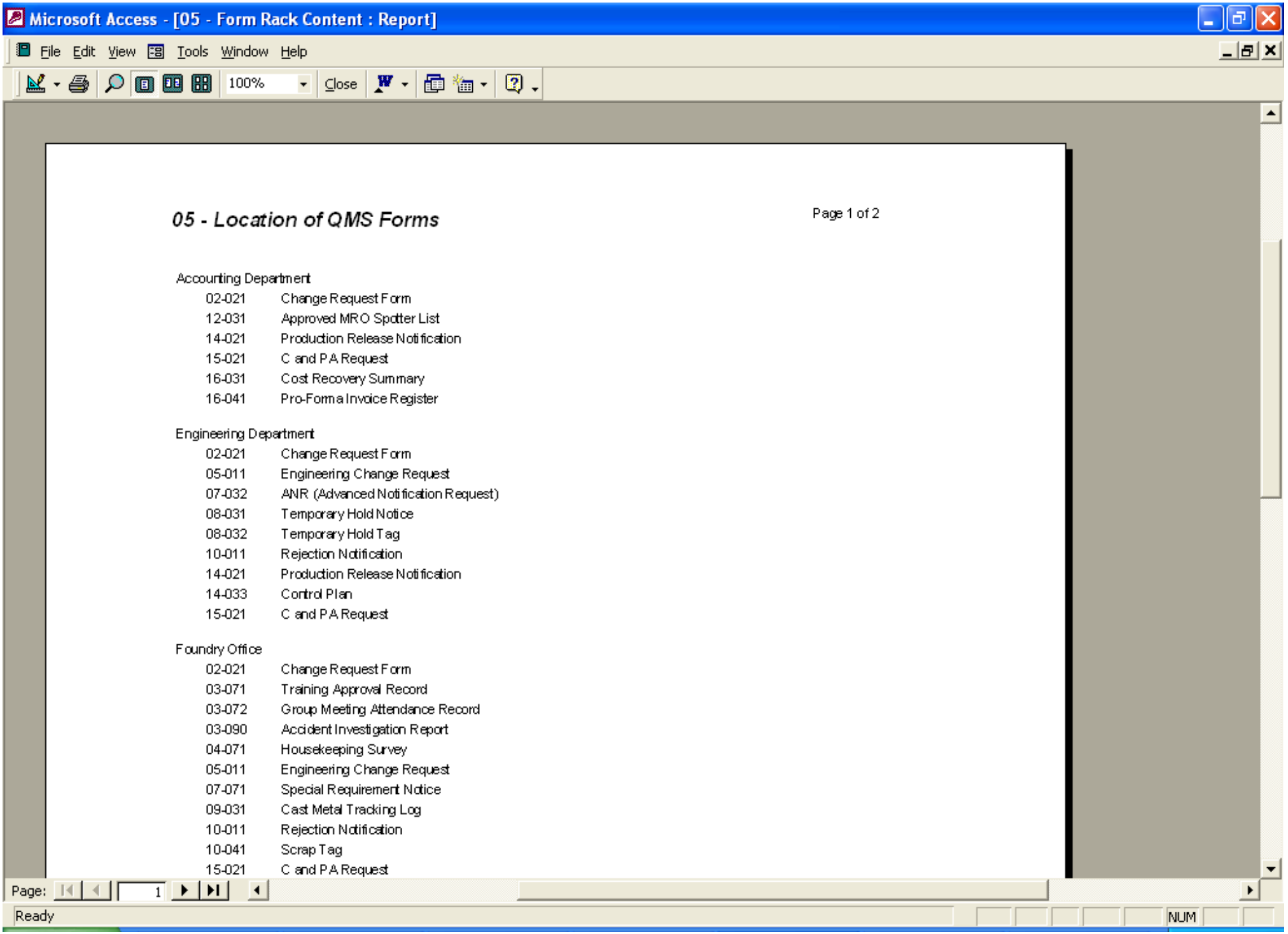
04 - Location of Form Racks
Page 1 of 1
1 ISO Office
2 Sales Office
3 Production Office
4 Foundry Office
5 Purchasing Department
6 Engineering Department
7 Stockroom
8 Accounting Department
9 Lunchrooms
Page: 1
Ready
NUM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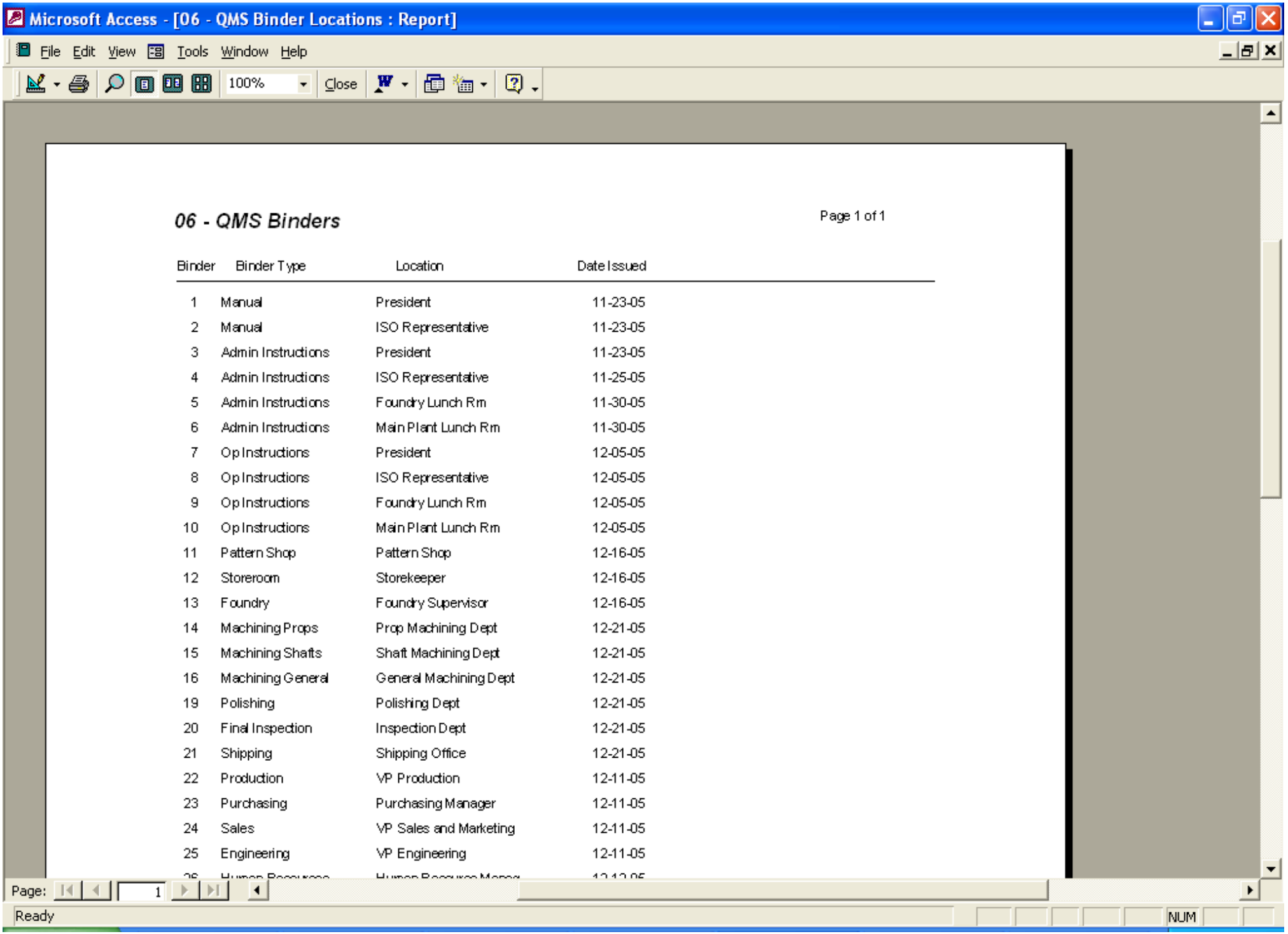
05 - Location of QMS Forms
Page 1 of 2
Accounting Department
02-021 Change Request Form
12-031 Approved MRO Spotter List
14-021 Production Release Notification
15-021 C and PA Request
16-031 Cost Recovery Summary
16-041 Pro-Forma Invoice Register
Engineering Department
02-021 Change Request Form
05-011 Engineering Change Request
07-032 ANR (Advanced Notification Request)
08-031 Temporary Hold Notice
08-032 Temporary Hold Tag
10-011 Rejection Notification
14-021 Production Release Notification
14-033 Control Plan
15-021 C and PA Request
Foundry Office
02-021 Change Request Form
03-071 Training Approval Record
03-072 Group Meeting Attendance Record
03-090 Accident Investigation Report
04-071 Housekeeping Survey
05-011 Engineering Change Request
07-071 Special Requirement Notice
09-031 Cast Metal Tracking Log
10-011 Rejection Notification
10-041 Scrap Tag
15-021 C and PA Request
Page: 1
Ready
NUM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06 - QMS Binders
Page 1 of 1
Binder Binder Type Location Date Issued
1 Manual President 11-23-05
2 Manual ISO Representative 11-23-05
3 Admin Instructions President 11-23-05
4 Admin Instructions ISO Representative 11-25-05
5 Admin Instructions Foundry Lunch Rm 11-30-05
6 Admin Instructions Main Plant Lunch Rm 11-30-05
7 Op Instructions President 12-05-05
8 Op Instructions ISO Representative 12-05-05
9 Op Instructions Foundry Lunch Rm 12-05-05
10 Op Instructions Main Plant Lunch Rm 12-05-05
11 Pattern Shop Pattern Shop 12-16-05
12 Storeroom Storekeeper 12-16-05
13 Foundry Foundry Supervisor 12-16-05
14 Machining Props Prop Machining Dept 12-21-05
15 Machining Shafts Shaft Machining Dept 12-21-05
16 Machining General General Machining Dept 12-21-05
19 Polishing Polishing Dept 12-21-05
20 Final Inspection Inspection Dept 12-21-05
21 Shipping Shipping Office 12-21-05
22 Production VP Production 12-11-05
23 Purchasing Purchasing Manager 12-11-05
24 Sales VP Sales and Marketing 12-11-05
25 Engineering VP Engineering 12-11-05
Page: 1
Ready
NUM

07 - Document Correlation: Instructions to ISO9000 Requirements

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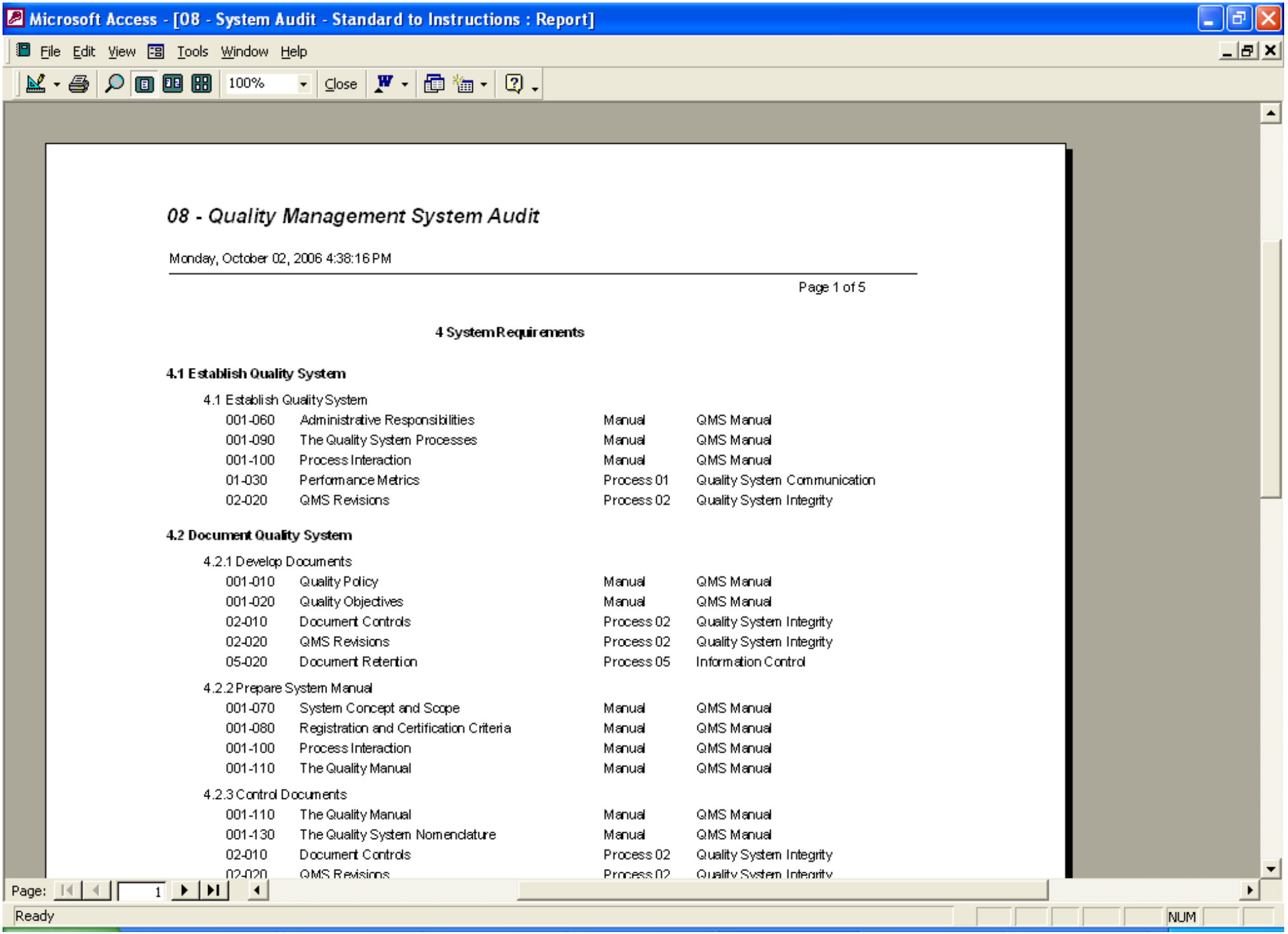
Manual **QMS Manual**

001-010	Quality Policy	
	4.2.1 Develop Documents	4.2 Document Quality System
	5.1 Support Quality	5.1 Support Quality
	5.3 Establish a Quality Policy	5.3 Establish a Quality Policy
001-020	Quality Objectives	
	4.2.1 Develop Documents	4.2 Document Quality System
	5.1 Support Quality	5.1 Support Quality
	5.4.1 Formulate Quality Objectives	5.4 Carry out Quality Planning
001-060	Administrative Responsibilities	
	4.1 Establish Quality System	4.1 Establish Quality System
	5.1 Support Quality	5.1 Support Quality
	5.5.2 Appoint Management Representative	5.5 Control Quality System
	5.5.1 Define Responsibilities and Authorities	5.5 Control Quality System
001-070	System Concept and Scope	
	4.2.2 Prepare System Manual	4.2 Document Quality System
001-080	Registration and Certification Criteria	
	4.2.2 Prepare System Manual	4.2 Document Quality System
001-090	The Quality System Processes	
	4.1 Establish Quality System	4.1 Establish Quality System
001-100	Process Interaction	
	4.1 Establish Quality System	4.1 Establish Quality System
	4.2.2 Prepare System Manual	4.2 Document Quality System
001-110	The Quality Manual	
	4.2.2 Prepare System Manual	4.2 Document Quality System
	4.2.3 Control Documents	4.2 Document Quality System


Microsoft Access - [08 - System Audit - Standard to Instructions : Report]
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08 - Quality Management System Audit
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Page 1 of 5
4 System Requirements
4.1 Establish Quality System
4.1 Establish Quality System
001-060 Administrative Responsibilities Manual QMS Manual
001-090 The Quality System Processes Manual QMS Manual
001-100 Process Interaction Manual QMS Manual
01-030 Performance Metrics Process 01 Quality System Communication
02-020 QMS Revisions Process 02 Quality System Integrity
4.2 Document Quality System
4.2.1 Develop Documents
001-010 Quality Policy Manual QMS Manual
001-020 Quality Objectives Manual QMS Manual
02-010 Document Controls Process 02 Quality System Integrity
02-020 QMS Revisions Process 02 Quality System Integrity
05-020 Document Retention Process 05 Information Control
4.2.2 Prepare System Manual
001-070 System Concept and Scope Manual QMS Manual
001-080 Registration and Certification Criteria Manual QMS Manual
001-100 Process Interaction Manual QMS Manual
001-110 The Quality Manual Manual QMS Manual
4.2.3 Control Documents
001-110 The Quality Manual Manual QMS Manual
001-130 The Quality System Nomenclature Manual QMS Manual
02-010 Document Controls Process 02 Quality System Integrity
Page: 1
Ready
NUM