

The 9000 Advisers

ISO 9001:2000

Compliance Checklist

Presented by

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The 9000 Advisers System Compliance Checklist

	<i>Requirement</i>	<i>QMS No.</i>	<i>Comments</i>
4.1	Managing the System Processes – Have you: <ol style="list-style-type: none"> 1. Identified the quality system processes and determined the interaction of these processes? 2. Established rules and procedures for performing these processes? 3. Established means for making sure that these rules and procedures remain enforceable? 4. Made sure that you have the resources necessary to successfully perform these procedures? 5. Established criteria for performing these procedures and developed means for measuring this performance? 6. Analyzed the results of these measurements, and implemented actions to correct inadequate performance and improve good performance? 		
4.2.1	General – Does your quality system include: <ol style="list-style-type: none"> 1. A quality policy statement and quality objectives? 2. The six written procedures required by the standard? 3. The written policies, procedures, and instructions necessary to enforce and manage your quality system processes? 4. The documentation needed to implement, manage, and measure your processes? 		
4.2.2	Quality Manual – Does your Quality Manual include: <ol style="list-style-type: none"> 1. A description of the scope of your system, an explanation of exclusions (if any), and the justifications for these exclusions? 2. The procedures used for managing the processes or reference to these procedures? 		

	3. An explanation of the processes and a description of the interaction of these processes?		
4.2.3	<p>1. Control of Documents –</p> <p>2. Are your quality system documents:</p> <ul style="list-style-type: none"> • Approved before they are put into use? • Re-approved when changes are made? • Are the changes identifiable? • Available at point of use? • Legible? <p>3. Are the obsolete documents effectively identified and removed from active use?</p> <p>4. Are external documents that are used in managing the system processes controlled?</p>		
4.2.4	<p>Control of Records</p> <p>1. Are you keeping records that prove that you are conforming to the procedures and policies of your quality system?</p> <p>2. Are these records accessible and legible?</p> <p>3. Is there a written procedure for managing and controlling these documents?</p>		

The Compliance Checklist provides a readable interpretation of every detail of all eight sections of the ISO9001:2000 Standard.