

1	Quality Manual
2	List of Internal & External Issues
3	List of interested parties and their requirements
4	Documented Scope
5	Sequence & Interaction Chart and Process Flow Diagram
6	Quality Policy
7	Organization Roles, Responsibility & Authority and KPIs
8	Risk & Opportunities
9	Legal Register
10	Quality Objectives
11	List of Resource & People
12	Competence, Training and Awareness records
13	List of Monitoring & Measuring Resources
14	Calibration Document
15	Maintenance & Breakdown Records
16	Document for Organization Knowledge
17	Control of papers and Records
18	Procurement & their Record
19	Competence, training and awareness
20	Design and Development & their Records
21	Steps for control of externally provided processes, products and services (outsourced processes)
22	Procedure for production and service provision
23	Product & Service Specification
24	Procedure for Review of the requirements for products and services
25	Changes to requirements for products and services

26	Procedure for property belonging to customers or external providers
27	Control of changes
28	Procedure for internal audit
29	Management review
30	Operation Planning & Control for each department
31	Procedure for Compliance Obligation
32	Customer enquiries, contracts, orders, feedback & complaints
33	Criteria for evaluation and selection of suppliers
34	Identification & Traceability Record
35	Non-conformance & Corrective Action Record
36	Internal Audit Record
37	Management Review Record
38	Sales Order & Purchase Order