



4.2	Documentation Requirements		
4.2.1	General		
	Is there a list or other means of identifying other documentation required by your QMS?		
	Does your quality system documentation include the documentation required by the standard, including:		
	Quality Policy and Objectives		
	Quality Manual, including a description of key maintenance processes? <ul style="list-style-type: none"> • Do the processes comply with sector authority requirements? 		
	Procedures <ul style="list-style-type: none"> • All procedures required by the standard? 		
	Documents for planning and control of processes: for example work instructions, quality plans		
	Are all employees aware of procedures and documents that are relevant to them?		
	Are the relevant procedures and documents available to employees? <ul style="list-style-type: none"> • Are they kept aware of changes to documentation? 		



8.3	Control of Nonconforming Product		
	How has your organization ensured that product which does not conform to requirements is identified and controlled to prevent unintended use?		
	Is there a procedure that identifies responsibilities for taking action? Does it include responsibility for disposition?		
	Does the procedure define responsibility and authority for review and disposition of nonconforming product? Does it include: <ul style="list-style-type: none"> • Process for approving personnel making these decisions 		
	Do these methods match the standard requirements for:		
	a. Action to eliminate nonconformity		
	b. Concession		
	c. Preclude original intended use		