

INSERT YOUR COMPANY LOGO/NAME HERE

F-620-001

Quality Objectives Planning Record

Quality Objectives Planning Record	
Section 1: The Quality Policy	
Your Company's Quality Policy is to _____	
Reference attachment A-520-001.	
Section 2: Definition of the primary Top Management objective(s)	
Consistent with the Quality Policy – for the period 2016 to 2018, Your Company is committed to:	
1. 2. 3. 4.	
Section 3: Identification of the general objectives at the relevant levels	
In support of the primary objective(s) we are committed to:	
1. 2. 3. 4.	
Section 4: Identification of supporting objectives	
Significant quality issues as identified in the management review (with procedure P-930)	
1. 2. 3.	
Section 5: Other supporting objectives	
1. 2. 3.	
A. As identified in the determination of risks and opportunities with (worksheet F-610-001).	
B. As identified in the review of legal requirements and other requirements.	
1. 2. 3.	
Section 6: Review and Approval	
Prepared by: Quality team leader / SO management rep.	Date:
Reviewed by: Quality team / ISO steering committee	Date:
Approved by: President	Date:

INSERT YOUR COMPANY LOGO/NAME HERE

F-720-003
Job Description

Job Description

Use this form before you hire to determine your requirements, and after you hire to specify and finalize details. Remember to make the language you use non-discriminatory. Ensure the information is consistent with your company policies and quality manual.

Position _____ Department _____

Accountable to _____ Salary/pay grade _____

35 – 40 hrs/wk 20 – 35 hrs/wk less than 20 hrs/wk

Job summary

Responsibilities/daily tasks

Qualifications

Relation of the position to others in the company

INSERT YOUR COMPANY LOGO/NAME HERE

F-750-001

List of Documented Information

Section D Document information – Form F-750-001

This list of Documented Information covers the AS 9100 D standard clauses 4 through 10 and provides the responsibility, approval date, and revision status for the documents.

- The QM designation indicates a Quality Management System Manual.
- The P designation indicates Procedures.
- The WI designation indicates Work Instructions.
- The number following the document numbers listed in the Document column below identifies the clause of the standard that the document is associated with.
- Additional documented information relevant to procedures and instructions is outlined in the spreadsheets of Master Documentation Lists, form F-750-003.

Doc. #	Description	Responsibility	Approve date	Revise date	Revise date
Quality Management System					
QM-9100-D	QMS Manual – Document Information	President			
Clause 4 – Context of the Organization					
P-400	Organizational context	President			
Clause 5 – Leadership					
P-500	Leadership	President			
Clause 6 – Planning					
P-600	Planning for the QMS	Management Representative			
P-612	Risk management process	Management Representative			
Clause 7 – Support					
P-710	Resource management	Operations manager			
P-715	Control of monitoring and measuring equipment	Management representative			
P-720	Competence and awareness	H R manager			
P-740	Communication	Management representative			
P-750	Control of documented information	Management representative			
WI-750-001	Document numbering system	Management representative			

INSERT YOUR COMPANY LOGO/NAME HERE

F-750-006

Document Revision Checklist

Document Name:	Document Number:
Changes	Revision approved by supervisor and plant quality control
	Accept previous changes
	Update header to current date
	Date all attachments (new or changes only)
	Update page numbering
	Make new changes using revision tool
	Run spell check
	Reprint original (white paper), including all attachments
	Password protect document
Master List	Update document information in the master list including date, records, attachments, related documents and references.
	If form, attachment or reference changes, search master lists for other affected documents and issue a document change request form. New references require number identification.
	If there are related documents, check to see if review or changes are indicated.
Training	a) Determine level of training required with supervisor (NN, RQ, EM)
	b) Update training summary date of revision and level of training required for the revision
	c) Check training summary for list of individuals trained on the document
	d) For required training send change memo to supervisor listing individuals to be trained
	e) For employee training send memo to manager or supervisor in charge of employee training
Approval	Give new original and attachments to supervisor and quality control to sign
Distribution	a) Check distribution summary for listing of controlled copies
	b) Copy onto controlled paper.
	c) Remove obsolete master copy and stamp it "Obsolete". Attach change request and file in the "Obsolete" binders.
	d) File new original in master binder
	e) Distribute controlled copies as indicated by controlled copy list.
	f) Remove & discard obsolete controlled copies.

NN=None Needed RQ=Required EM=Employee Meeting
 O=Original, no revision yet