ISO Checklist

Created: 1/1/2012

# Tasks:

☐ **Requirements**

☐ **The organization established, documented, implemented, and maintained a quality management system in accordance with the ISO requirements.**

☐ **The organization determined the processes needed for the quality management system and their application throughout the organization.**

☐ **The organization determined the sequence and interaction of these processes.**

☐ **The organization determined criteria and methods needed to ensure that both the operation and control of these processes are effective.**

☐ **The organization ensured the availability of resources and information necessary to support the operation and monitoring of these processes.**

☐ **The organization monitored, measured where applicable, and analyzed these processes.**

☐ **The organization implemented the actions necessary to achieve the planned results and continual improvement of these processes.**

☐ **These processes are managed in accordance with the ISO requirements.**

☐ **The organization ensured control over any outsourced processes that affect product conformity with requirements.**

☐ **The type and extent of control of these outsourced processes been defined within the quality management system.**

☐ **Documentation Requirements**

☐ **System documentation includes documented statements of quality policy and quality objectives.**

☐ **System documentation includes a quality manual.**

☐ **System documentation includes documented procedures and records required by ISO.**

☐ **System documentation includes documents to ensure the effective planning, operation, and control of its processes.**

☐ **Quality Manual Requirements**

☐ **Quality manual includes scope of the quality management system, including details of, and justification for, any exclusions.**

☐ **Quality manual includes documented procedures established for the quality management system, or reference to them.**

☐ **Quality manual that includes description of the interaction between processes of the quality management system.**

☐ **Control of Documents**

☐ **The documents required by the quality management system are controlled.**

☐ **Records (a special type of document) are controlled according to the requirements.**

☐ **A documented procedure has been established to control documents.**

☐ **The documented procedure defines the controls to approve documents for adequacy prior to issue.**

☐ **The documented procedure defines the controls to review, and update as necessary, and re-approve documents.**

☐ **The documented procedure defines the controls to ensure that changes and the current revision status of documents are identified.**

☐ **The documented procedure defines the controls to ensure that relevant versions of applicable documents are available at points of use.**

☐ **The documented procedure defines the controls to ensure that documents remain legible and readily identifiable.**

☐ **Documents of external origin necessary for the planning and operation of the quality management system are identified and their distribution controlled.**

☐ **The documented procedure defines the controls to prevent the unintended use of obsolete documents.**

☐ **Control of Records**

☐ **Records are established and controlled to provide evidence of conformity to requirements and of the effective operation of the quality management system.**

☐ **A documented procedure has been established for controlling records.**

☐ **The documented procedure defines the controls needed for the Identification of records.**

☐ **The documented procedure defines the controls needed for the Storage of records.**

☐ **The documented procedure defines the controls needed for the Protection of records.**

☐ **The documented procedure defines the controls needed for the Retrieval of records.**

☐ **The documented procedure defines the controls needed for the Retention time of records.**

☐ **The documented procedure defines the controls needed for the Disposition of records.**

☐ **Records are kept legible, readily identifiable, and retrievable.**