



4.2.3 Control of Documents		
<p>Does your organization have a documented procedure regarding the control of documents for your organization: Does this procedure address the following items:</p> <ul style="list-style-type: none"> a) Are documents reviewed and approved for adequacy prior to issue? b) Are documents reviewed and updated as necessary and then re-approved? c) Are changes and the current revision status of documents identified? d) Are relevant versions of applicable documents available at points of use? e) Are documents legible and readily identifiable? f) Are documents of external origin identified and their distribution controlled? g) Is a mechanism in place to prevent unintended use of obsolete documents: Are old documents identified if retained? When documents are obsolete, do you have a defined length of time that they must be retained? <p>Additional questions</p>		
4.2.4 Control of Quality Records		



5 Management Responsibility	Observation/Comments	Results
5.1 Management Commitment		
<p>Has top management demonstrated commitment to both the development and implementation of the QMS and maintaining its effectiveness:</p> <ul style="list-style-type: none"> a) Communication the importance of meeting customer requirements and statutory/regulatory requirements: b) Establishing a written quality policy? c) Identifying quality objectives d) Conducting management reviews? e) Ensuring resources are available? <p>Additional questions</p>		
5.2 Customer Focus		
<p>Does your organization have a process in place to identify your customer requirements?</p> <p>Are your customer needs and requirements identified and met on a continual basis?</p> <p>?</p> <p>Additional questions</p>		
5.3 Quality Policy		
<p>Has top management established a quality policy that:</p> <ul style="list-style-type: none"> a) Is appropriate to the purpose of your organization? b) Includes a statement of commitment to meet requirements and to maintain the effectiveness of the QMS? c) Provides a framework for establishing and reviewing quality objectives? 		