

DIY ISO 9001 Evaluation Checklist © Mapwright

Q	Ref	Required by the Standard	Met?	Some examples	Notes
7.	6.2	<p>Planning and objectives</p> <p>Do you have and use suitable <u>written quality objectives</u>? Are they measurable? Aligned with your quality policy?</p> <p>Are they used to assess QMS performance (part IV), and to improve where needed?</p>		Business/strategic/department plans, individual KPIs/KRAs. Meeting records & papers, reports, etc.	Also see Improvement q23 and q25
II - The Supporting Stuff					
8.	7.1	<p>Resources</p> <p>Are the necessary resources provided (whether internal or external)? Includes:</p> <ul style="list-style-type: none"> • Enough competent people • Adequate suitable infrastructure (IT, buildings, equipment, tools etc.) • Organisational knowledge, and IF necessary: • Appropriate environment • Accurate monitoring / measuring equipment 		‘Environment’ - Rotating short shifts for security watching cameras/scanning; only qualified personnel do certain tasks; lab equipment, spectrometers, calipers/gauges; temperature, dust or humidity controls, as relevant to “the goods”	Widely variable according to type of business. Infrastructure may be of little importance to a service business, whereas plant, equipment and tools are highly important for a manufacturer
9.	7.1	<p>Monitoring & measuring resources; traceability: <i>If</i> monitoring/measuring is part of your QMS, and required for valid & reliable results:</p> <ul style="list-style-type: none"> • Do you provide suitable equipment? • Do you maintain it to ensure it is fit for purpose? <p>And, if traceability is required, do you:</p> <ul style="list-style-type: none"> • Identify it, and calibrate/verify it against a measurement standard? <p>Do you have <u>evidence</u> that shows this is done?</p>		Maintenance schedules Calibration schedules; certificates of calibration;	Note the <i>ifs</i> here - it may not apply to you or you may measure, but don’t need to calibrate
10.	7.2	<p>Competent personnel: Does your QMS ensure people are competent for their work? Includes:</p> <ul style="list-style-type: none"> • Defining what competencies you need (training/education/experience/skills) • Ensuring those needs are met • Making sure people stay competent (things change) and know their part in the QMS? <p>Do you have <u>evidence</u> that shows this?</p>		Eg, pre-recruitment selection criteria, job descriptions + resumés, qualifications, training plans, training records, induction checklists, skills database, performance reviews, competency/skills evaluations	Actions here may include already experienced or qualified people; providing internal or external training, mentoring, coaching on the job
11.	7.3, 7.4	<p>Communication - are there suitable methods for communicating, internally and externally as required? Can you explain and show what you do and how?</p>		Widely variable, from newsletters, emails and intranets to staff meetings, toolbox and many other similar	Methods vary widely - is yours working? (and how do you know?)
12.	7.5	<p>Documentation: Have you <u>decided</u> what information you need to document in order control “the goods”, operate effectively and meet all 9001 requirements?</p> <p>Do you make sure the information is:</p> <ul style="list-style-type: none"> • reviewed & approved as fit for purpose • suitably controlled • available as needed? <p><i>If</i> you use documents from other (external) parties, does the QMS ensure they are accurate and current?</p>		Written documents such as policies, processes, procedures, diagrams, checklists, forms, specifications, formulae, protocols, methods, diagrams, photographs, posters (hardcopy/electronic); IT systems and applications	Format, type & media (soft or hardcopy) is your choice ‘External documents’ include national or international standards, contract specifications, codes of practice, regulations relating to “the goods”.