

Basic documents required for ISO 9001

| SR.# | DESCRIPTION |
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| 1 | List of Functions 4.4 |
| 2 | Organization Chart 5.3 |
| 3 | SOPs + Flow charts 4.4 |
| 4 | Job Descriptions 5.3 |
| 5 | Master list of documents and records 7.5 |
| 6 | Quality objectives 6.2 |
| 7 | Quality Policy 5.2 |
| 8 | List of interested parties 4.2 |
| 9 | Records of internal audit and training 9.2 |
| 10 | List of applicable legal and other requirements 1 |
| 11 | Digitalization of records 7.5 |
| 12 | State of manpower No. employees along with their qualification/experiences.7.1.2 |
| 13 | Emergency evacuation map of the office building 7.1.4 |

Records

- Fire fighting training 7.1.4
- Evacuation drill 7.1.4
- Records of fire fighting equipment 7.1.3
- List of equipment (if any) 7.1.3
- List of calibration sensitive equipment 7.1.5
- Calibration certificate of measuring and monitoring resources/equipment 7.1.5
- Internal auditing 9.2
- Management review 9.3
- Review of objectives 6.2