

Examples of Documented Information Preform According to 7.5.1a

S.N	Documented Information	Documented Information Or Available Evidence	Clause No.
1	Scope of Quality Management System	Documented Information	4.3
2	QMS SMART Objectives	Documented Information	6.2
3	Processes of QMS	Documented Information	4.4
4	Quality Policy	Documented Information	5.2.2a
5	Documents are mandatory for ISO 9001	Documented Information	7.5.1a
6	Policies & Procedures of QMS	Documented Information	7.5.1b
7	Documents of external origin	Documented Information	7.5.3.2
8	Context Of Organization	Documented Information	4.4
9	Internal & External Issues	Documented Information	4.4.1
10	Job descriptions	Available Evidence	7.2
11	Product/services compliance records	Available Evidence	8.2.3
12	Design inspection lists/ records	Available Evidence	8.3.2
13	Design input records	Available Evidence	8.3.3
14	Design quality assurance records	Available Evidence	8.3.4
15	Design output acceptances / records	Available Evidence	8.3.5

16	Management of Changes	Available Evidence	8.3.6
17	Selection /Evaluation of suppliers and contractors	Available Evidence	8.4.1
18	Output traceability reports	Available Evidence	8.5.2
19	Customer property communication records	Available Evidence	8.5.3
20	Management of Changes Reports	Available Evidence	8.5.6
21	Release/acceptance reports	Available Evidence	8.6
22	Nonconformity reports/ corrective actions reports	Available Evidence	8.7
23	QMS effectiveness dashboard	Available Evidence	9.1.1
24	Monitoring & Measurement records	Available Evidence	7.1.5.1
25	Calibrations records & certificates	Available Evidence	7.5.1.2
26	Audit plan/audit reports	Available Evidence	9.2.2
27	Management review meetings	Available Evidence	9.3.3
28	Nonconformity reports/ corrective actions reports	Available Evidence	10.2.2
29	Corrective actions reports	Available Evidence	10.2.2

DOCUMENTED INFORMATION = REFERENCE "FORMAT (PROCEDURES, SOP'S, POLICIES, WORK INSTRUCTIONS, DOCUMENTS, TEMPLATES, CHECKLIST, PLANS, MANUALS"

AVAILABLE INFORMATION = EVIDENCE "FORMAT (RECORDS, VIDEOS, CALLS RECORDS.....)