STQC CERTIFICATION SERVICES

Quality Management System - Preliminary Information

1. Organisation (Name/Address/Telephone/email)

2. Contact person (Name/Address/Telephone/email.)

3. Other Office(s) / Factory location(s)

4. Factory size / Organisation

   a. No. of buildings
   b. Employees
   c. Shift(s)
   d. Turnover

5. Product(s) manufactured / Services delivered

   Product(s) manufactured / Services delivered by the organisation that it desires to be covered under ISO 9001:2015 Certification

6. Regulatory / Statutory requirements applicable

INFORMATION ON QUALITY MANAGEMENT SYSTEM		(Yes/No/NA)
1.	Have you determined context of the organisation, internal and external issues and defined scope of QMS based on Above? If yes, please provide a copy of proposed scope of QMS.	
2.	Is Quality Policy known and understood by all?	
3.	Are the Quality objectives at relevant level defined and planned for achievement?	
4.	Are the responsibilities for Co-ordination, liaison and management of QMS assigned?	
5.	Do you have a Quality Manual? If no, how the description of QMS defines and communicated?	
6.	Have you conducted the risk assessment and incorporated the actions identified to mitigate risks in QMS processes?	
7.	Is the documented information required for QMS determined	

	and controlled?	
8.	Is the management review taking place and action points implemented?	
9.	Is the organisation ensuring continual up-dation of competency of personnel?	
10.	Is the continual professional development of employees taking place?	
11.	Are the special work environments where necessary, identified and provided?	
12.	Are organisational knowledge identified, maintained and made available to relevant personnel?	
13.	Are the processes identified and documented?	
14.	Is the interaction of process between processes identified and documented?	
15.	Are the products / services specifications defined?	
16.	Is the contract review with client defined?	
17.	Is the product / production / service planning in place?	
18.	Is the policy on procurement of raw material/vendors etc. defined?	
19.	Are you outsourcing any activity?	
20.	If yes, are the controls on outsourced activity defined?	
21.	Are the work instructions for production processes defined?	
22.	Is there any special processes that require validation in the production line? If yes, are these process validated periodically?	
23.	Is the identification and traceability of the products/services is in place	
24.	Is the management of changes defined and implemented?	
25.	Are there any hazardous material?	
26.	If yes, are the handling instructions documented?	
27.	Are the arrangements for monitoring and measurement resources defined and implemented?	
28.	Is the organization assessing the customer satisfaction on regular basis?	
29.	Is the organization assessing the performance parameters regularly?	
30.	Is the process of compliant/feedback by customer is in place?	
31.	Are the internal quality audits taking place periodically?	
32.	Are the instructions for handling of non conforming product or process defined?	
33.	Is the corrective action mechanism is defined and effective?	

Dated: Organisation Representative