



QMS Documentation management

*Simple solution to access, maintain and control
your quality management system documentation*

MAIN ADVANTAGES



- ✓ Easy organized by using Microsoft Office package
 - Already available in most of the companies
 - No additional software cost
 - Users are familiar with the software package
- ✓ Easy to setup and maintain
 - Requires only a shared network drive what all users will have “read only” access to.
 - Once setup is complete it requires very little maintenance unless there is change in QMS and even in that case change is only to the document revision or possible add/remove document.
- ✓ Well protected from editing and misuse
 - Users will not be able to edit/change any part of the document links (only to open specific document)
 - Only QMS administrator(s) will be able to edit it
- ✓ Flexible to implement any specific company needs
 - When making changes it affects only the specific document/link to a document while other parts are unaffected

DESKTOP ICON



Desktop icon



ISO 9001

- Shortcut to shared network folder where all documents are stored
- It will open main link page from where you can access all QMS documents
- Each user needs to have access rights to that folder

MAIN LINK PAGE STRUCTURE



SYSTEMS CONTROL **Q & IT**

Systems Design & Implementation & Maintenance

JOB DESCRIPTIONS

COMPANY & PROCESS CHARTS

QUALITY POLICY

PROCEDURES & WORKING INSTRUCTIONS

FORMS

TECHNICAL SPECIFICATIONS

MANUALS & POLICIES

EXIT

click "EXIT" to close main screen.

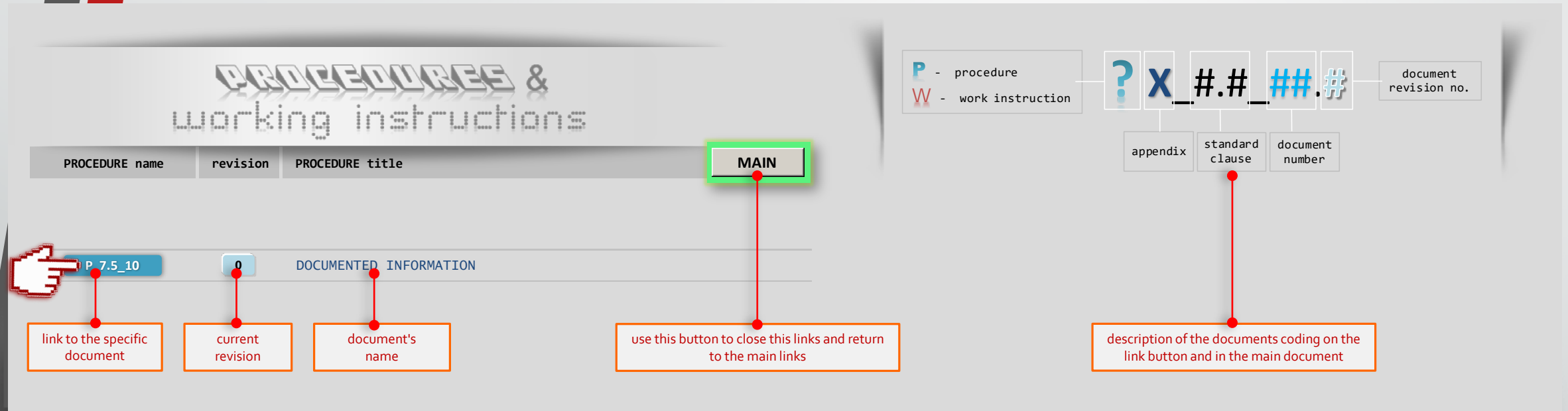
ISO 9001:2015
CERTIFIED QUALITY SYSTEM

Scope of the certificate → ENGINEERING, MANUFACTURING, SERVICE AND REPAIR OF INDUSTRIAL UNITS AND COMPONENTS

CERTIFIED
ISO
9001:2015
COMPANY

When you click on image it will open link to a specific part of the QMS you want to access

QMS LINK PAGES STRUCTURE



✓ ALL LINK PAGES ARE STRUCTURED THE SAME CONTAINING:

- Link to a document (procedure, form, specification, job description and specification) as seen on next slide
- Document's revision
- Document's name
- Description of the document's name coding

QMS DOCUMENTS LINKS



FORMS

F_#.#_#.# #
FORM revision no.
standard clause FORM no.

FORM name	revision	FORM title	MAIN
F_8.7_10	1	NONCONFORMANCE REPORT	
F_7_20	1	DEVIATION REQUEST	



Click on link

Applicable Form is opened

FORM NONCONFORMITY NOTE F_8.7_10.2
Issued: 29 September, 2016

NCN No.: NCN_ Created by: Date: Work No.:
Customer: Drawing No.: Item description/number:

ERROR SOURCE:
Company: Department No.: Call No.:
Supplier: P.O. # for Supplier:

SUBJECT:

CUSTOMER APPROVAL REQUIRED: YES (Please fill out DEVIATION REQUEST FORM F_8.7_20) NO
Comments:

IMMEDIATE CORRECTIVE ACTION:
NCR Type: Quality system related
Detailed description:

Approved by: Date: Rework Re-Inspected by: Date:

ERROR TYPE:
Details:

CORRECTIVE ACTION: YES NO CAR #: CAR_

Q & IT Systems Control Page 1 of 1

PROCEDURES & working instructions

P - procedure X_#.#_#.# #
W - work instruction ? #.#_#.# #
document revision no.
appendix standard clause document number

PROCEDURE name	revision	PROCEDURE title	MAIN
P_9.3_10	2	MANAGEMENT REVIEW	
P_9_20	1	AMERICAS REGION BUSINESS REVIEW	



Click on link

Applicable Procedure is opened

PROCEDURE DOCUMENTED INFORMATION W_7.5_10.1
Issued: 3 January, 2017

- Company's name in the bottom left corner
- Page and number of pages in the bottom left corner
- Date in the top right corner

4. CODING OF PROCEDURES, WORKING INSTRUCTIONS, TECHNICAL SPECIFICATIONS, AND FORMS
4.1 PROCEDURES, WORKING INSTRUCTIONS, AND FORMS

P - Procedure
W - Work instruction
F - Forms
? #.#_#.# # Document Revision No.
Standard Clause Document Number

5. FILING
The Quality Department files the original procedures, working instructions, forms, and technical specifications in their department. Procedures, working instructions, forms, and technical specifications shall be filed in the ISO 9001 binders as follows:
- Each procedure/working instruction/form/technical specification shall be filed in separate sections by the first initial in the code, and then in numerical order.
Copies of the procedures, working instructions, forms, and technical specifications are distributed the Quality Department as per Procedure P_7.5_10, "DOCUMENTED INFORMATION".

6. CHANGES TO PROCEDURES, WORKING INSTRUCTIONS, TECHNICAL SPECIFICATIONS, AND FORMS
Procedures, working instructions, technical specifications, and forms are changed/updated on specific request from Department Managers, by QMS Manager.
Any changes must be approved/re-approved by the applicable Department Managers that are related to the procedure, working instruction, form or technical specification as per procedure P_7.5_10.
Old computer copies shall be saved as per procedure P_7.5_10.

W_7.5_10.1.docx PRINTED COPIES OF THIS DOCUMENT ARE NOT CONTROLLED Page 2 of 3

PROCESSES LINK PAGE



- ✓ Processes link page contains company chart and any other process chart available
- ✓ Each company process could be described by the flowchart (e.g. sales, inspection, NCN, measuring customer satisfaction, etc.
- ✓ Examples can be seen on the next slide



COMPANY &
PROCESS CHARTS

this link opens excel document which contain company's process flowcharts. each tab [see below] shows specific process flowchart

CHART

QMS

PRODUCT REALIZATION

PROCESSES

RESOUC E MGNT.

SALES PROCESS

INSPECTION

NCR

PROCESS & PRODUCT CONTROL

CONTINUAL IMPROVEMENT

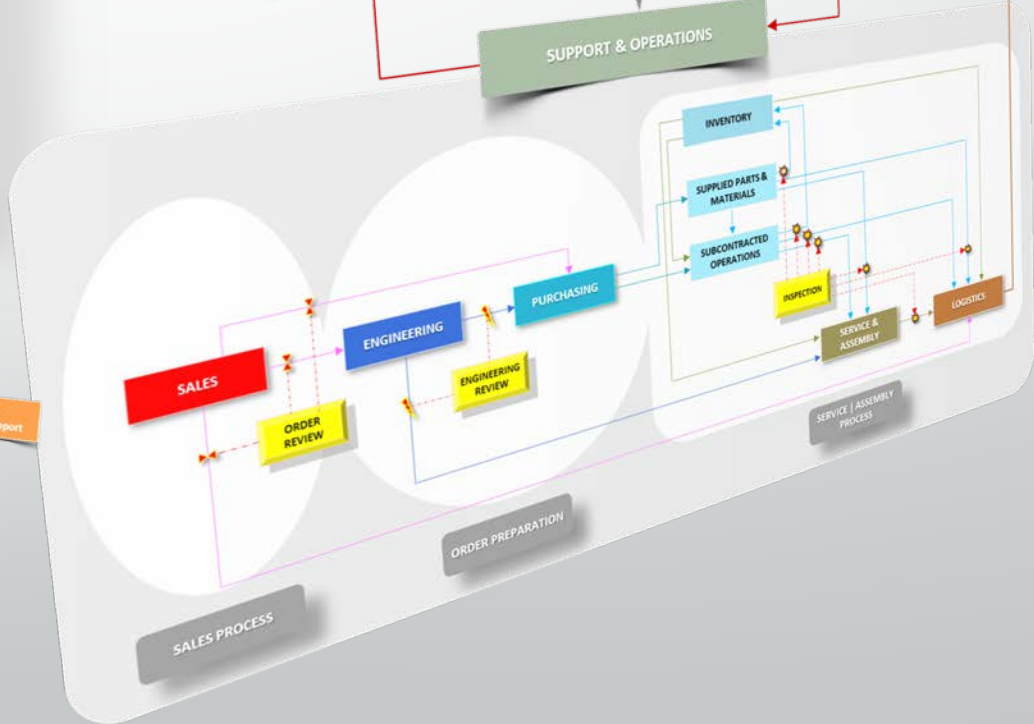
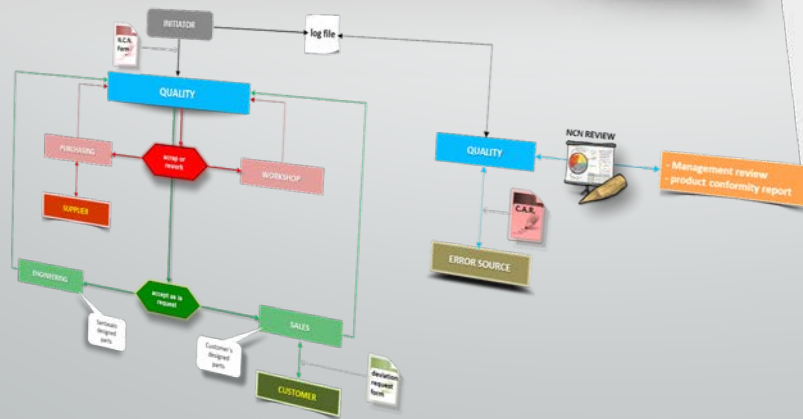
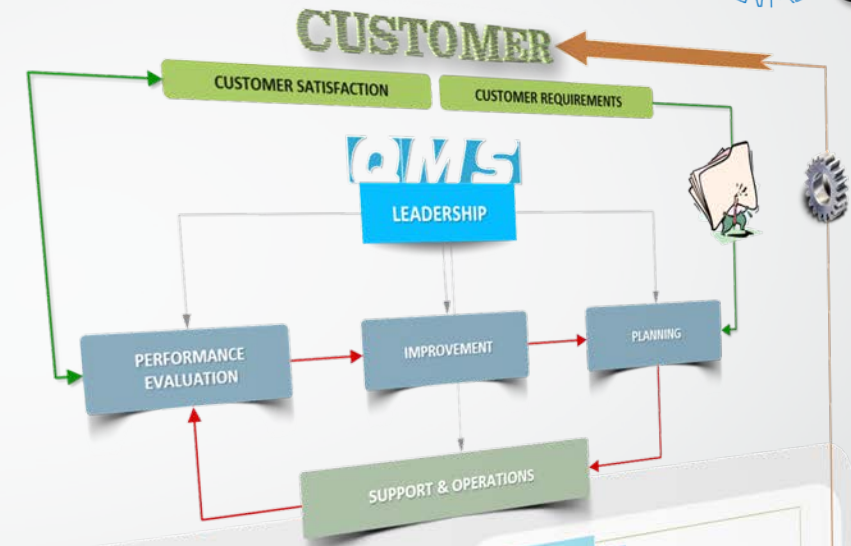
DEPARTMENTS

PROCESSES CHARTS EXAMPLE



A Typical Survey Process Plan

1	identify measurement objectives	management team
2	create a list of customers	sales
3	produce a questionnaire	QMS Manager
4	distribute questionnaire to customers	sales
5	receive returned (completed) questionnaires	sales
6	code, edit and clean responses	sales
7	enter data in computer	QMS Manager
8	analyze numerical and verbal data	QMS Manager
9	create graphics of key findings	QMS Manager
10	present findings	QMS Manager
11	identify appropriate improvements	management team
12	implement improvements	management team, designated person
13	begin measurement process again	annually (February - June)



FINAL NOTES



- ✓ Actual QMS documents (procedures, forms, charts) are not part of the package, but if you want them, they are available as separate documents
- ✓ Initial installation support is available and included in price
- ✓ Continuous support is available and can be negotiated for any future changes/updates
- ✓ Microsoft access database for storing information for nonconformities, customer complaints, corrective actions, action items, vendors evaluation is available and information about it can be requested
 - Database also have reports to provide performance evaluation for internal issues (nonconformance's) and external processes (vendors evaluation, customer's complaints)
 - Gives you status about corrective actions and any other action items as result of management review meeting
 - Next slide just gives you the basic info how it looks like.

DATABASE (optional)



FORMS

ENTER



ALL FORMS ARE CONTROLLED DOCUMENTS.
PLEASE CONTACT QMS MANAGER FOR ANY CHANGES

EXIT DATABASE

EXIT



Any change requests please contact Zeljko Marilovic: tel: +1 519 716 4882, email: qitc@qitscontrol.com, web: www.qitscontrol.com

NONCONFORMANCES CUSTOMER COMPLAINTS CORRECTIVE ACTIONS ACTION ITEMS SUPPLIERS EVALUATION FORM AUDIT C.A.R.S.

NONCONFORMANCE REPORTS

NCN# 20001

Date: _____

Job Number: _____

Customer: _____

Drawing #: _____

Item Description: _____

NCN Description

Description: _____

of items: _____

Cust. approval

approval required: _____

Comments: _____

NCN status

Resolution: _____

Resolution Details: _____

Approved by: _____ Rework Re-Inspected by: _____

date: _____ date: _____

NCN Type

NCN Type: _____

Details: _____

C.A.R.

C.A.R. #: _____

NCN Closed NCN Cost: \$0.00

Issued by: _____

record navigation

< Back Next >

<< First Last >>


MAIN

records:

NEW

SEARCH

PRINT



NCR forms

Forms & Reports

NONCONFORMANCES CUSTOMER COMPLAINTS CORRECTIVE ACTIONS ACTION ITEMS SUPPLIERS EVALUATION FORM

NONCONFORMANCE REPORTS

NCN REPORTS

START & END

start date: 01-Jan-17

end date: 27-Mar-17

FIRST ENTER THE MONITORING PERIOD ["START" AND "END" DATES] FOR THE REPORTS BELOW

Business Units	Departments	Cell	Trends
QCosts by Project ID	Department - SUMMARY	Cell - SUMMARY	Scrap/Rework
	Shop - SUMMARY		QCosts trends
	Shop - DETAILED		

ANY ADDITIONAL INFORMATION



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