

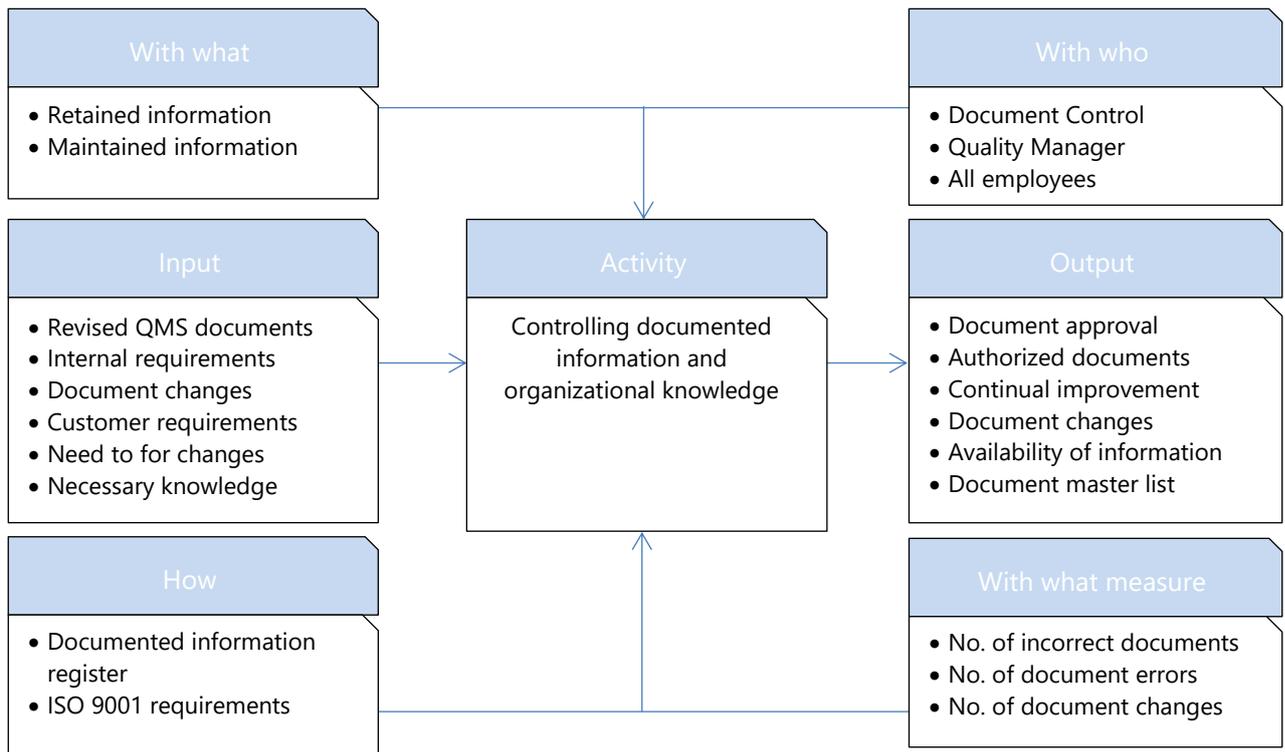
<b>Quality Procedure</b>	Double click <a href="#">here</a> to insert your organization's name or logo.
Documented Information	

# 1 Documented Information

## 1.1 Introduction & Purpose

The purpose of this procedure is to ensure that all relevant documented information and organizational knowledge which forms an integral part of our quality management system is managed under controlled conditions and that all documented information is reviewed and approved by authorized personnel prior to issue.

### 1.1.1 Process Activity Map



### 1.1.2 References

Standard	Title	Description
BS EN ISO 9000:2015	Quality management systems	Fundamentals and vocabulary
BS EN ISO 9001:2015	Quality management systems	Requirements
BS EN ISO 9004:2018	Quality management systems	Guidelines for performance improvements
BS EN ISO 19011:2018	Auditing management systems	Guidelines for auditing

### 1.1.3 Terms & Definitions

Term	ISO 9000:2015 Definition
Documented Information	Information (3.8.2) Required to be Controlled and Maintained
Record	Document (3.8.5) Stating Results Achieved or Providing Evidence
Quality Manual	Specification (3.8.7) for the Quality Management System
Specification	Document (3.8.5) Stating Requirements
Objective Evidence	Data (3.8.1) Supporting the Existence or Verity of Something