Clause Applicability Matrix

EQMS

This management system applicability matrix is used to define the specific standard requirements that apply to each EQMS process/function in the organization and can be used to inform each process owner of the requirements that they must comply with. It is also used to guide internal auditors on what requirements should be covered during each internal audit. An example is Document Control (7.5); every process has some responsibility but the Document Controller normally manages document control and has primary responsibility.

		Management System Processes									
		1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Enter a 1 if the element has primary applicability in the process (i.e. this process is directly responsible for / manages compliance to this element). Enter a 2 if the element has secondary applicability in the process (i.e. requirements somewhat apply here but there is not direct responsibility for compliance).		Ordering and Quotation	Scheduling and Engineering	Purchasing	Receiving and Inspection	Production	Packaging and Shipping	Management Responsibility	Business Systems	Customer Communication	HR., Facilities, & Finance
4	**Context of the Organization**										
4.1	Organizational Context										
4.2	Relevant Interested Parties										
4.3	Integrated Management Scope										
4.4	Integrated Management Processes										
5	**Leadership**										
5.1	Leadership and Commitment										
5.1.1	EQMS Management										
5.1.2	Customer Focus										
5.2	Corporate Policies										
5.2.1	Establishing & Communicating										
5.2.2	Policy Statement										