GlobalVision

Quality Management System Assessment Checklist

This checklist serves as an initial guide to help you assess or implement a Quality Management System within your company.

What is a Quality Management System (QMS)?

A QMS is a system that serves to formally document processes and procedures within your organization. Having documented processes and procedures allows a company to benchmark and measure the level of quality and provide metrics to help improve overall quality within their company.

1. Improve processes
2. Reduce waste
3. Improve efficiency
4. Continuous training
5. Ensure product meets customer requirements and expectations

Implementing an effective QMS within your organization is the stepping stone in building a quality product to deliver to your customers. Some key points to look for to help you assess your Quality Management System.

GlobalVision's Quality Management System Checklist:

1. Resources & Management

Quality should begin with a commitment from your management team which includes:

- ☐ Do you have an employee training program in place, that includes training records? *This allows for proper tracking of employee knowledge and training and their skills.*

- ☐ Do you have regular management review meetings? *Management review meetings are important to ensure management is involved in decisions related to quality issues or improvements.*

2. Standard Operating Procedures (SOP) & Documentation

SOP's help define internal processes for each department. This is useful for new employees to learn the processes required for their job and to evaluate and modify processes as they evolve.

- ☐ Do you have SOP's for physical/logical security, change management, service management and system continuity? *This ensures proper access and controls for the work environment and IT systems.*

- ☐ Do your SOP's have clear accountability, such as audit trails and system logs? *This allows for full traceability and accountability of changes to data.*

- ☐ Do you have SOP's in place to ensure that all products follow a Product Development Lifecycle approach? *This allows a consistent approach to products development and delivering high quality products.*

☐ Do you have an IT Security Policy in place? *This ensures that proper IT controls are in place for IT systems.*

   o Does your IT Security Policy include an acceptable use policy?
   o Does your IT Security Policy include a data security policy?
   o Does your IT Security Policy include a data classification policy?

☐ Do you have SOP's in place for backup and recovery of systems and data? *This ensures that you are able to recover critical information systems and data in the case of a disaster.*

☐ Do you have SOP's in place to validate all computerized systems and applications? *This ensures that all systems and applications meet expected results and provide consistent results.*

3. Quality Metrics

Quality Metrics allow you to evaluate your QMS system and its performance in order to provide you with data to help improve Quality in your company.

☐ Do you have an internal audit program and is it conducted on a regular basis? *This ensures that procedures are constantly reviewed and adapted.*

☐ Do you have a vendor qualification in place? *This ensures that you have a process in place to select and approve suppliers for your company.*

Add up all the checkmarks and enter them here ..../10