

TQCSI POLICIES FOR AUDITING & CERTIFICATION OF ISO 9001

In addition to the General Policy which applies to all Standards, this policy document describes policies determined by TQCSI's Certification Approval Panel in the interpretation of ISO 9001 for the auditing and certification of quality management systems. It complements TQCSI Work Instructions 32 (QMS Certification) which should also be referred to by auditors when auditing clients' quality management systems.

Minor nonconformances are to be raised where:

- a discrepancy which has the potential to have a significant impact on the effectiveness of the quality management system has not been addressed since being raised at a previous audit
- a serious discrepancy or a number of like discrepancies indicate there is a breakdown in part of the quality management system or the quality of end product is jeopardised
- the objectives of the quality management system are not established and monitored
- there is a significant breach of legislation or a regulatory requirement.

Major nonconformances are to be raised where:

- the agreed action plan to address a minor nonconformance has not been implemented
- a serious discrepancy or a number of like discrepancies indicate there is a total breakdown in the quality management system
- there is a very significant breach of legislation or a regulatory requirement.

General Policies:

- Quality (business) related objectives must be identified, documented and reviewed in a plan.
- Thermometers/thermostats that are used to monitor CCPs are to be checked/calibrated in a manner that is traceable to national standards. This would normally require a certificate of compliance (traceable to national standards) to be held for each temperature unit or a certificate of compliance (traceable to national standards) to be held for a reference thermometer which is then used to check other temperature units against (verification of this checking must be retained). Ice and boiling point checks may be used to supplement the checking but not be used in lieu. The period of check/calibration is normally 12 monthly but this can be varied with reasonable verification or if indicated otherwise on the respective certificate of compliance.

Approved: *Original signed*

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