

Attachment 3
May 30, 2018: Review of the contents of the QMS Manual

PROPOSED OUTLINE OF QUALITY MANAGEMENT SYSTEM (QMS) MANUAL													
		Volume 1				Volume 2							
		EPPB	EPPB	ERDB	OIMB	EPIMB	REMB	EUMB	ERTLS	AS-HR	FO	IAD	
A	Introduction	√							√			√	
B	History	√	√		√				√			√	
C	Organizational Structure and Functional Description	√	√		√				√	√		√	
D	Scope of QMS: Process Map and the narrative Description (Include Justification for Exclusion, if there is any)	√	√	√	√	√	√	√	√	√	√	WIP	
E	List of Interested Parties' Requirements		√	√	√	√	√		√		√	WIP	
F	Risk Identification and Planning Guidelines										√		
G	Risk Registry		√	√	√	√	√	√	√	√	√	√	
H	Quality Policy	√											
I	Control of External Providers		WIP	WIP	√		√		√	√	√	√	
J	QMS Reference Matrix		WIP	√			WIP		√	√		√	
K	Improvement Plan		√	√			√	√	√	√	√	WIP	
L	Documents masterlist:												
	Procedures and Standards			√	√		WIP		√	NA	WIP	√	
	Forms			√	√		WIP	√	√	√	√	NA	
	Memorandum Circulars			√	√		WIP			√	√	NA	
M	External Document Masterlist:												
	Procedures and Standards						WIP	√	√	√	WIP	√	
	Forms						WIP	√	√	√	WIP	NA	
	Memorandum Circulars					√	WIP		NA	√	√	√	
N	Nonconformity Matrix		√	√	√		√		√	√	√	√	
O	Customer Satisfaction		√	√	√		√		√	√	√	√	