

IATF 16949:2016

Quality Management Systems Documentation

Quality Manual / Documented Information

Document No. QM-016

Street Address

City, State, Zip

Tel,

Cell Phone:

Email:

Web Site:

Instructions:

This manual is used as a template in developing your IATF 16949:2016 Automotive Quality Management System.

- Methods and systems used in the development and operation of the QMS vary widely from company to company.
- The blue text and suggestions displayed in the manual are intended to offer some options and to highlight the areas that need attention / update / replacement.
- Review the text and suggestions and at a minimum replace or update them to reflect the unique / customized information of your quality system requirements.
- Delete the blue text after each task is completed.
- Use replace function – enter “Your Company” in find space, enter your company name in replace space – system should make changes throughout the entire document.
- Additional details and instructions in the use of the QM-016 manual template are included in a separate file “QMS-Template-Instructions”.

Additional documentation review.

- Similarly, the blue text and suggestions displayed in the QMS documentation (that will follow) for the procedures, instructions, attachments, forms, and flow diagrams are intended to offer some options and to highlight the areas that require update or replacement.

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