



SQP Document List

1. Organization chart
2. Responsibility and/or job description,
3. Quality System Procedures (e.g., quality policy, objectives, manual and procedures for the Quality Management System and other processes)
4. Management review records
5. Internal audit documents (audit plan, report, etc.)
6. Supplier Control documents (supplier approval procedure / criteria, list of approval supplier list, supplier evaluation records, on-going performance monitoring, etc.)
7. Document control procedure and records (including record keeping)
8. Product specifications/requirements
9. Inspection Instructions, acceptance criteria and inspection & testing reports (including the stages of IQC, In-process and Final inspection)
10. Work instructions / workmanship standards for each manufacturing process
11. Production schedules/records
12. Procedure for defining and reporting of "incident"
13. Product recall procedure
14. Customer complaints records
15. Corrective action reports (related to incident, internal audit, complaint, etc)
16. Test records on Traceability system
17. Equipment maintenance documents (plan, procedure, record, etc)
18. Calibration of monitoring & measuring devices (plan, procedures, records, etc)
19. Cleaning schedule and procedure
20. List of Approved Chemicals with Corresponding Brands / Manufacturers
21. Pest control documents (list of trained pest control staff, contract with external pest control agency, pest control inspection record, bait documentation, etc)
22. Record / plan for "Risk Assessment" of the entire manufacturing processes
23. Risk assessment records of final product
24. Product testing procedure/program
25. Laboratory test reports (including lead and heavy metals content in paints, coatings and non-paint components, hardware, labels, final product, etc)
26. Monitoring records of foreign body detectors (e.g. metal detection records, daily sensitivity checking records of metal detectors...etc)
27. Broken needle procedure & records (if applicable)
28. Pre-production meetings records
29. Process Control Plan
30. Training (procedure, training needs & records)