

Quality Manual Template

Use this working document to describe the scope, processes, responsibilities, and supporting evidence of a quality management system. Follow the standard or process sequence used by the source. Complete only supported parts and remove unsupported sections before review. This blank template does not establish certification, conformity, or compliance.

Introduction and Scope

Organization and manual purpose: [Organization profile and intended use]

Context and interested parties: [Source-identified issues, parties, and requirements]

QMS Scope Statement

Covered products, services, sites, and activities: [Exact scope supported by the source]

Applicable standards or regulations: [Only those the source identifies]

Explicit exclusion or non-applicable requirement	Source-stated justification	Evidence
[Requirement, only if explicitly excluded]	[Justification]	[Reference]

Missing source coverage is not an exclusion. Remove this table when no exclusions are stated.

Quality Management System

Processes and Interactions

Process	Input	Output	Interaction or next process	Source-stated owner
[Process]	[Input]	[Output]	[Handoff]	[Role or omit]

Process map: [Link or reproduce the source process map]

Outsourced processes and controls: [Source-supported activities and controls]

Documentation Structure

Document level or type	Purpose	Related procedure or record
[Source-defined document type]	[Purpose]	[Exact title or identifier]

Leadership

Quality Policy

Source policy text: [Copy the quality policy exactly as the source states it]

Management commitment: [Commitments and mechanisms evidenced by the source]

Roles and Authorities

Role	Responsibility	Decision authority	Source
[Role]	[Responsibility]	[Authority]	[Reference]

Include a management representative only if the source defines that role.

Planning

Risks and Opportunities

Source-identified risk or opportunity	Planned response	Related process	Evidence
[Risk or opportunity]	[Action]	[Process]	[Reference]

Quality Objectives

Objective	Source-stated measure	Exact target and unit	Evaluation method	Evidence
[Objective]	[Measure]	[Target]	[Method]	[Reference]

Planning changes to the QMS: [Source-defined review, dependencies, and controls]

Support

Support Process Pattern

Repeat this process description for resources, infrastructure, work environment, measuring equipment, organizational knowledge, competence, communication, and document or record control only where the source covers the subject.

Process purpose and boundaries: [What this process controls]

Inputs and outputs: [Evidence, resources, and resulting records]

Responsible roles and interactions: [Roles and handoffs]

Controls and criteria: [Source-defined controls, limits, frequency, and acceptance criteria]

Records and referenced procedures: [Exact titles or identifiers]

Supporting Procedure Pattern

Use this pattern only when the source provides performance steps.

1. [One source-supported action]
2. [Next action and its verification]

Result and retained evidence: [Record and retention requirements only as stated]

Operation

Repeat the process pattern below for each supported realization process in the source's sequence. Possible subjects include customer requirements, design and development, purchasing, production or service provision, traceability, preservation, release, and nonconforming output.

Realization Process Pattern

Process name and purpose: [Source process title and intended output]

Inputs, outputs, and interfaces: [How the process connects to other processes]

Responsibilities and controls: [Role, authority, controlled activity, and acceptance criteria]

Activity or stage	Required input	Control or verification	Resulting record	Procedure reference
[Stage]	[Input]	[Check]	[Record]	[Exact title]

Nonconforming output: [Source-defined identification, disposition, and authorization]

Performance Evaluation

Monitoring and Measurement

Process or outcome	Measure	Source-stated method or frequency	Record	Review role
[Subject]	[Measure]	[Method]	[Record]	[Role]

Customer feedback and data analysis: [Source-supported collection, evaluation, and use]

Internal audit: [Source-defined audit process and referenced procedure]

Management review: [Source-defined inputs, decisions, outputs, and records]

Improvement

Nonconformity and Corrective Action

Stage	Source-defined action	Required evidence	Responsible role
Identification and correction	[Action]	[Evidence]	[Role]
Cause evaluation and corrective action	[Action]	[Evidence]	[Role]
Effectiveness review	[Criterion]	[Result]	[Role]

Use preventive action terminology only when the source uses it.

Continual improvement: [Source-defined inputs, improvement mechanism, and outcome records]

Appendices

Procedure Index

Identifier	Exact procedure title	Process or manual section	Current source revision
[Identifier]	[Title]	[Section]	[Revision, if stated]

Records List

Record title	Producing process	Location or custodian	Retention requirement
[Record]	[Process]	[Source-stated detail]	[Source-stated period or omit]

Clause Cross Reference

Use only when the source provides the mapping.

Source standard clause	Manual section or procedure	Source evidence
[Clause]	[Section]	[Reference]

Terms and Abbreviations

Term	Source definition
[Term]	[Definition]

Document Review

Accuracy review: [Verify policy wording, process titles, scope, exclusions, and source references]

Revision and approval: [Record details only as required by the existing source process]