



INSTITUTE OF ENGINEERING TECHNOLOGY

MARINE ENGINEERING DIVISION

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4.0 QUALITY MANAGEMENT SYSTEM

4.1 GENERAL

MED has established, documented, maintains and committed to continually improve the Quality Management System in accordance with the requirements of the ISO 9001: 2008 Standard.

To implement the quality management system, the Institute has:

- a) Determined the processes needed for the QMS and their application through out the organization
- b) Determined the sequence and interaction of these processes
- c) Determined the criteria and methods required to ensure the effective operation and control of the processes
- d) Ensured the availability of information & resources necessary to support the operation and monitoring of these processes
- e) Measured, monitored where applicable and analysed these processes and
- f) Implemented actions necessary to achieve planned results and continual improvement

MED has outsource the some part of the lectures delivering to the third party .

REFERENCE

- Appendix-01-Process Map
- Appendix-02- Process Monitoring Table
- Quality Plans
- Audit Reports
- Corrective Action Records
- Management Review Minutes
- Service Level Agreements



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4.2 DOCUMENTATION REQUIREMENTS

4.2.1 GENERAL

The quality management system documentation of MED includes;

- a) A statement of the Quality Policy, Quality Objectives that are needed to meet the defined quality policy and this documented Quality Manual.
- b) The documented procedures required by ISO 9001:2008 Standard
- c) Documents required by the Institute to ensure the effective planning operation and control of its processes and
- d) Records required by ISO 9001:2008 Standard.

REFERENCE

- 5.3 of the Quality Manual
- Appendix-02-Process Monitoring Table
- Quality Assurance Procedures
- Appendix-04-Master list of Documents
- Appendix-05-List of Records

4.2.2 QUALITY MANUAL

MED has established and maintains a Quality Manual that includes;

- a) The scope of the QMS, including details and justification for any exclusions
- b) References to the documented procedures established for the QMS.
- c) A description of the interaction of the processes of the QMS.

REFERENCE

- 2.1 of the Quality Manual
- Quality Assurance Procedures
- Appendix-01-Process Map



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4.2.3 CONTROL OF DOCUMENTS

MED ensures that documents required by the QMS are controlled and records are kept according to the requirements specified in 4.2.4 of this Quality manual and has established a documented procedure to define controls that are needed for;

- a) Approving documents prior to issue.
- b) Reviewing and updating as necessary and to re-approve documents,
- c) Ensuring that changes and the current revision status of documents are identified
- d) Ensuring that relevant versions of applicable documents are available at points of use
- e) Ensuring that documents remain legible and readily identifiable,
- f) Ensuring that documents of external origin determined by the organization to be necessary for the planning and operation of the QMS are identified and their distribution controlled, and
- g) Preventing the unintended use of obsolete documents, and applying suitable identification to them if they are retained for any purpose.

REFERENCE

- QAP-01- Procedure for Document Control
- Amendment Record Sheet
- Appendix-04-Master list of Documents
- Obsolete Document File

4.2.4 CONTROL OF RECORDS

MED established to provide evidence of conformity to requirements and of the effective operation of the QMS shall be controlled. .MED established A documented to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of records. List of Records is maintained to establish the traceability of all records.

REFERENCE

QAP-02 – Procedure for Control of Records
Appendix-05-List of Records