

7.3 Awareness

No changes necessary.

7.4 Communication

No customization necessary.

7.5 Documented Information

ISO 9001:2015 uses the term “documented information” when referring to both documents and records. This manual, on the other hand, uses the terms “documents” and “records” as they are generally better understood. If, however, your company prefers the term “documented information”, please feel free to make the appropriate replacements in this procedure and throughout the manual.

If your company uses a specific document control system or numbering system, you may, optionally, add this information to the first paragraph under 7.5.2 Creating and Updating.

Otherwise no further customization necessary.

end of sample