



Mongolia:
Enhancing Resource
Management through
Institutional Transformation



GAP ANALYSIS

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CESO TA MERIT

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GAP ANALYSIS Table of ISO 9001 clauses requiring Documented Information to be maintained.

DATE: TEAM # SPOKEPERSON:

CLAUSE	DOCUMENTED INFORMATION REQUIREMENTS	Yes	No	DOCUMENTED INFORMATION
4.3	Maintained scope			
4.4.2	QMS and its processes. Information to the extent necessary to support the operation process.			
5.2.2	Communicating the quality policy			
6.2.1	Quality objectives and planning to achieve them			
8.1	Operational control			

Table of ISO 9001 clauses requiring Documented Information to be retained.

CLAUSE	DOCUMENTED INFORMATION REQUIREMENTS	Yes	No	DOCUMENTED INFORMATION
4.4.2	Evidence (records) that the processes are carried out as planned			
7.1.5.1	Evidence that monitoring & measuring resources are fit for purpose			
7.2	Retained appropriate evidence of competence			
7.5	7.5.1a Required by standard 7.5.1b Necessary for effectiveness of QMS 7.5.3.2 Documented information from external origin			

Table of ISO 9001 clauses requiring Documented Information to be retained.

CLAUSE	DOCUMENTED INFORMATION REQUIREMENTS	Yes	No	DOCUMENTED INFORMATION
8.1	Operational planning and control			
8.2.3.2	Review of the requirements for services.			
8.2.4	Changes to requirements services			

Table of ISO 9001 clauses requiring Documented Information to be retained.

CLAUSE	DOCUMENTED INFORMATION REQUIREMENTS	Yes	No	DOCUMENTED INFORMATION
8.3.3	Design and development inputs			
8.3.4	Design and development controls			
8.3.5	Design and development outputs			
8.3.6	Design and development changes			
8.4.1	External providers evaluation & revaluation			
8.5.2	Traceability of outputs			
8.5.3	Property belonging to a customers or providers			

Table of ISO 9001 clauses requiring Documented Information to be retained.

CLAUSE	DOCUMENTED INFORMATION REQUIREMENTS	Yes	No	DOCUMENTED INFORMATION
8.5.6	Control of changes			
8.6	Release of services, including acceptance criteria and traceability to the authorizing person			
8,7	Records on non-conformities, action taken, authorization			
9.1.1	Results of the evaluation of the performance of the QMS system			
9.2.2	Evidence of the implementation of the audit program and audits results			
9.3.3	Evidence of the results of management review			

Table of ISO 9001 clauses requiring Documented Information to be retained.

CLAUSE	DOCUMENTED INFORMATION REQUIREMENTS	Yes	No	DOCUMENTED INFORMATION
10.2.2	Evidence of the nature of the non-conformities and action Results of corrective action			

WORKSHOP ON DOCUMENTED INFORMATION

- 3 GROUPS (5 PERSONS PER GROUP)
- IDENTIFY A LEADER (FACILITATOR), PRESENTER & SCRIBE
- **GAP ANALYSIS REPORT TO BE KEPT AND REPORTED TO M & E**
- USE THE TABLES DISTRIBUTED
- COMPLETE THE YES – NO AND DOCUMENTED INFORMATION COLUMNS.
- 60 MINUTES FOR THE PREPARATION OF THE GAP ANALYSIS
- INTERACT WITH NAAGII AND I FOR CLARIFICARTION
- AFTER, 15 MINUTES PER TEAM FOR PRESENTATION .

QUESTIONS?