

How Can LuitBiz
Help Your
Company in ISO
9001:2015
Quality
Certifications?

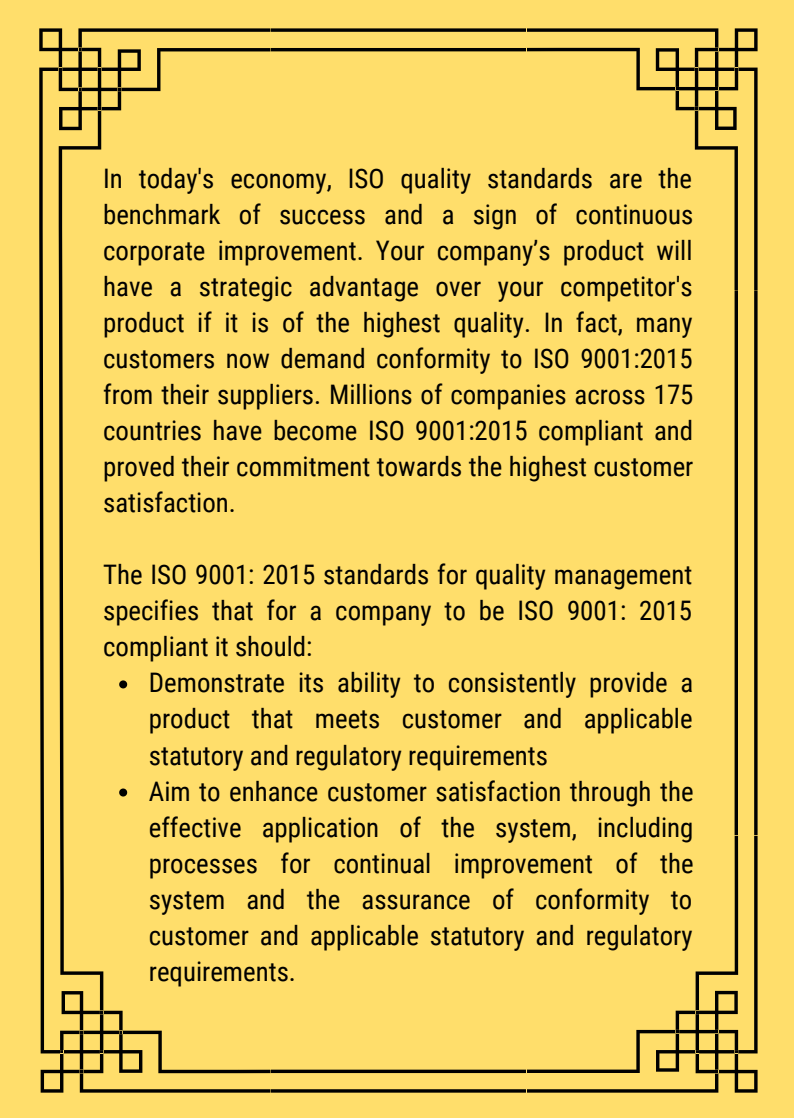


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In today's economy, ISO quality standards are the benchmark of success and a sign of continuous corporate improvement. Your company's product will have a strategic advantage over your competitor's product if it is of the highest quality. In fact, many customers now demand conformity to ISO 9001:2015 from their suppliers. Millions of companies across 175 countries have become ISO 9001:2015 compliant and proved their commitment towards the highest customer satisfaction.

The ISO 9001: 2015 standards for quality management specifies that for a company to be ISO 9001: 2015 compliant it should:

- Demonstrate its ability to consistently provide a product that meets customer and applicable statutory and regulatory requirements
- Aim to enhance customer satisfaction through the effective application of the system, including processes for continual improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements.

The process of satisfying and implementing all the ISO 9001:2015 requirements is a huge undertaking that involves the support of the entire company.

The intent of this document is to describe how LuitBiz can be used as a useful tool during this undertaking. LuitBiz is a SaaS business applications suite with Asset Management, BPM, CRM, Human Resource Management, and Document Management modules. All these modules share the same database and work seamlessly with each other.

The following describes how LuitBiz helps your company to meet the above requirements of your ISO 9001:2008 certification process:

Clause	What it means	How LuitBiz DMS helps
§4.4	Documented information sufficient enough to provide confidence that a quality management system plan will be executed properly	Quality documents (documented statements of a quality policy and quality objectives, quality manual, documented procedures and records required by this International Standard, etc.) can be stored in LuitBiz DMS and easily retrieved with it's powerful search functionalities.

Clause	What it means	How LuitBiz DMS helps
<p>§7.1.5.1 & §7.1.5.2</p>	<p>Evidence that revolves around calibrating the monitoring and measuring of various resources</p>	<p>LuitBiz DMS allows users to store and retrieve calibration and monitoring records of various resources. Additionally, the values of these records can be tagged to the documents which makes their retrieval easier.</p>
§7.2	<p>Evidence showing the competence of a person(s) that have completed work underneath the control of the organization in charge, directly affecting the performance as well as the effectiveness of the QMS</p>	<p>Complete data about the persons involved in the quality process can be tagged and stored in LuitBiz DMS that can be easily retrieved</p>
§7.5.1	<p>Operational procedures, work instructions, flow charts, process maps, signs, placards, container markings, labels etc. are all</p>	<p>LuitBiz DMS allows documents in any format to be stored and retrieved in the system.</p>

Clause What it means**How LuitBiz DMS helps**

examples of 'documented information'. Documented information can be in any format and media and from any source.

§7.5.2

When creating and updating documented information the organization must ensure appropriate identification and description (e.g., a title, date, author, or reference number); format (e.g., language, software version, graphics), and media (e.g., paper, electronic); review and approval for suitability and adequacy.

Proper user ID and password administration capabilities of LuitBiz DMS ensures that all documents are uniquely identified and that their meta data is adequately collected that helps in easy retrieval of documents. Additionally, documents are stored in their original format in LuitBiz DMS.

Clause What it means How LuitBiz DMS helps

§7.5.3 The organization must control the documented information required by the QMS that include document availability, suitability, authentication, access control, security and retention policy

LuitBiz DMS has all the tools required for controlling documents in accordance to ISO 9001:2015 Clause §7.5.3. The documents in LuitBiz DMS are encrypted using AES-256 encryption technology.

§8.2.3 Documentation must show the results of reviews, as well as the new list of requirements for products/services

LuitBiz DMS allows users to store all product/service related test results and documents in separate folders. Access to these folders can be moderated and only given to authorized personnel.

**§8.3.2,
§8.3.3,
§8.3.4,
§8.3.5 &
§8.3.6** Records & Authorized changes centred around design and development

The built-in version control feature of LuitBiz DMS ensures that the correct versions of the design and development documents are available. LuitBiz DMS provides complete audit trail of the documents, who has performed what operation on the

Clause What it means

How LuitBiz DMS helps

document and when. In LuitBiz DMS document approval steps can be designed to support business requirements. Documents are routed and email notifications are sent informing people of their tasks in review, acceptance and sign-off with electronic signature. As files are electronically routed, all approval actions are recorded in the system. Routing is configured to automate tasks based on approval status.

§8.5.2

Evidence that identifies the outputs when traceability is a requirement and ensuring that records are available and suitable for use, where and when it is needed. Records must be adequately protected from loss of confidentiality,

LuitBiz DMS helps ensure control of all policies, procedures, work instructions, forms, specifications, and other company documents affecting quality or customer satisfaction through user/group-based access control, folder-based security and instant email alerts.

Clause	What it means	How LuitBiz DMS helps
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improper use, or loss of integrity.

§8.5.6	Information including the results of a review as well as suggested actions/changes in both the production and service provision. This documentation also includes a list of those who authorize such changes	LuitBiz DMS allows group leaders to design workflow templates that can be attached to documents that need review. The authorized persons can review and take actions on the documents and also sign off on them with their password protected electronic signature.
§8.7	Records of all non-conformities, as well as concessions that were obtained. Also included in this is the identification of authority that decides what action will take place as a result of non-conformity	LuitBiz DMS allows the admin user to maintain nonconformity logs and the corrected action taken ensuring conformity with ISO 9001:2015 standards.
§10.2	Evidence that is based on the nonconformities' nature, as well as	LuitBiz DMS allows users to document any non-conformity and corrective action taken by adding the relevant

Clause What it means

corrective actions that need to be taken. There must also be documentation of the results that come from these corrective actions

How LuitBiz DMS helps

documents as "Related Documents" to the main record. This helps in retrieving all documents from the same detail screen and prevent recurrence of nonconformities.

In order to be ISO 9001:2015 certified, your company must develop and document a procedure to control your various process documents. The requirements of ISO 9001:2015 are generic and are intended to be applicable to all organizations, regardless of type, size and product provided. The guidance offered by the standard is prescriptive rather than descriptive. In other words, how you implement control of quality documents is up to you, as long as you show that you have satisfied the stated requirements.

By implementing software like "LuitBiz DMS" you can ensure that you are on the right track for maintaining your documents and records for getting ISO 9001:2015 certified. Additionally, LuitBiz is extremely easy to use and very competitively priced. It is offered in the cloud model

and you do not have to worry about hardware/software purchase, implementation, and maintenance. So, starting at a low entry cost, you can take the first step towards your ISO 9001:2015 certification by subscribing to LuitBiz!

About LuitBiz DMS:

LuitBiz DMS is an easy-to-use web-based document management system built from the ground-up using SaaS (Software-as-a-Service) technologies and offered in the cloud computing (SaaS) model. LuitBiz DMS is completely responsive and can be accessed from any device connected to the Internet anytime, anywhere. There is no need to download any app to access LuitBiz DMS via mobile phones and tablets. This intuitive software offers powerful document management features that include all tools a business requires to digitally manage their documents over the cloud and can be used by companies of all sizes across all verticals. It is especially very useful for companies that are ISO compliant or are planning on being ISO compliant to manage and control their documentation processes.



For more information on LuitBiz DMS:

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