

KTMC QMS Training Matrix

		Position=>	President	Management Rep	Operations Manager	Office Personnel	Production Manager	Purchasing Manager	Quality Director	Quality Manager	Quality Control Inspector	Production Personnel	Shipping Personnel
#	Document Type	KTMC Document Name											
1		Quality Management System Manual	x	x	x	x	x	x	x	x	x	x	x
2		Company Mission and Quality Statement	x	x	x	x	x	x	x	x	x	x	x
3	Procedure	Configuration Management	x	x	x		x	x	x	x	x		
4	Procedure	Control of Nonconforming Product	x	x	x	x	x	x	x	x	x	x	x
5	Procedure	Corrective / Preventive Action Procedure	x	x	x	x	x	x	x	x	x	x	x
6	Procedure	CustomerSurveyProcess	x	x	x	x	x	x	x	x	x		
7	Procedure	Document Control Procedures	x	x	x	x	x	x	x	x	x		
8	Procedure	Internal Audit Process	x	x	x		x	x	x	x			
9	Procedure	Management Review Meeting Requirements	x	x	x		x	x	x	x			
10	Procedure	Management Review Web (QualitySystem/ManagementReview)	x	x	x		x	x	x	x			
11	Procedure	Nonconforming Material Due to Revision Change	x	x	x	x	x	x	x	x	x		
12	Procedure	Order Processing / Contract Review Procedure	x	x	x	x	x	x	x	x			
13	Procedure	Production Provision	x	x	x		x	x	x	x			
14	Procedure	Production Release	x	x	x		x	x	x	x			
15	Procedure	Purchasing Critical Materials	x	x	x	x	x	x	x	x			
16	Procedure	Purchasing Procedure	x	x	x	x	x	x	x	x			
17	Procedure	Quote Procedure	x	x	x	x	x	x					
18	Procedure	Receiving Procedure	x	x	x		x	x	x	x	x		
19	Procedure	Record Control Procedure	x	x	x	x	x	x	x	x	x	x	x
20	Procedure	Scrap Procedure	x	x	x		x	x	x	x	x	x	x
21	Procedure	Shipping Procedure	x	x	x	x	x	x	x	x	x		x
22	Procedure	Supplier Approval Process	x	x	x		x	x	x	x	x		
23	Procedure	Training Procedure	x	x	x		x	x	x	x			