**ISO 9001 mandatory documents**

* Scope of the QMS (clause 4.3)
* Quality policy (clause 5.2)
* Quality objectives (clause 6.2)
* Criteria for evaluation and selection of suppliers (clause 8.4.1)

And, here are the mandatory records (note that records marked with \* are only mandatory in cases when the relevant clause is not excluded):

**Mandatory records**

* Monitoring and measuring equipment calibration records\* (clause 7.1.5.1)
* Records of training, skills, experience and qualifications (clause 7.2)
* Product/service requirements review records (clause 8.2.3.2)
* Record about design and development outputs review\* (clause 8.3.2)
* Records about design and development inputs\* (clause 8.3.3)
* Records of design and development controls\* (clause 8.3.4)
* Records of design and development outputs \*(clause 8.3.5)
* Design and development changes records\* (clause 8.3.6)
* Characteristics of product to be produced and service to be provided (clause 8.5.1)
* Records about customer property (clause 8.5.3)
* Production/service provision change control records (clause 8.5.6)
* Record of conformity of product/service with acceptance criteria (clause 8.6)
* Record of nonconforming outputs (clause 8.7.2)
* Monitoring and measurement results (clause 9.1.1)
* Internal audit program (clause 9.2)
* Results of internal audits (clause 9.2)
* Results of the management review (clause 9.3)
* Results of corrective actions (clause 10.1)

**Non-mandatory documents**

There are numerous non-mandatory documents that can be used for ISO 9001 implementation. However, I find these non-mandatory documents to be most commonly used:

* Procedure for determining context of the organization and interested parties (clauses 4.1 and 4.2)
* Procedure for addressing risks and opportunities (clause 6.1)
* Procedure for competence, training and awareness (clauses 7.1.2, 7.2 and 7.3)
* Procedure for equipment maintenance and measuring equipment (clause 7.1.5)
* Procedure for document and record control (clause 7.5)
* Sales procedure (clause 8.2)
* Procedure for design and development (clause 8.3)
* Procedure for production and service provision (clause 8.5)
* Warehousing procedure (clause 8.5.4)
* Procedure for management of nonconformities and corrective actions (clauses 8.7 and 10.2)
* Procedure for monitoring customer satisfaction (clause 9.1.2)
* Procedure for internal audit (clause 9.2)
* Procedure for management review (clause 9.3)