



## MATRIX OF INTERNAL AND EXTERNAL DOCUMENTS, DATA, FORMS AND LICENCES

F01  
Rev. 03  
10/10/20XX

INTERNAL DOCUMENTS				
Documents			Responsible	
PQ – Quality Policy			Direction	
MQ – Management Manual			Direction	
PXX / ITXX - Procedures and Instruction			Responsible for the Managers and Sections	
FXX – Forms			Responsible for the Managers and Sections	
Id	Document	Data	Revision	Distribution
----	Strategic Planning	10/07/XX	3	Direction, Managers
----	Corporate Risk Analysis	01/06/XX	1	Direction, Managers, Owners of Risks
----	Occupational Health Medical Control Program	10/04/XX	0	HR and OH&S Managers
MG	Management Manual and Management Policy	10/07/XX	5	All Sectors
P01	Documented Information	01/06/14	1	QM
MP02	Skills Management	01/06/14	1	HR
P03	Obsolete	----	----	----
P04	Process Validation	18/11/XX	1	Managers of Processes
P05	Obsolete	----	----	----
P06	Control of Measurement and Monitoring Equipment	10/06/XX	2	QM, Maintenance
P07	Obsolete	----	----	----
P08	Acquisition	10/11/XX	0	Acquisition, All Managers
P09	Obsolete	----	----	----
P10	Obsolete	----	----	----
P11	Obsolete	----	----	----
P12	Obsolete	----	----	----
P13	Obsolete	----	----	----
P14	Monitoring and Measurement	15/01/XX	1	QM, EM, OH&SM, All Managers
P15	Corrective Action and Improvement	01/06/XX	1	All
P16	Internal Audits	01/06/XX	1	QM, Auditors
P17	Legal and Other Requirements	20/06/XX	1	QM, EM, OH&SM, Legal
P18	Identification and Classification of Environmental Aspects and Impacts	10/11/XX	0	EM
P19	Analysis of Environmental and Health Risks in Occupational Health	01/12/XX	1	EM, OH&SM

P20	Emergency Assistance	10/11/XX	0	All
P21	Incidents at Work	10/11/XX	0	All
IT01	Rooms - Sanitation and Storage	10/11/XX	0	Housekeeping
IT02	Laundry - Sanitization and Conservation of Clothing	10/11/XX	0	Cleaning Aids
IT03	Restaurant - Order Organization and Service	10/11/XX	0	All restaurant and kitchen staff
IT04	Restaurant - Menu Preparation	10/11/XX	0	Maître, Chef, Cook
IT05	Kitchen - Storage	10/11/XX	0	All kitchen staff
IT06	Kitchen - Access Control and Hygiene	10/11/XX	0	All kitchen staff
IT07	Cleaning and Hygiene	10/11/XX	0	Cleaning Aids
IT08	Cleaning the Grease Retainer Box	10/11/XX	0	Kitchen Helpers and Cleaning Aids
IT09	Selective Collection and Segregation of Wastes	10/11/XX	0	All
IT10	Cleaning and Disinfection of Air Conditioning	10/11/XX	0	OH&SM, Room Maid, Maintenance
F01	Matrix of QMS documents	10/10/XX	3	QM
F02	Matrix of QMS Records	01/06/XX	2	QM
F03	Staff List	10/05/XX	4	HR
F04	Obsolete	-----	-----	-----
F05	Obsolete	-----	-----	-----
F06	Obsolete	-----	-----	-----
F07	Obsolete	-----	-----	-----
F08	Obsolete	-----	-----	-----
F09	Obsolete	-----	-----	-----
F10	Competency Assessment	01/07/XX	1	HR, Managers
F11	Obsolete	-----	-----	-----
F12	Obsolete	-----	-----	-----
F13	Obsolete	-----	-----	-----
F14	Obsolete	-----	-----	-----
F15	Occupational Health Certificate	01/07/XX	0	HR
F16	Obsolete	-----	-----	-----
F17	Obsolete	-----	-----	-----
F18	Obsolete	-----	-----	-----
F19	Audit Program	10/11/XX	2	QM, Auditors
F20	Audit Report	10/08/XX	3	QM. Auditors
F21	Obsolete	-----	-----	-----
F22	Obsolete	-----	-----	-----
F23	Improvement - NC - Customer Complaint	01/06/XX	1	All
F24	Obsolete	-----	-----	-----
F25	Management Critical Analysis Minutes	01/06/XX	2	Direction, QM
F26	Obsolete	-----	-----	-----
F27	Obsolete	-----	-----	-----

F28	Obsolete	-----	-----	-----
F29	Audit Plan	01/06/VV	1	QM, Auditors

DOCUMENTOS DE ORIGEM EXTERNA					
Identificação	Revisão	Local Que Usa	Verificação		
			Frequência	Data	Responsável pelo Controle
ISO 9000	2015	GQ	Semestral	01/06/YY	GQ
ISO 9001	2015	GQ	Semestral	01/06/YY	GQ
ISO 14001	2015	GQ	Semestral	01/06/YY	GQ
ISO 45001	2018	GQ	Semestral	01/06/YY	GQ
ISO 27001	2013	GQ	Semestral	01/06/YY	GQ
ISO 50001	2018	GQ	Semestral	01/06/YY	GQ

CONTROLE DE LICENÇAS				
Identificação	Validade	Fornecedor	Responsável	OBS
Restaurant Operation License	10/08/YY	Vigilância Sanitária	Jurídico	Controlado pelo Gerente do Hotel
Hotel Farm and Spa Operating License	15/02/ZZ	Prefeitura		Controlado pelo Gerente do Hotel
Spa Operating License	10/08/YY	Vigilância Sanitária		Controlado pelo Gerente do Spa
Fire Department License	17/02/ZZ	Corpo Bombeiros		Controlado pelo Gerente do Hotel
Veterinary Control of Stables	06/02/XX	Veterinário		Controlado pelo Gerente da Fazenda
Pest control	08/06/ZZ	Vigilância Sanitária		Controle pelo Gerente do Hotel
Environmental License	06/06/ZZ	IBAMA		Controlado pelo Gerente Ambiental