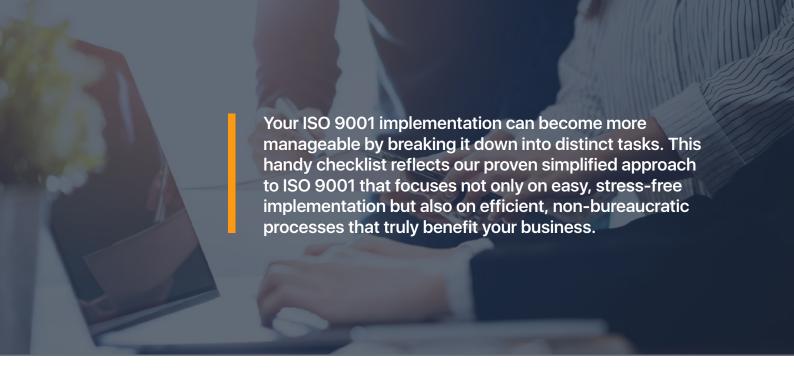
## ISO 9001 Implementation and Certification Checklist





Step	1 Preparation
	Assign Responsibilities
	No matter which implementation approach you choose and which ISO tasks you outsource, somebody needs to be the ISO 9001 point person. If you do it all in-house, you might even appoint an implementation team.
	Get ISO 9001 Implementation Training
	The ISO 9001 point person and the implementation team should have a soli understanding of the standard and its requirements. Some of this knowledg can also be acquired by working alongside a consultant.
	Gain Executive Support
	Don't take this lightly. It's crucial that top management not only support the ISO project but also "walk the talk". The first step in achieving active support is providing management with the needed knowledge.
	Set the Goals
	Your organization can gain numerous internal and marketing benefits from ISO 9001 – if it first defines and then actively pursues them. Focus on operations and current shortcomings. Convert into SMART objectives.
	Define the Scope
	You aren't required to apply ISO 9001 to your entire organization. Decide if any departments should be excluded. Decide on a gradual roll-out.

	Generate Employee Buy-In
	Inform your staff early and before rumors start. Show how employees will benefit from ISO 9001 and explain how everyone can contribute positively to the project.
	Conduct a Gap Analysis
	A gap analysis prior to project planning is particularly useful for larger companies or if a consultant is involved. Small and mid-size companies could conduct several small gap analyses during the documentation or implementation phases.
	Develop a Project Plan
	Plan the ISO 9001 implementation as a project. Focus on implementation steps, milestones, and target dates. Assign responsibilities. And keep it simple!
Step	2 Documentation
	Start with the Document Control Procedure
	The ISO 9001:2015 standard includes explicit and implicit requirements for documents and records, as well as stringent document control guidelines. Since all (ISO 9001) documents must be controlled, it is wise to develop your document control procedure first.
	Create the High-Level Documents
	These documents form the basis of your QMS: scope statement, quality policy, quality objectives, and process map.
	Develop Your Procedures
	Take one clause at a time and determine the organizational functions that are impacted. Establish the current level of compliance and – together with affected management – work out how to fill the gaps.
	Create Forms and Checklists
	Forms and checklists save time. They can support work processes and record keeping. Develop forms and checklists that simplify compliance with your procedures.

auditing forms and checklists, and a team of auditors. A procedure is useful.

	Provide Auditor Training
	Auditors need to be familiar with the ISO 9001:2015 standard, be able to verify if its requirements are effectively implemented, and have good auditing skills.
	Support Your Implementation Through Audits
	Start your audits early to support your implementation efforts. Leverage your audits as a training tool. Initially, focus on particular requirements or procedures.
	Conduct a Complete Audit
	Conclude one complete internal audit and ensure that any identified nonconformities are addressed prior to certification. Keep records.
Step	5 Certification
	Select Your Registrar
	Choose an accredited registrar that meets your company's specific needs.
	Prepare Company and Staff
	Tidy up work areas, and remove uncontrolled and obsolete documents. Prepare staff and rehearse typical auditor questions.
	Pass the Certification Audit
	Undergo the stage 1 and stage 2 audits. Address any nonconformities and inform your registrar.
	Market Your Certification
	Publicize your certification through press releases, your website and company stationary. Inform current and prospective customers.
	Maintain Registration
	Make sure your QMS remains implemented and used in daily operations. Continue your internal audits. Have your registrar perform surveillance audits. Address any nonconformities.