Lakshy Management Consultant Pvt. Ltd

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ISO 9001:2008

Implementation & Certification Methodology

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10 Step Approach to ISO 9001 Certification

- Awareness Training
- Quality Policy & Objectives Finalization
- Gap Analysis
- Documentation / Process Design
- Documentation / Process Implementation
- Internal Audit
- Management Review Meeting
- Shadow Audit
- Corrective – Preventive Actions
- Final Certification Audit

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Step 1: Awareness Training

Deliverables:-

Organization wide awareness about Quality and ISO 9001.

- Separate training sessions for top management, middle management and junior level management.
- Creates a motivating environment throughout the organization for ISO 9001 implementation.

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Step 2:- Quality Policy & Objectives

Deliverables:-

Development of Quality Policy & Quality Objectives for the organization considering vision, mission and goal .

- Work shop with top management on development of quality policy.
- Work shop with top management and middle level functional management on development of quality objectives.

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Step 3:- Gap Analysis

Deliverables:-

Identification of degree of compliance of existing system with requirements of ISO 9001:2008 standard.

- Understanding of all the operations of the organization.
- Development of process map for the activities of the organization.
- Comparing existing operations with requirements of ISO 9001:2008 standard.

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Step 4:- Documentation / Process Design

Deliverables:-

Documentation of the entire process as per requirements of ISO 9001:2008 Quality Management System.

- Quality Manual
- Functional Procedures
- Work Instructions
- System Procedures
- Formats

Work–shop on design and development of documents as per ISO 9001 requirements

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Step 5:- Documentation / Process Implementation

Deliverables:-

Processes / Documents developed in the last module implemented across the organization covering all the departments and activities.

- Work–shop on process / document implementation as per ISO 9001 requirements.
- Departmental / Individual assistance in implementing the new processes / documents.

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Step 6:- Internal Audit

Deliverables:-

A robust internal audit system for the organization.

- Internal Audit Training & Examination.
- Successful employees carry out internal audit of the organization covering all the departments and operations.
- Suggest corrective and preventive actions for improvements in each of the audited departments.

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Step 7:- Management Review Meeting

Deliverables:-

A formal system of top management reviewing various business critical aspects of the organization.

Review the following:-

- Quality Policy & Objectives
- Results of internal audit
- Results of supplier evaluation
- Results of customer complaints
- Results of customer feed-back etc.

….and develop action plan

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Step 8:- Shadow Audit

Deliverables:-

A formal Pre Certification audit conducted to assess effectiveness of ISO implementation in the organization.

- A replica of final certification audit.
- Finds degree of compliance with ISO 9001 standard.
- Gives an idea to the employees about the conduct of the final certification audit.

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Step 9:- Corrective – Preventive Actions

Deliverables:-

Organization ready for final certification audit.

- On the basis of shadow audit conducted in the last step, all the non-conformities will be assigned corrective and preventive actions.
- A check will ensure that all the NCs are closed and the organization is ready for the final certification audit.

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Step 10:- Final Certification Audit

Deliverables:-

Organization awarded ISO 9001:2008 certification.

- You can select the certification body of your preference or else we can assist and suggest you the most appropriate certification body for your organization.
- Upon the audit, your organization will be awarded ISO 9001:2008 certification.

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WHAT IS ISO ?

- ISO -Greek word “isos” means “equal”
- pronunciation “eye-soh”
- ISO is a worldwide federation of national standards from more than 140 countries.
- ISO is a non-governmental organization established in 1947 with head quarters in Geneva, Switzerland.

Need More Information…..?

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