



ISO 9001 IMPLEMENTATION CHECKLIST

Registration to ISO 9001, and the continual improvement that follows, is a joint effort between you and QMI – SAI Global. You will begin with implementing your QMS and then partner with QMI – SAI Global to complete and maintain your registration.

✓ BUY THE STANDARD

You will need a copy of ISO 9001. Please visit <http://infostore.saiglobal.com/> or contact our Publishing division at 1-888-819-3780 or by email at uspubsales@saiglobal.com.

✓ RESEARCH

A good understanding of how other organizations have implemented and benefited from ISO 9001, plus any special requirements applicable to you (such as customer or industry requirements), is necessary to support and motivate your decision to register.

✓ DECISION TIME

Organization's Top management must be committed in their support of your implementation of ISO 9001 within the organization..

✓ PERFORM A GAP ASSESSMENT

In order to plan out and accomplish the implementation of a QMS in the most efficient manner possible, you must know the status of your current systems versus the requirements.

✓ QMS TRAINING

You may decide that self-studying the Standard is not enough. Consider one of the ISO 9001 courses available at <http://www.qmi-saiglobal.com/training/>.

✓ CONSULTANT

You may also decide to bring in a business management consultant to help with your implementation. Your local QMI – SAI Global office may be able to provide a selection of qualified individuals.

✓ QMS STRATEGY

Before you begin the detail work of planning and implementing your QMS, decide on its structure and consider whether it will cover one or multiple sites and whether it will be managed centrally or independently. Also consider if you will integrate it with any other existing management systems.

✓ SYSTEM DEVELOPMENT AND IMPLEMENTATION PLANNING

Create the plan to ensure you put controls in place to meet all the requirements of the Standard, such as training, procedures and work instructions, maintenance, communications, audits, reviews and so forth.

✓ REQUEST A QUOTE

Apply online at QMI-SAI Global <http://www.qmi-saiglobal.com/quote/>

✓ IMPLEMENTATION

Complete the development of policies and procedures, launch an awareness campaign and begin implementation of new practices.

Talk to your QMI – SAI Global auditor!

✓ CONDUCT THE FIRST FULL CYCLE OF INTERNAL AUDITS AND MANAGEMENT REVIEW

An internal audit and management review are part of your QMS and need to be held in order to demonstrate full implementation of your QMS (note that you will need to audit them separately after they have been held).

✓ DOCUMENT REVIEW AND PRELIMINARY ASSESSMENT

QMI – SAI Global will review your documented procedures to ensure they align properly with the Standard and come on-site to assess how well the implementation is progressing. You will be left with a report identifying areas to improve in preparation for the registration audit and agree to a registration audit date.

✓ REVIEW QMI - SAI GLOBAL FINDINGS

Adjust your QMS based on the findings from the document review and preliminary assessment.

✓ COMPLETE THE IMPLEMENTATION OF YOUR QMS

You should aim to have your QMS fully implemented for a minimum of three months so that sufficient information is available for an auditor to assess.

✓ CONDUCT SECOND FULL CYCLE OF INTERNAL AUDITS AND MANAGEMENT REVIEW

A second round of internal audits will confirm that your QMS is fully implemented and functioning to assist your organization in meeting customer expectations. Corrective actions resulting from any previously identified nonconformities should be verified as effectively corrected and closed. These audits will also confirm your readiness for the registration assessment.

✓ REGISTRATION AUDIT

QMI – SAI Global will provide you with an audit plan to guide you through the opening meeting, site tour, interviews, observations, records review, debriefings and closing meetings. All the requirements of ISO 9001 will be covered. We will issue you a final report.

✓ ISO 9001 CERTIFICATE

QMI – SAI Global will conduct an internal independent review of your registration and issue your certificate after audit nonconformances, if any, have been resolved.

✓ CELEBRATION

You've earned your registration! Celebrate and promote your success.

✓ MAINTAIN AND IMPROVE YOUR QMS

Work according to the practices defined by your QMS and look for opportunities to improve your QMS and performance. Remember, you can contact your QMI – SAI Global auditor, account manager or QMS Product Manager anytime.

✓ SURVEILLANCE AUDITS

Similar to the registration audit, except it covers either approximately ¼ of your QMS every 6 months or ½ of your QMS every year, with a focus on how well you are maintaining your QMS.

✓ RE-REGISTRATION AUDIT

Similar to the registration and surveillance audits, it covers your entire QMS with a focus on how well you are maintaining it.

✓ A NEW ISO 9001 CERTIFICATE

QMI – SAI Global will conduct an internal independent review of your re-registration and issue your certificate after audit non-conformances, if any, have been resolved.



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