

Task 17 - ISO 9001 QMS TIMING CHART for : _____ ISO REP: _____

ISO DEVELOPMENT WORKSHOP TASKS	1	2	3	4-5	6-7	8-9	10-11	12	13	14	15	16
A. Preparation Phase-from Tasks 1-10												
1. Describe your organization												
2. Decide on ISO management system												
3. Obtain latest ISO 9001 standard												
4. Select ISO Management Rep + Committee												
5. Prepare organization chart												
6. Establish Quality team		◆										
7. Conduct Quality Team meetings												
8. Formulate Quality Policy / Objectives												
9. State Scope of QMS												
10. Identify applicable regulations												
B. Development Phase-from Tasks 11-20												
11. Identify, Describe Processes-Flow diagram(s)												
12. Provide communication tools												
13. Conduct QMS pre-assessment-c/list												
14. Assign improvement actions			◆									
15. Provide ISO training-Exercises A--F												
16-17. Manage implementation project												
18 Collect existing documents												
19. Do financial study - Costs vs Benefits												
20. Reconfirm ISO decision												
21. Promote & practice teamwork												
C. Implementation Phase-ref Tasks 21-25												
22. Obtain / Review QMS Model/Template						◆						
23. Draft QMS documentation - use Model												
Approve Quality Manual												
Approve Procedures & Instructions												
24. Implement Procedures & Instructions												
25. Train auditors & conduct Internal Audit								Train	Audit			
26. Perform management review												
D. Registration Phase-from Tasks 26-27												
27. Select a registrar												
Perform documentation review												
Perform final Registration audit												
28. Receive ISO certificate / CELEBRATE !!												
◆												
Significant Dates	Jan-09	Feb	Mar	Ap-May	Ju-Jul	Au-Sep	Oc-Nov	Dec 09	Jan 10	Feb	Mar	Apr 2010