

**ISO 9001:2008  
THE ROUTE TO CERTIFICATION**



**isocom**  
certified business management systems

**Essential**

Meetings with all staff – to promote ownership

Go to tender with and select suitable Assessing Body

Write Quality Policy

Set top level objectives

Writing of Quality Manual – who you are and what you do

Writing of Process Flowcharts – What you do and how you do it with the assistance of those responsible for making it happen.

Creation of third tier – forms, work instructions etc. – How you do it and how you control it.

Ensure suitable human resources system is in place.

**Optional**

STAGE 1 - DOCUMENT REVIEW – desktop study  
have you written as you do?  
Does it conform to the ISO 9001

Create Audit Schedule (Needed here but created in “essential”)

Train internal auditors/Audit each procedure

Hold Management System Review Meeting

CERTIFICATION REVIEW - are you doing as you write – evidence –  
six months records.

**Ongoing**

- Internal Audit to schedule
- Management review meeting
- Surveillance visits.

Use system as a basis for other standards – 14001, 27001, 18001