

ISO CERTIFICATION PROCESS

1. Top Management must take a firm decision to implement Quality Management System based On ISO 9001:2008 standards
2. Top Management must allocate proper resources to implement the above Decision
 - Management Representative and Core Team to “prepare, implement, maintain & improve” the Quality System
 - Time requirement of minimum 5 hours per day (of core team) for initial three months till achieving ISO Certification & afterwards at-least one to two hours per week
 - Financial Resources (Fees / charges for Trainings, documentation / consultancy and ISO Certification / audit charges).
3. Form a core team comprising minimum two employees (one senior & one junior) from each Department and appoint one member of core team as a Management Representative (MR – ISO coordinator) to co-ordinate all ISO 9000 related Activities (Which is mandatory as per ISO Standard)
4. Establish a Training Plan. Awareness Training for all employees (as it is a team Work and all Employees are part of Quality Management System).
 - Documentation training for core team &
 - Internal Auditors training, to at-least three to four members of core team.
5. Implement training plan / Conduct in-house (within your company) training seminars
 - Awareness Training for all employees &
 - Documentation training for core team.
6. Review the Existing Business Systems in your organization in comparison with ISO 9001 Requirements (Gap analysis exercise)
7. Formulate Quality Policy [Guiding document] and Quality Objectives [functional / departmental Targets / goals]
8. Formulate Six Mandatory Quality Procedures required by ISO 9001:2008 standard.
9. Formulate other Quality Procedures (QP), process flow charts (QFC), departmental work Instructions (WI) & other documents required to conduct the company operations and Complete the “Quality Manual”.
10. Implement the Newly established “Quality Management System” from a planned / fixed date

11. Arrange for "Internal Quality Auditors Training" to at-least three to four members of Core Team (Develop Self Assessment Capability)
12. Conduct first Internal Quality Audit. (After a gap of at-least 30 days from the date of Implementation of system)
13. Make Application for certification to Certification Body (Submit Manuals for Approval (Documentation review / audit Pay Initial Certification charges to Certification Body At-least one month in advance)
14. Conduct first Management Review Meeting and then call Certification Body for Conducting On-site audit of your Quality System
15. Initial Audit / Assessment by Certification Body and receiving "Recommendation Letter" (like a Provisional certificate) at the time of closing meeting (if CB feels that Your organizations QMS Is conforming to ISO 9001 requirements)
16. Receive original Certificate from Certification Body. (Normal time frame - within 21 to 30 days From date of recommendation letter)

Note: After certification, Certification Body carries out surveillance audits after every nine months and re-certification audit (after three years).