

STEPS TO ISO 9001 CERTIFICATION

SETUP	Approve Project by MD	Select Project Mgr / Co-ordinator (QMR)	Decide on Doc Method (eg Order Per4ma Business Model)	Information Collection of your systems & Processes compared to the Standard (eg by Charter4)
DOCUMENT	Document your Process to comply with the Standard (eg by Charter4)		Receive Link to your Per4ma	Fine tune your Processes , Documents & Forms etc (eg in Per4ma)
REVISE	Review with key persons	Choose Assessors (UKAS or ANAB or government approved)		
TRAIN & IMPLEMENT	Quality Awareness for all Employees	Invites to Per4ma to all relevant employees (by QMR)	Choose & Train Auditors (or conducted by Charter4)	
CHECK	Ensure all Processes operational	Internal Audits (by Charter4 ?)	Stage 1 Assessment	
REVIEW	Management Review Meeting	Issue Minutes		
CORRECTIVE ACTIONS	Complete Corrective Actions & final check			
ASSESSMENT	Stage 2 Assessment by external Assessor			
ACCREDITATION	CERTIFICATION - CONGRATULATIONS			