

STEPS TO ISO CERTIFICATION

SETUP	MD approves Project	Select Project Mgr / Management Rep(MR)	Decide on Doc Method (eg Order Per4ma Business Model)	Information Collection of your systems & Processes compared to the Standard (eg by Charter4)
DOCUMENT	Define & revise Policy & Scope	Document your Process to comply with the Standard (eg by Charter4)	Receive Link to your Per4ma	Identify your Risks
	List legal & other requirements	Determine & document appropriate actions to reduce Risks; Create Action Plan & Operation controls	Fine tune your Processes , Documents & Forms etc. (eg in Per4ma)	
REVISE	Review with key persons, then update	Choose Assessors (UKAS or ANAB or government approved)		
TRAIN & IMPLEMENT	Awareness Presentation for all Employees	Invites to Per4ma to all relevant employees (by MR)	Choose & Train Auditors (or conducted by Charter4)	
CHECK	Determine & implement ongoing Checks	Ensure all Processes operational	Internal Audits (by Charter4 ?)	Stage 1 Assessment
REVIEW	Identify & track measurable relevant KPI with Targets	Management Review Meeting	Issue Minutes	
CORRECTIVE ACTIONS	Complete Corrective Actions & final check			
ASSESSMENT	Stage 2 Assessment by external Assessor			
ACCREDITATION	CERTIFICATION - CONGRATULATIONS			