

ISO 9001:2000 Path to Registration

Major Tasks/Project Plan

Task	Begin	Complete
Establish Project Plan, Involve People		
“Kick-Off” Meeting and Brief Overview of ISO		
Write QA Manual to ISO 9001:2000		
Review Existing Procedures for conformance		
Identify Procedures needed		
Establish Document Management System		
Assist in writing SOP’s		
ISO Awareness for all employees		
Review and revise existing documents		
Establish Management Review Process		
Management Review Meetings (at least 3)		
Establish Quality Goals		
All Documentation Complete		
Establish Internal Audit Process		
Internal Audits (2)		
Select Registrar		
Document Review		
Document Review by Registrar		
Pre-Assessment		
Follow-Up/Corrective Actions		
Registration Audit		
CELEBRATE!!		