EIGER MARVEL CONSULTANTS

ISO 9001 Readiness Checklist

What to have in place before your certification audit.

1. Scope and leadership

- [ ] Certificate scope agreed: activities and sites covered
- [ ] Quality policy approved and communicated
- [ ] Measurable quality objectives set, with owners
- [ ] Roles and responsibilities defined

2. Processes and documents

- [ ] Sales and contract review process
- [ ] Purchasing and supplier approval process
- [ ] Delivery or production process with checks
- [ ] Document control: one current version of everything
- [ ] Complaints, nonconformity and corrective action process

3. Records (auditors test these hardest)

- [ ] Approved supplier list and evaluations
- [ ] Inspection and test records
- [ ] Training and competence records
- [ ] Customer feedback and complaint records
- [ ] Calibration records, where equipment is used

4. Before the certification audit

- [ ] At least two trained internal auditors
- [ ] Internal audit completed across the scope
- [ ] Findings corrected, with evidence
- [ ] Management review held and minuted
- [ ] Accredited certification body booked, one your clients accept

Want ISO 9001 without the paperwork mountain?

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