ISO 9001

Action Plan

Issued 2026

Chosen UKAS Certification Body	
ISO 9001 Stage 1 Target Date	
ISO 9001 Stage 2 Target Date	

No	Action	Who	Progress / Target
1	Conduct a Gap Analysis to ISO 9001. This will outline the requirements for gaining certification to ISO 9001.		
2	Commence work on the Context of the Organisation including the following: • Internal Issues • External Issues • Interested Parties • Risks and Opportunities		
3	Develop the Scope of the Organisation		
4	A coherent and documented Risk Treatment Plan should be established to reduce the risks outlined above		
5	Develop an Actions system for tracking actions, improvements and opportunities		
6	Develop the Quality Policy		
7	Develop Management Processes covering the requirements of ISO 9001 including: • Risk Management • Training, Competency and Awareness • Control of Documented Information • Operational Control • Internal Audits • The control of Non-compliance • Management Review • Improvement Process		
8	Develop a full set of Operational Processes		

No	Action	Who	Progress / Target
9	A full Management Review should be conducted. Legal compliance should be reviewed during the review		
10	Using the Risks and Opportunities in the Context and other analysis, develop a comprehensive set of Business and Quality SMART Objectives		
11	Conduct training and awareness sessions on ISO 9001 and Quality Management to relevant employees, including the ISO 9001 awareness briefing.		
12	Develop an Internal Audit Schedule and complete the programme.		