

Chosen UKAS Certification Body			
ISO9001:2015 Stage 1 Target Date			
ISO9001:2015 Stage 2 Target Date			
No	Action	Who	Progress / Target
1	Conduct a Gap Analysis to ISO9001:2015. This will outline the requirements for the gaining certification to ISO9001:2015 along with the following:		
2	Commence work on the Context of the Organisation including the following: <ul style="list-style-type: none"> • 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 and Actions system for tracking actions, improvements and opportunities		
6	Develop the Quality Policy		
7	Develop Management Processes covering the requirements of ISO9001:2015 including: <ul style="list-style-type: none"> • 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		
9	A full Management Review should be conducted. Legal compliance should be reviewed during the reviewed		
10	Using the Risk and Opportunities in the Context and other analysis develop a comprehensive set of Business and Quality SMART Objective		
11	Conduct training and awareness sessions on ISO9001:2015 and Quality Management to relevant employees including ISO9001:2015 awareness briefing.		
12	Develop an Internal Audit Schedule and complete the program.		