**Project Checklist for ISO 9001:2015 Implementation**

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| **Implementation phases** | **Tasks** | **Done** |
| *Obtain management support* | Research which benefits of ISO 9001:2015 would be applicable to your company. |  |
| Present the benefits to the management and get their commitment. |  |
| Get formal approval for the project. |  |
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| *Establish your project* | Decide whether you are going to use consultants or you will be using documentation templates. |  |
| Purchase the ISO 9001:2015 standard. |  |
| Educate your project team. |  |
| Write the project plan, including the definition of the project manager, project team, project sponsor, required resources, and milestones. |  |
| Define which stakeholders need to be informed about each step in the project. |  |
| Organize kick-off meeting. |  |
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| *Identify requirements* | Determine the context of the organization. |  |
| Identify interested parties. |  |
| Identify the requirements of interested parties. |  |
| Identify applicable legal requirements. |  |
| Identify Risks and Opportunities of the QMS. |  |
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| *Define the scope, management commitment, and responsibilities* | Write the QMS Scope Document. |  |
| Write the Quality Policy. |  |
| Decide on the Quality Objectives. |  |
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| *Define processes and procedures* | Identify all processes and procedures necessary for the QMS. |  |
| Write the procedure for Document Control. |  |
| Write the procedure for Internal Audit. |  |
| Write the procedure for Monitoring of Customer Satisfaction. |  |
| Write the procedure for corrective action. |  |
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| *Implement processes, procedures, and controls* | Implement all the processes, procedures, and controls defined for the QMS. |  |
| Maintain records of implementation. |  |
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| *Perform training and awareness programs* | Perform training for all employees who lack required skills. |  |
| Perform awareness programs for all employees and third parties that have a role in your QMS. |  |
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| *Choose a certification body* | Obtain proposals from several certification bodies. |  |
| Select the certification body. |  |
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| *Operate the QMS* | Maintain all the records required by your own policies and procedures. |  |
| Perform corrective actions as needed. |  |
| Make sure you monitor all your systems. |  |
| Measure if you have achieved the objectives set for your QMS. |  |
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| *Perform internal audit* | Develop the audit program. |  |
| Perform internal audit(s). |  |
| Write an internal audit report. |  |
| Perform corrective actions. |  |
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| *Perform management review* | Perform management review. |  |
| Maintain records from management review. |  |
| Perform corrective actions. |  |
| Ensure continual improvement. |  |
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| *Certification audit* | Perform Stage 1 certification audit. |  |
| Perform Stage 2 certification audit. |  |
| Conduct surveillance visits. |  |
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*For all the documents needed to implement the standard, check out this* [ISO 9001:2015 Documentation Toolkit](https://advisera.com/9001academy/iso-9001-documentation-toolkit/?utm_source=project-checklist-for-iso-9001-2015-implementation&utm_medium=downloaded-content&utm_content=lang-en&utm_campaign=paid-toolkit-9001).