Assured ISO 9001 Certification Package

Gain ISO 9001 certification using our Assured ISO 9001 Certification Package containing an ISO 9001:2015 compliant documentation templates and ISO 9001 implementation guides.

The package includes an extensive set of documents and guides to help you implement your quality management system and making ISO 9001 certification a much easier process.

This package now includes our New ISO 9001 Quality Management System Implementation Workbook which provides a step by step guide to implementing an ISO 9001:2015 compliant Quality Management System.

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Included in the Assured ISO 9001 Certification Package:

- ✓ Introduction to the ISO 9001:2015 Quality Management System - Requirements Presentation
- ✓ Guide to the Process of Implementing an ISO 9001 Quality Management System Presentation
- ✓ ISO 9001 Documentation Requirements Presentation
- ✓ ISO 9001 Quality Manual Documentation Templates
- ✓ ISO 9001 Quality Record Templates
- ✓ Senior Management Quality Management System Implementation Checklist
- ✓ Implementation Plan Template
- ✓ ISO 9001 Quality Management System Implementation Workbook
- ✓ Internal Auditor Training Guide
- ✓ ISO 9001:2015 Gap Analysis Checklists
- ✓ Assistance in adapting our package until you achieve ISO 9001 certification
- ✓ Call on our resource knowledgebase and expertise.

For more information contact us here

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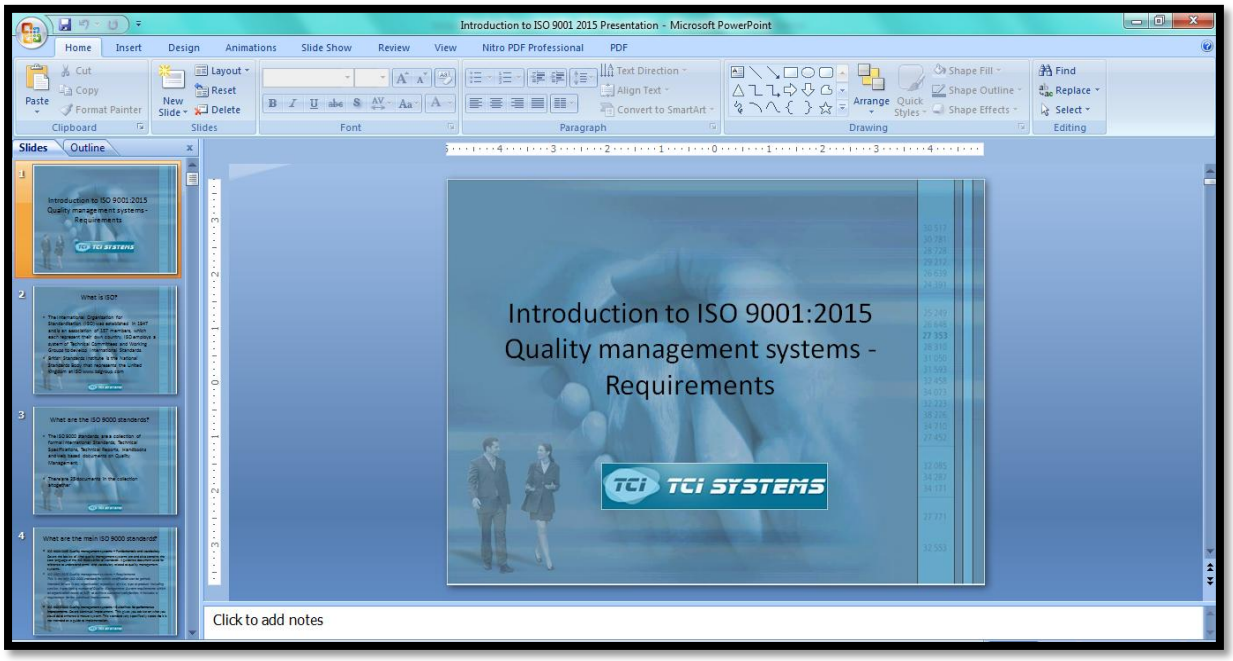
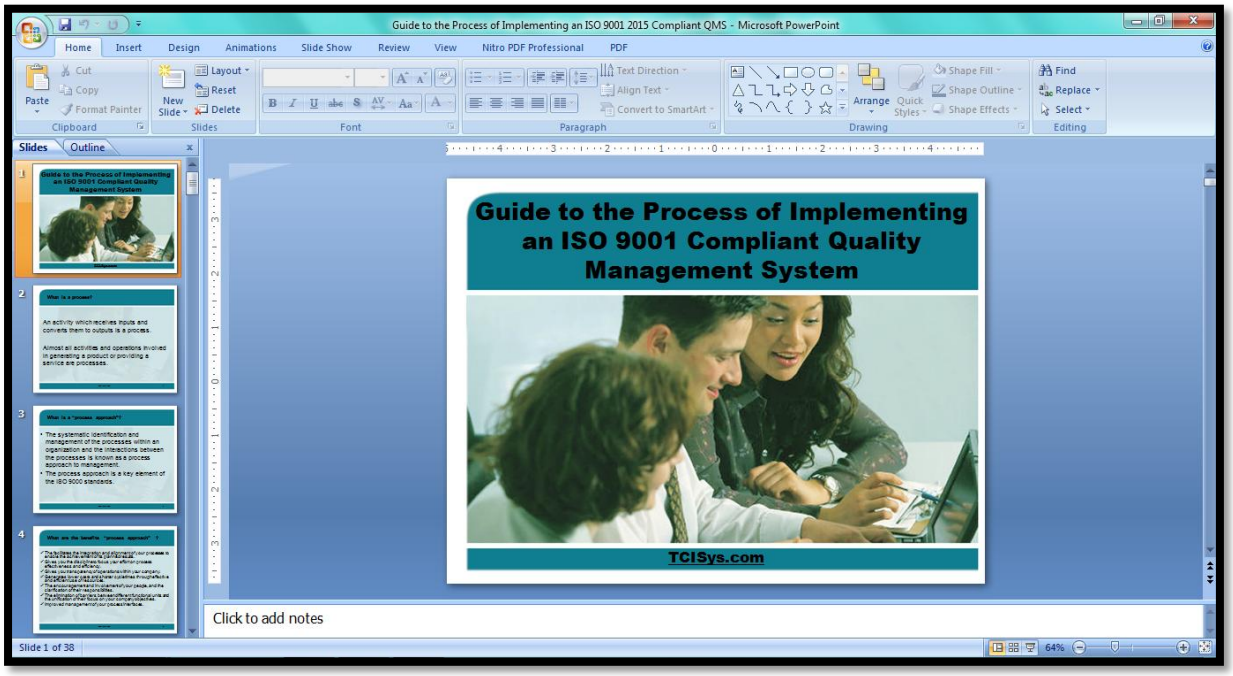
Introduction to ISO 9001 Certification Presentation

A guide to ISO 9001 certification, the requirements of the standard and benefits of using an ISO 9001 certified quality management system.



Guide to the Process of Implementing an ISO 9001 Compliant Quality Management System

Presentation on how to take a process approach to developing your quality management system and achieving ISO 9001 certification.



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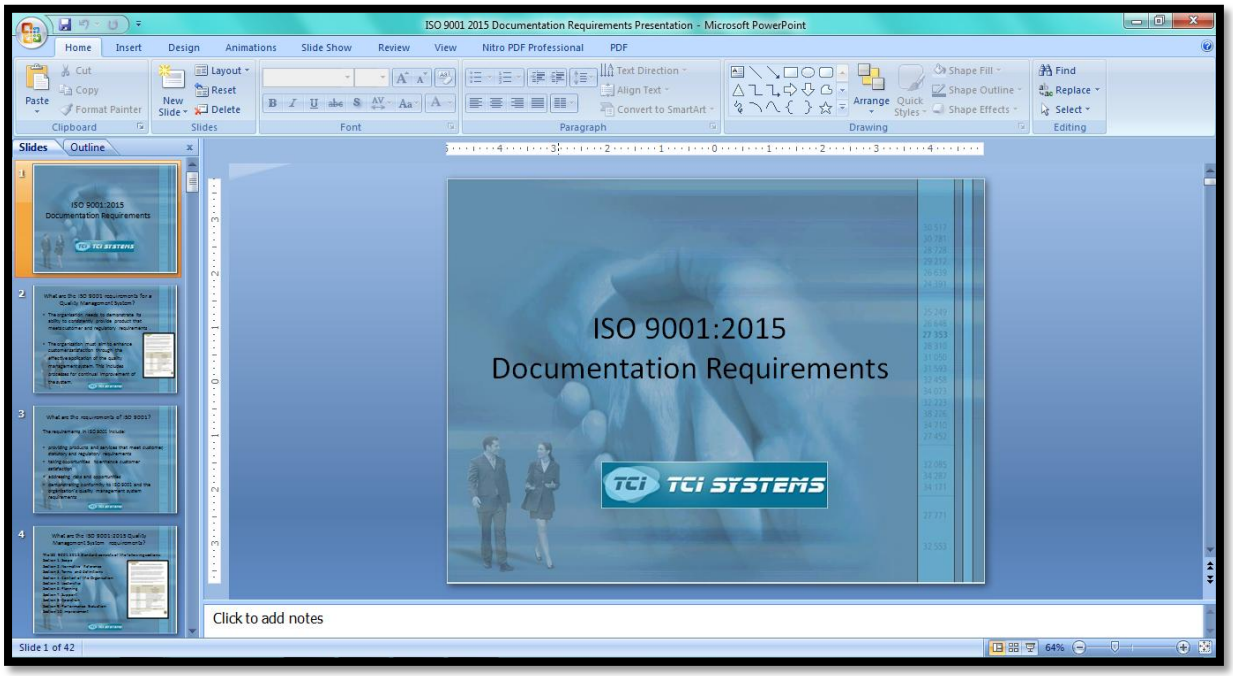
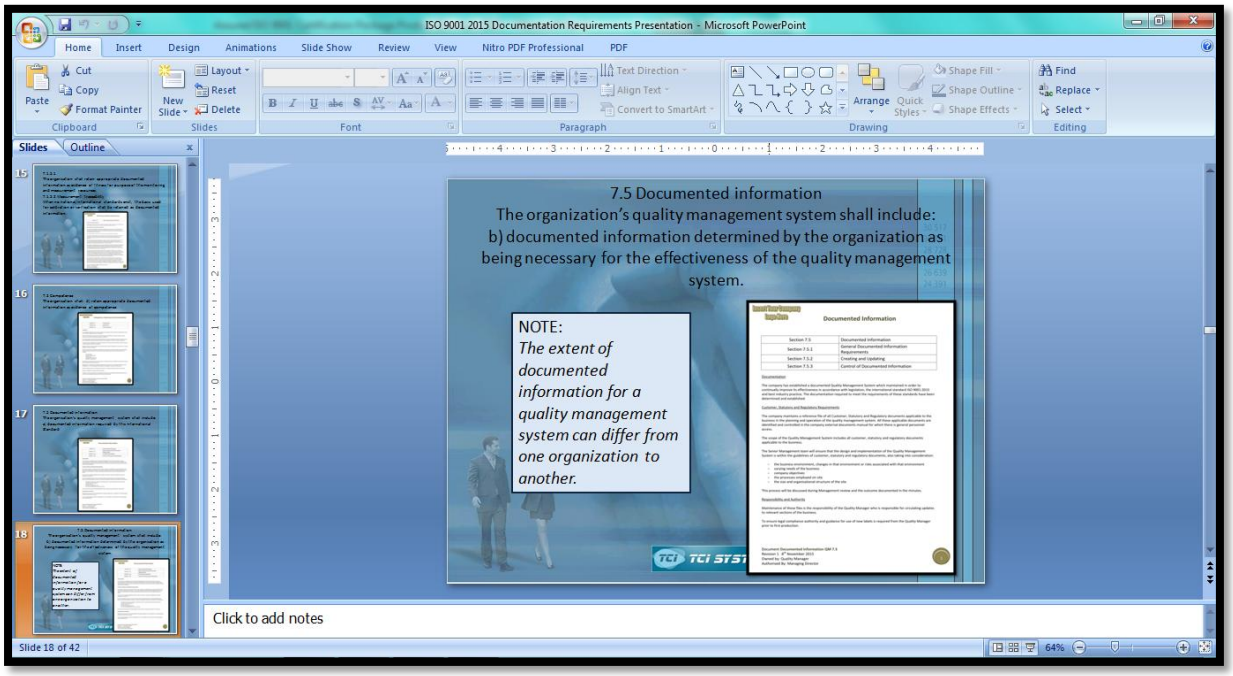
ISO 9001 Documentation Requirements Presentation

A guide to the documentation requirements of the ISO 9001:2015 standard.

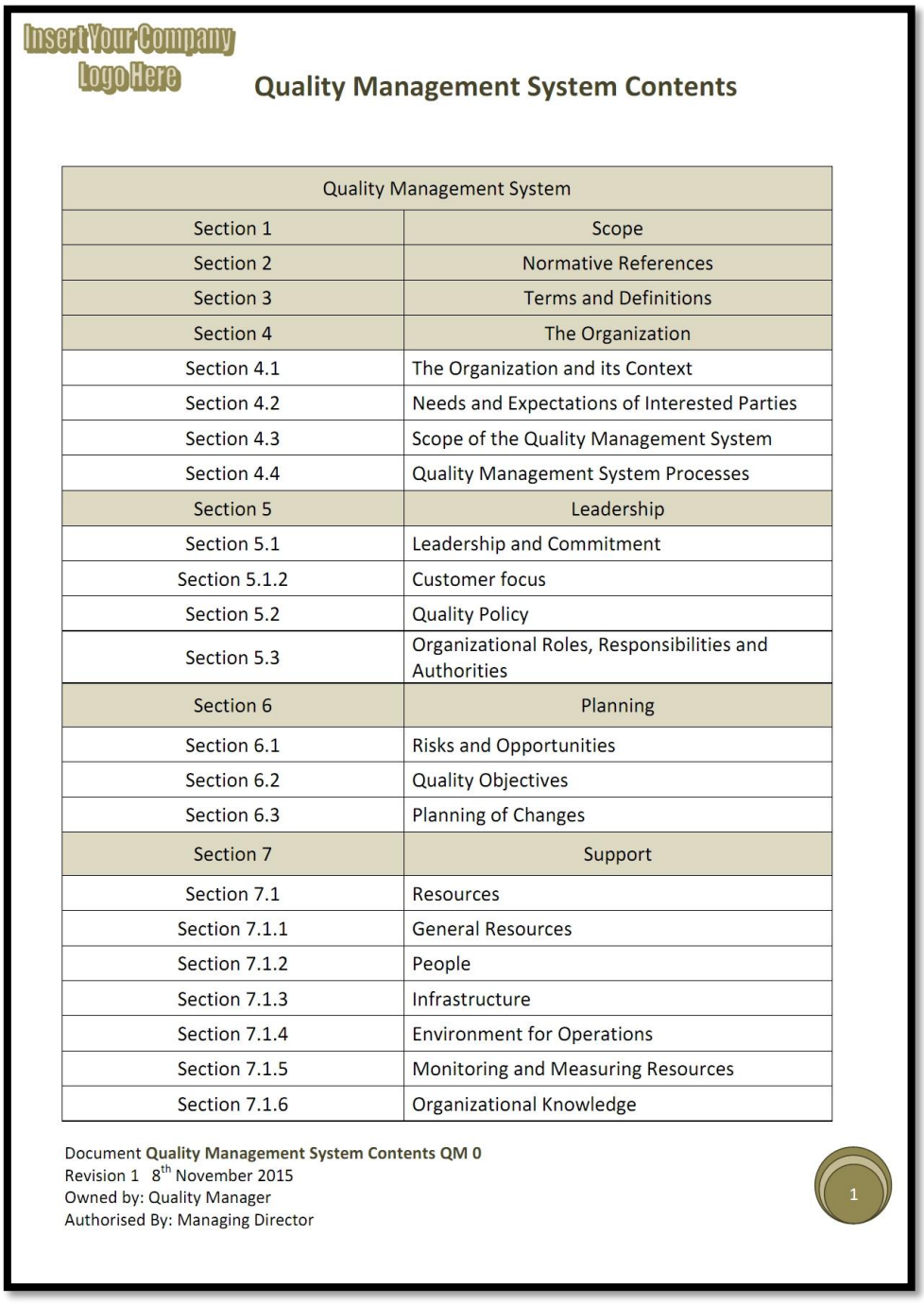




Assured ISO 9001 Certification Package

ISO 9001 Compliant Documentation Templates - Saving you 1000's of hours writing your own documents

Compliant with the new ISO 9001:2015 certification standard Quality Management System – Requirements, the package includes a comprehensive set of documents, procedures and record templates that cover and match all the clauses of the standard.



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Quality Management System Contents

Document **Quality Management System Contents QM 0**
Revision 1 8th November 2015
Owned by: Quality Manager
Authorised By: Managing Director

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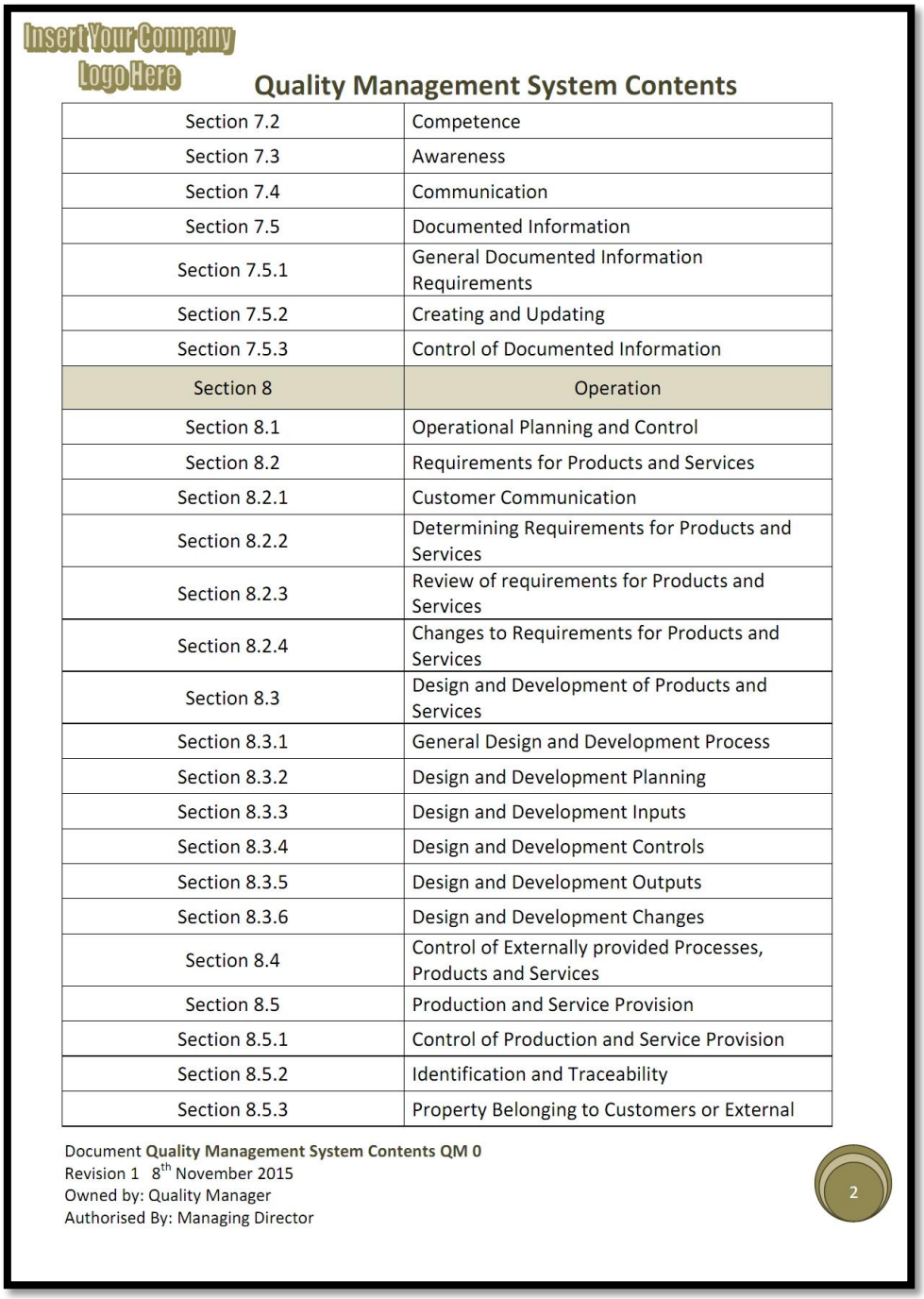
ISO 9001 Quality Management System Documentation Templates

The documentation matches the clauses of the ISO 9001:2015 standard for ease of implementation.



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Quality Management System Contents

Document **Quality Management System Contents QM 0**
Revision 1 8th November 2015
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ISO 9001 Quality Management System Documentation Templates

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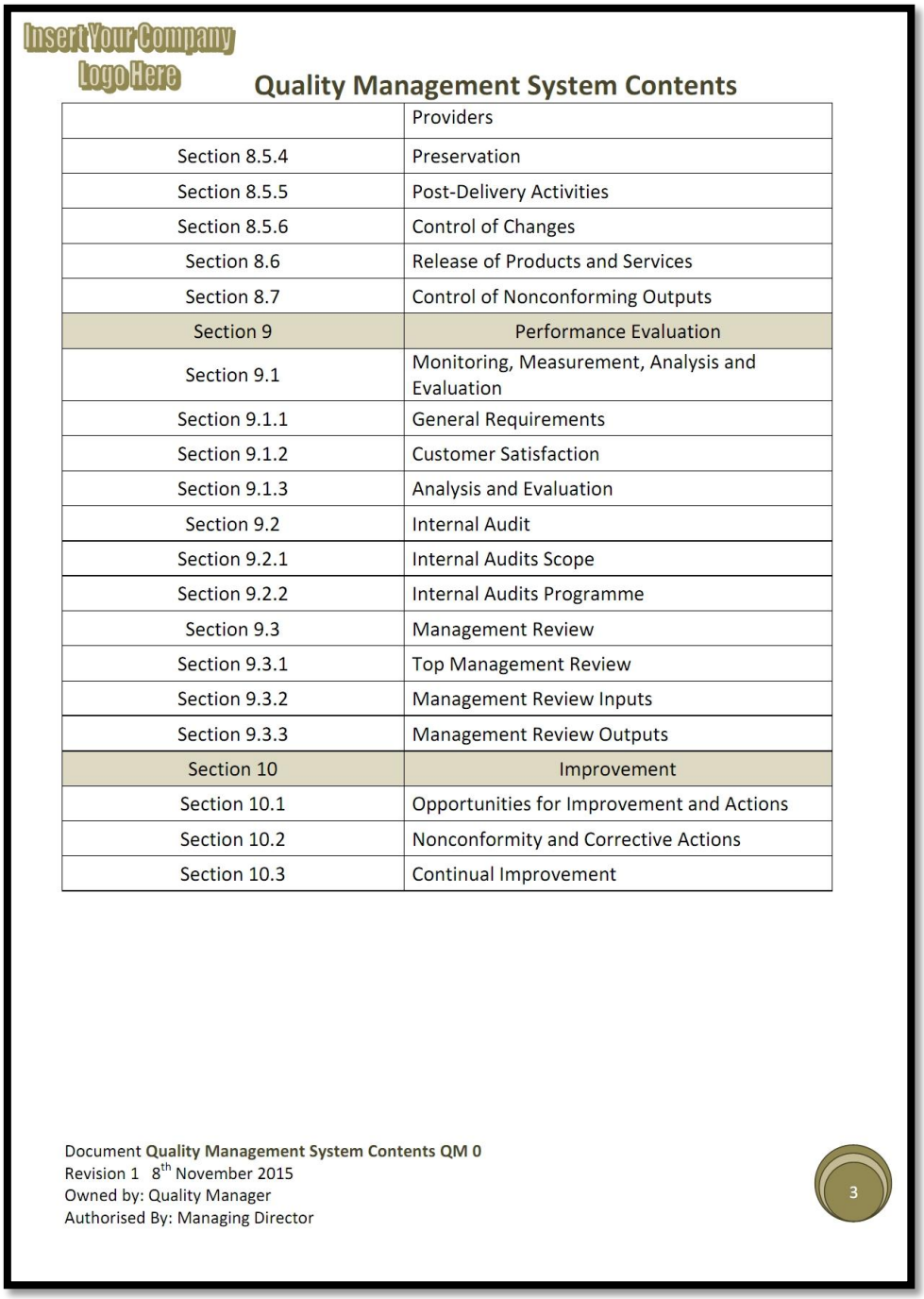

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Quality Management System Contents

Document **Quality Management System Contents QM 0**
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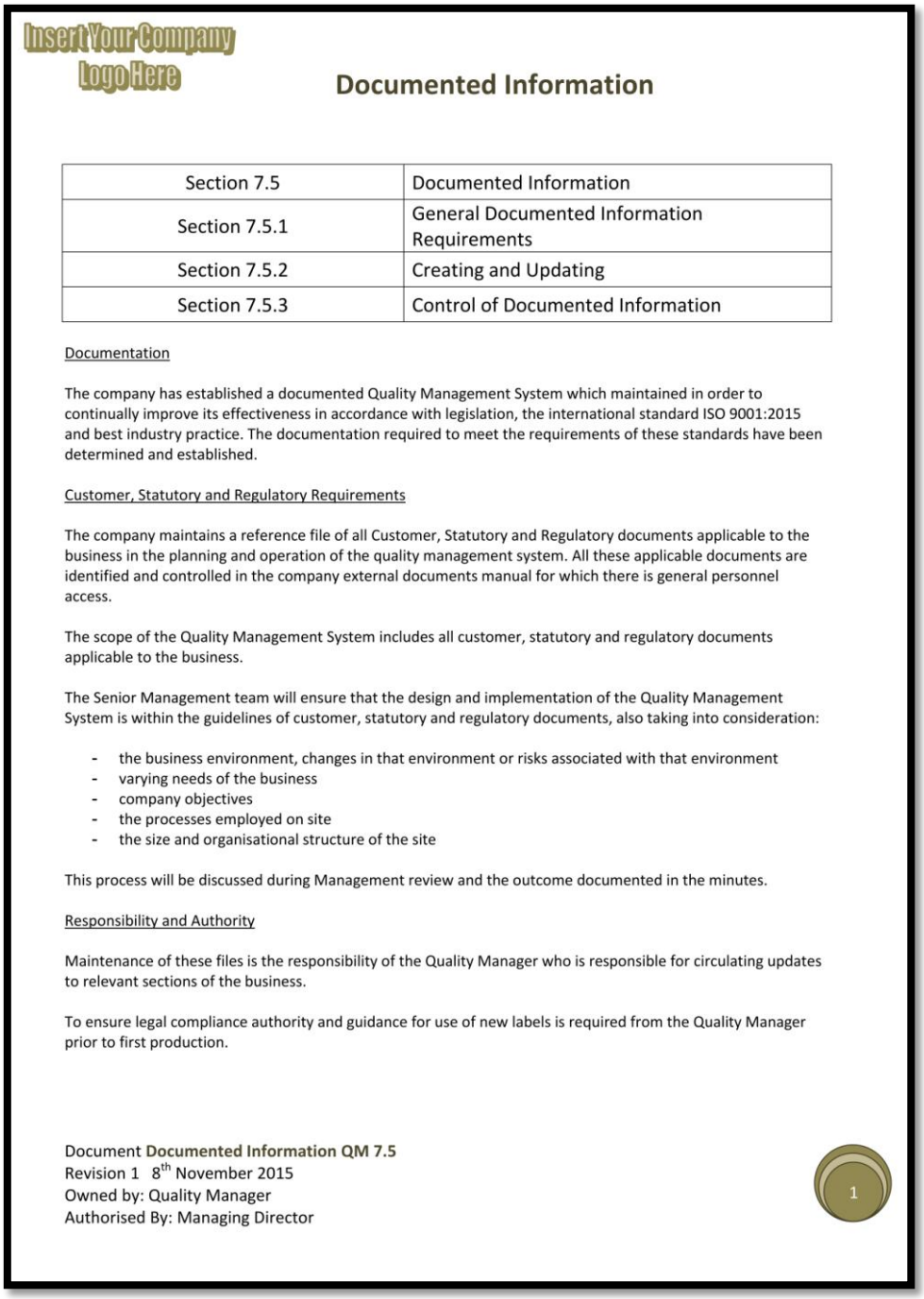
ISO 9001 Quality Management System Documentation Templates

Documentation is comprehensive and covers the requirements of the ISO 9001:2015 standard.



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Documented Information

Section 7.5	Documented Information
Section 7.5.1	General Documented Information Requirements
Section 7.5.2	Creating and Updating
Section 7.5.3	Control of Documented Information

Documentation

The company has established a documented Quality Management System which maintained in order to continually improve its effectiveness in accordance with legislation, the international standard ISO 9001:2015 and best industry practice. The documentation required to meet the requirements of these standards have been determined and established.

Customer, Statutory and Regulatory Requirements

The company maintains a reference file of all Customer, Statutory and Regulatory documents applicable to the business in the planning and operation of the quality management system. All these applicable documents are identified and controlled in the company external documents manual for which there is general personnel access.

The scope of the Quality Management System includes all customer, statutory and regulatory documents applicable to the business.

The Senior Management team will ensure that the design and implementation of the Quality Management System is within the guidelines of customer, statutory and regulatory documents, also taking into consideration:

- the business environment, changes in that environment or risks associated with that environment
- varying needs of the business
- company objectives
- the processes employed on site
- the size and organisational structure of the site

This process will be discussed during Management review and the outcome documented in the minutes.

Responsibility and Authority

Maintenance of these files is the responsibility of the Quality Manager who is responsible for circulating updates to relevant sections of the business.

To ensure legal compliance authority and guidance for use of new labels is required from the Quality Manager prior to first production.

Document **Documented Information QM 7.5**
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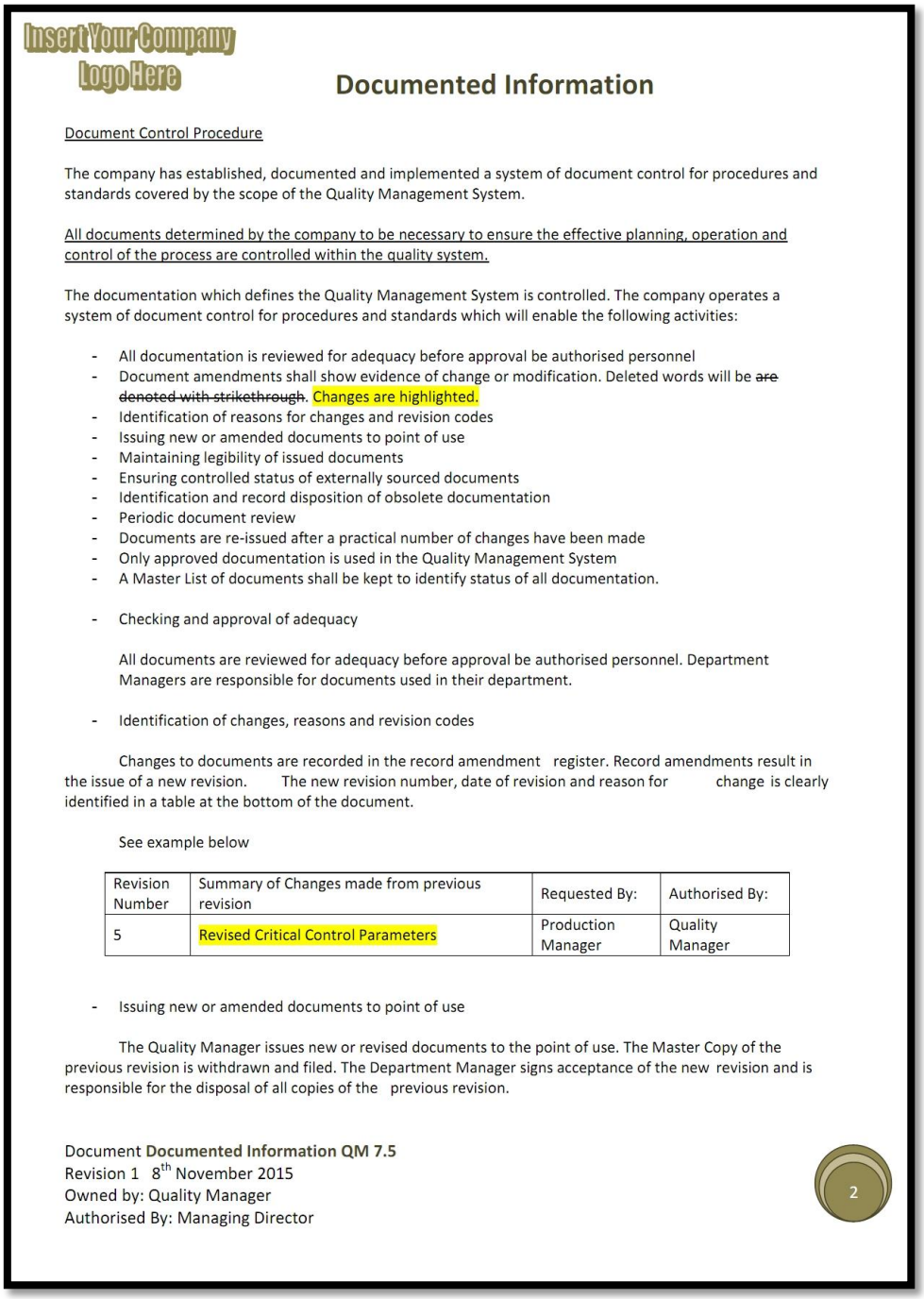
ISO 9001 Quality Management System Documentation Templates

Documentation is comprehensive and covers the requirements of the ISO 9001:2015 standard.



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Documented Information

Document Control Procedure

The company has established, documented and implemented a system of document control for procedures and standards covered by the scope of the Quality Management System.

All documents determined by the company to be necessary to ensure the effective planning, operation and control of the process are controlled within the quality system.

The documentation which defines the Quality Management System is controlled. The company operates a system of document control for procedures and standards which will enable the following activities:

- All documentation is reviewed for adequacy before approval be authorised personnel
- Document amendments shall show evidence of change or modification. Deleted words will be ~~are denoted with strikethrough~~. Changes are highlighted.
- Identification of reasons for changes and revision codes
- Issuing new or amended documents to point of use
- Maintaining legibility of issued documents
- Ensuring controlled status of externally sourced documents
- Identification and record disposition of obsolete documentation
- Periodic document review
- Documents are re-issued after a practical number of changes have been made
- Only approved documentation is used in the Quality Management System
- A Master List of documents shall be kept to identify status of all documentation.

- Checking and approval of adequacy

  All documents are reviewed for adequacy before approval be authorised personnel. Department Managers are responsible for documents used in their department.

- Identification of changes, reasons and revision codes

Changes to documents are recorded in the record amendment register. Record amendments result in the issue of a new revision. The new revision number, date of revision and reason for change is clearly identified in a table at the bottom of the document.

See example below

Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
5	Revised Critical Control Parameters	Production Manager	Quality Manager

- Issuing new or amended documents to point of use

The Quality Manager issues new or revised documents to the point of use. The Master Copy of the previous revision is withdrawn and filed. The Department Manager signs acceptance of the new revision and is responsible for the disposal of all copies of the previous revision.

Document **Documented Information QM 7.5**
Revision 1 8th November 2015
Owned by: Quality Manager
Authorised By: Managing Director

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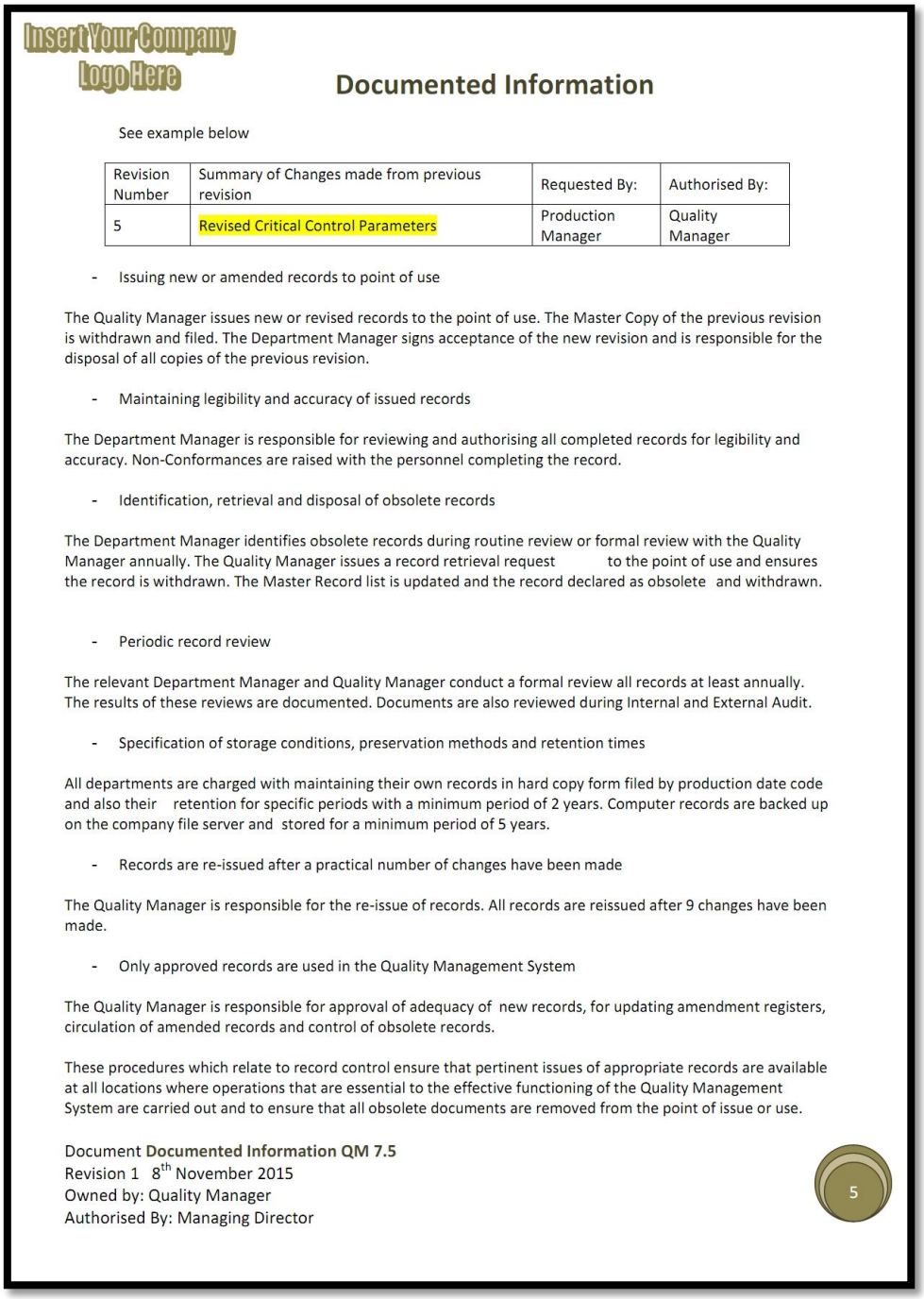
ISO 9001 Quality Management System Documentation Templates

Documentation is comprehensive and covers the requirements of the ISO 9001:2015 standard.



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Documented Information

See example below

Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
5	Revised Critical Control Parameters	Production Manager	Quality Manager

- Issuing new or amended records to point of use

The Quality Manager issues new or revised records to the point of use. The Master Copy of the previous revision is withdrawn and filed. The Department Manager signs acceptance of the new revision and is responsible for the disposal of all copies of the previous revision.

- Maintaining legibility and accuracy of issued records

The Department Manager is responsible for reviewing and authorising all completed records for legibility and accuracy. Non-Conformances are raised with the personnel completing the record.

- Identification, retrieval and disposal of obsolete records

The Department Manager identifies obsolete records during routine review or formal review with the Quality Manager annually. The Quality Manager issues a record retrieval request to the point of use and ensures the record is withdrawn. The Master Record list is updated and the record declared as obsolete and withdrawn.

- Periodic record review

The relevant Department Manager and Quality Manager conduct a formal review all records at least annually. The results of these reviews are documented. Documents are also reviewed during Internal and External Audit.

- Specification of storage conditions, preservation methods and retention times

All departments are charged with maintaining their own records in hard copy form filed by production date code and also their retention for specific periods with a minimum period of 2 years. Computer records are backed up on the company file server and stored for a minimum period of 5 years.

- Records are re-issued after a practical number of changes have been made

The Quality Manager is responsible for the re-issue of records. All records are reissued after 9 changes have been made.

- Only approved records are used in the Quality Management System

The Quality Manager is responsible for approval of adequacy of new records, for updating amendment registers, circulation of amended records and control of obsolete records.

These procedures which relate to record control ensure that pertinent issues of appropriate records are available at all locations where operations that are essential to the effective functioning of the Quality Management System are carried out and to ensure that all obsolete documents are removed from the point of issue or use.

Document **Documented Information QM 7.5**
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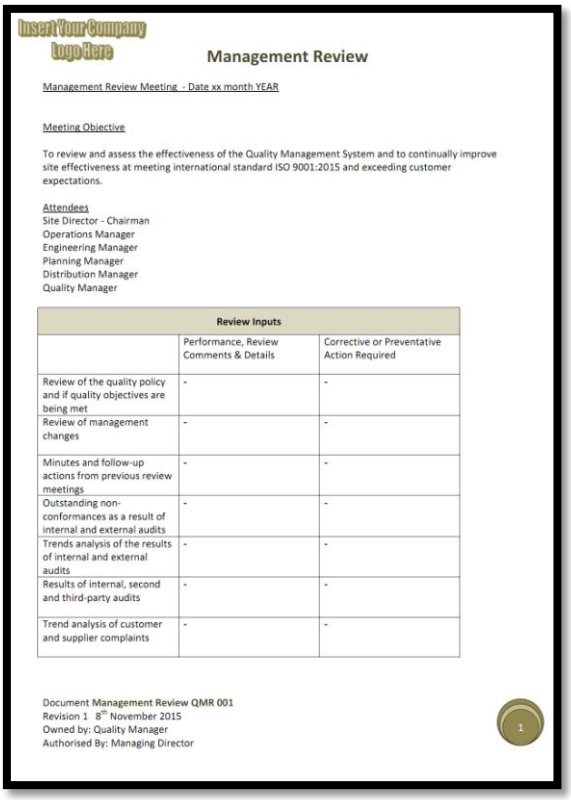
ISO 9001 Quality Management System Retained Documentation Templates



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Management Review

Management Review Meeting - Date xx month YEAR

Meeting Objective

To review and assess the effectiveness of the Quality Management System and to continually improve site effectiveness at meeting international standard ISO 9001:2015 and exceeding customer expectations.

Attendees
Site Director - Chairman
Operations Manager
Engineering Manager
Planning Manager
Distribution Manager
Quality Manager

Review Inputs		
	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the quality policy and if quality objectives are being met	-	-
Review of management changes	-	-
Minutes and follow-up actions from previous review meetings	-	-
Outstanding non-conformances as a result of internal and external audits	-	-
Trends analysis of the results of internal and external audits	-	-
Results of internal, second and third-party audits	-	-
Trend analysis of customer and supplier complaints	-	-

Document Management Review QMR 001
Revision 1 8th November 2015
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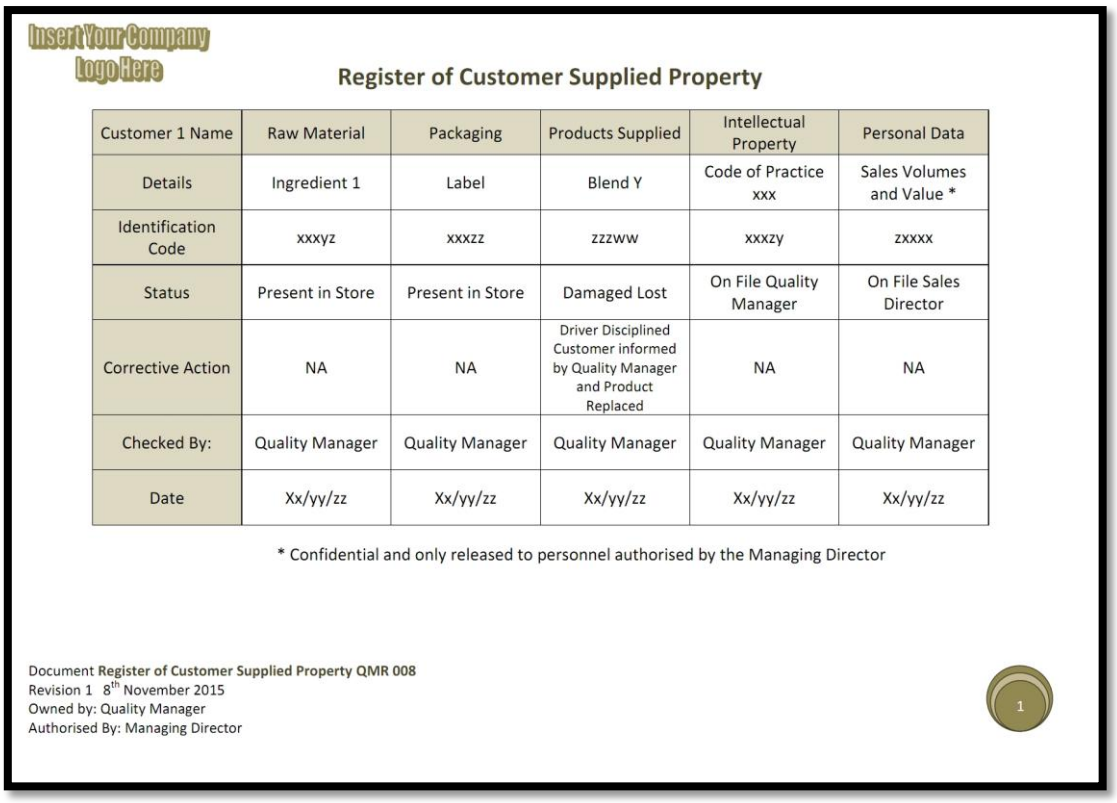

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Register of Customer Supplied Property

Customer 1 Name	Raw Material	Packaging	Products Supplied	Intellectual Property	Personal Data
Details	Ingredient 1	Label	Blend Y	Code of Practice xxx	Sales Volumes and Value *
Identification Code	xxxyz	xxxzz	zzzww	xxxzy	zxxxx
Status	Present in Store	Present in Store	Damaged Lost	On File Quality Manager	On File Sales Director
Corrective Action	NA	NA	Driver Disciplined Customer informed by Quality Manager and Product Replaced	NA	NA
Checked By:	Quality Manager	Quality Manager	Quality Manager	Quality Manager	Quality Manager
Date	Xx/yy/zz	Xx/yy/zz	Xx/yy/zz	Xx/yy/zz	Xx/yy/zz

* Confidential and only released to personnel authorised by the Managing Director

Document **Register of Customer Supplied Property QMR 008**
Revision 1 8th November 2015
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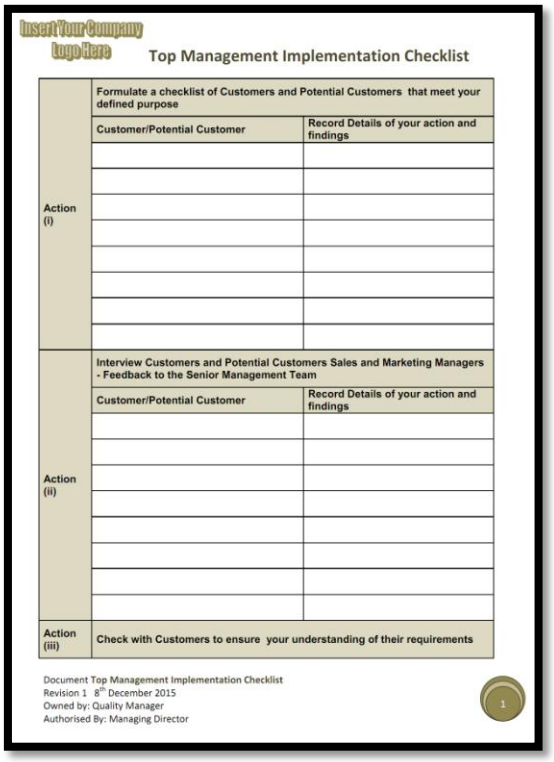
Management Quality Management System Implementation Checklist

A prompt for top management to ensure your initial quality management system development is structured to meet your business requirements.



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Top Management Implementation Checklist

Action (i)	Formulate a checklist of Customers and Potential Customers that meet your defined purpose	
	Customer/Potential Customer	Record Details of your action and findings
Action (ii)	Interview Customers and Potential Customers Sales and Marketing Managers - Feedback to the Senior Management Team	
	Customer/Potential Customer	Record Details of your action and findings
Action (iii)	Check with Customers to ensure your understanding of their requirements	

Document Top Management Implementation Checklist
Revision 1 8th December 2015
Owned by: Quality Manager
Authorised By: Managing Director

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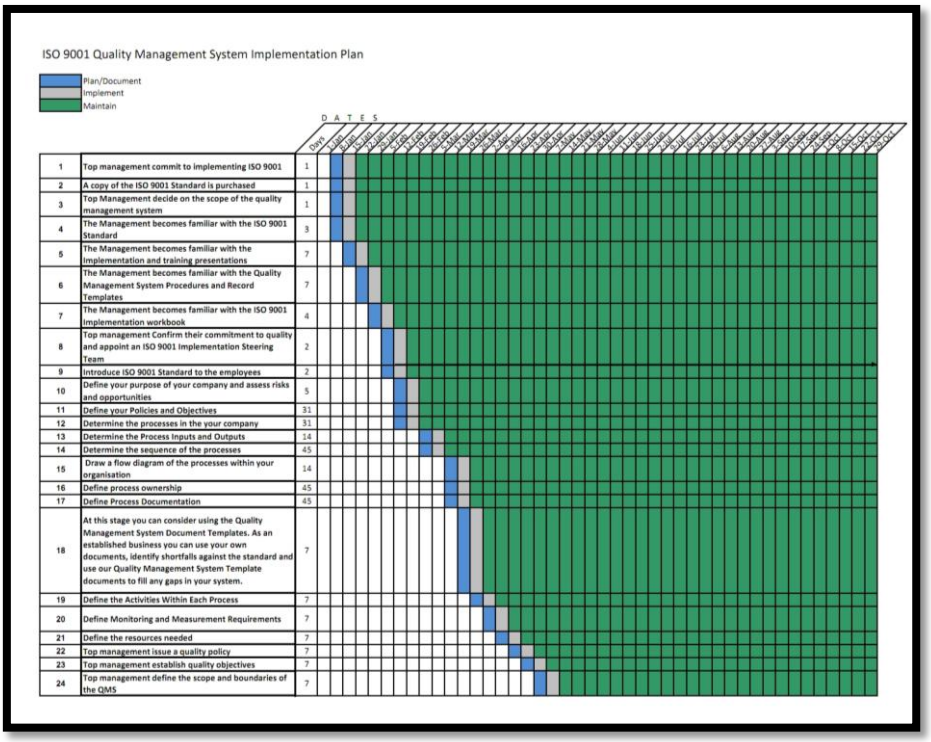
ISO 9001 Quality Management System Implementation Plan Template



ISO 9001 Quality Management System Implementation Plan

Plan/Document
Implement
Maintain

D A T E S

		DAYS
1	Top management commit to implementing ISO 9001	1
2	A copy of the ISO 9001 Standard is purchased	1
3	Top Management decide on the scope of the quality management system	1
4	The Management becomes familiar with the ISO 9001 Standard	3
5	The Management becomes familiar with the Implementation and training presentations	7
6	The Management becomes familiar with the Quality Management System Procedures and Record Templates	7
7	The Management becomes familiar with the ISO 9001 Implementation workbook	4
8	Top management Confirm their commitment to quality and appoint an ISO 9001 Implementation Steering Team	2
9	Introduce ISO 9001 Standard to the employees	2
10	Define your purpose of your company and assess risks and opportunities	5
11	Define your Policies and Objectives	31
12	Determine the processes in the your company	31
13	Determine the Process Inputs and Outputs	14
14	Determine the sequence of the processes	45
15	Draw a flow diagram of the processes within your organisation	14
16	Define process ownership	45
17	Define Process Documentation	45
18	At this stage you can consider using the Quality Management System Document Templates. As an established business you can use your own documents, identify shortfalls against the standard and use our Quality Management System Template documents to fill any gaps in your system.	7
19	Define the Activities Within Each Process	7
20	Define Monitoring and Measurement Requirements	7
21	Define the resources needed	7
22	Top management issue a quality policy	7
23	Top management establish quality objectives	7
24	Top management define the scope and boundaries of the QMS	7

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ISO 9001 Quality Management System Implementation Workbook

The ISO 9001 Quality Management System Implementation Workbook which provides a step by step guide to implementing an ISO 9001:2015 compliant Quality Management System.

ISO 9001 QMS Implementation Workbook Contents

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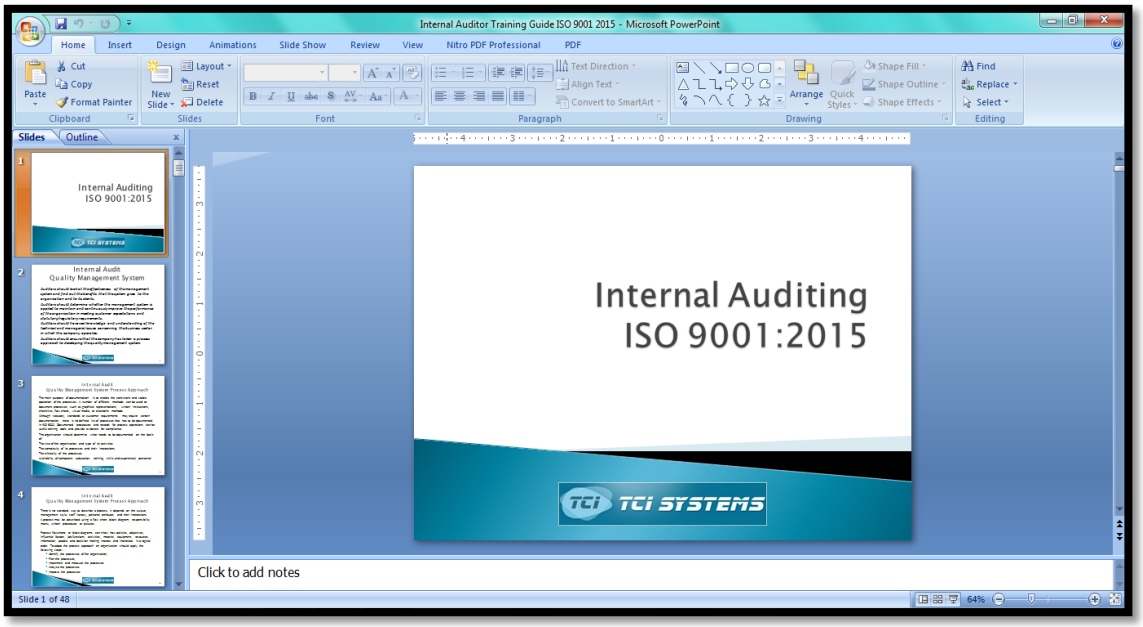
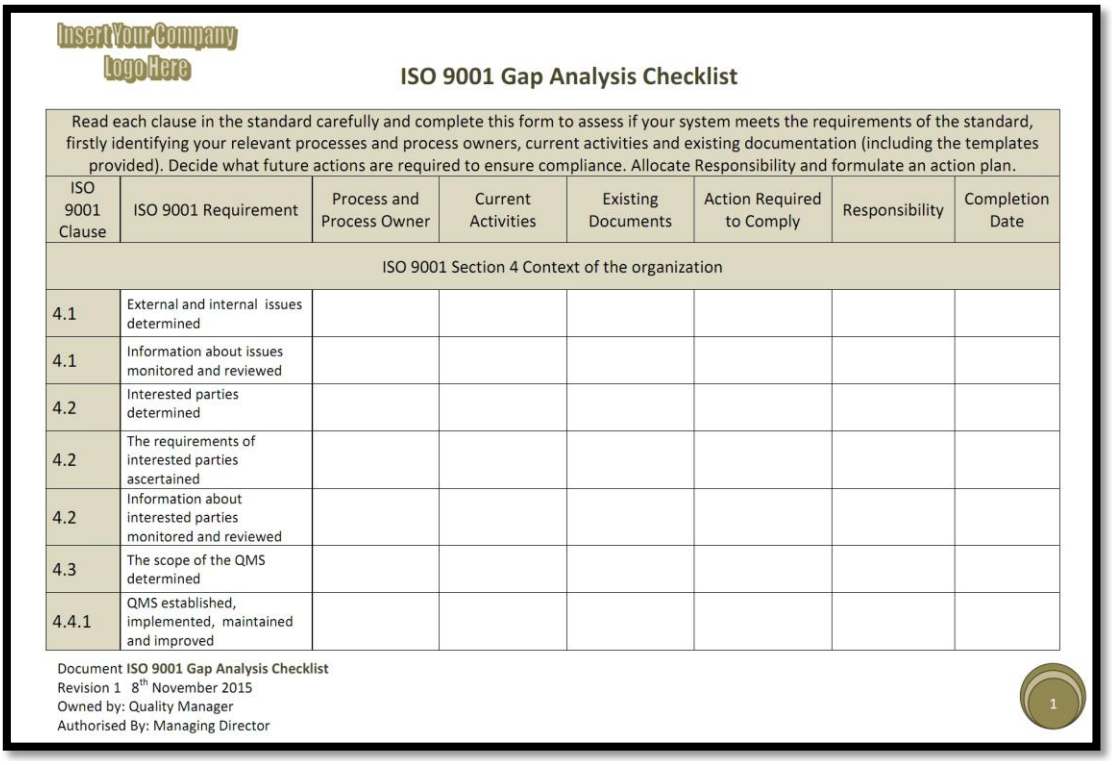
Internal Auditor Training Guide

A presentation for training Internal Auditors and familiarizing them with the requirements of the ISO 9001:2015 standard.



ISO 9001 Gap Analysis Checklists

A prompt to assist in confirming that your quality management system meets the requirements of the ISO 9001:2015 standard.



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ISO 9001 Gap Analysis Checklist

Read each clause in the standard carefully and complete this form to assess if your system meets the requirements of the standard, firstly identifying your relevant processes and process owners, current activities and existing documentation (including the templates provided). Decide what future actions are required to ensure compliance. Allocate Responsibility and formulate an action plan.

ISO 9001 Clause	ISO 9001 Requirement	Process and Process Owner	Current Activities	Existing Documents	Action Required to Comply	Responsibility	Completion Date
ISO 9001 Section 4 Context of the organization							
4.1	External and internal issues determined						
4.1	Information about issues monitored and reviewed						
4.2	Interested parties determined						
4.2	The requirements of interested parties ascertained						
4.2	Information about interested parties monitored and reviewed						
4.3	The scope of the QMS determined						
4.4.1	QMS established, implemented, maintained and improved						

Document ISO 9001 Gap Analysis Checklist
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Assistance in adapting the quality management system documentation templates until you achieve ISO 9001 certification

This package includes technical support via email or Skype until ISO 9001 certification is achieved. Please contact us if you need help or advice.

Call on our resource knowledgebase and expertise.

We have 1,000's of documents, records and work instructions in our knowledgebase so if you need something specific simply ask.

For more information contact us **here**

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