

IS YOUR BUSINESS ISO 9001:2008 READY?

This checklist is an indicative overview of the requirements of ISO 9001:2008 and will provide guidance as to whether your business complies with the current Standard. Simply answer Yes or No to our checklist to find out how you rate. Any questions where you have answered No, will require attention to ensure accreditation requirements are met.

MANAGEMENT ASPECTS

- Y** **N** Has management developed a detailed Quality Policy statement?
- Y** **N** Does management demonstrate its commitment to comply with and improve its QMS?
- Y** **N** Has management ensured customers requirements are fulfilled and satisfied?
- Y** **N** Is the QMS appropriate for the size and complexity of the organisation?

OBJECTIVES AND TARGETS

- Y** **N** Does the QMS Policy outline the organisation's quality objectives?
- Y** **N** Does the QMS state the organisation's commitment to establishing measurable and consistent objectives and targets to ensure continuous improvement?
- Y** **N** Does management receive and review regular Quality Reports?
- Y** **N** Are periodic QMS Reports communicated to staff and agents of your organisation?

OPERATIONAL ASPECTS

- Y** **N** Is the organisation's QMS documented?
- Y** **N** Does the organisation conduct regular audits of its QMS and does the organisation document its findings?
- Y** **N** Does the QMS documentation include procedures and records to ensure effective operation and control of its processes?
- Y** **N** Do the QMS processes ensure products/services conform to quality standards?
- Y** **N** Does the QMS ensure improvements are implemented to maintain the QMS?
- Y** **N** Has the QMS been effectively communicated to all staff and agents?
- Y** **N** Have the organisation's staff and agents undertaken appropriate QMS training?
- Y** **N** Does the organisation identify and manage the human and physical factors of the work environment required to achieve conformity of product/service?
- Y** **N** Are the outputs (product/service) and the development process documented to enable verification against the specifications?
- Y** **N** Does the QMS identify purchasing requirements including information flows, approval process and limits and verification of purchasing requirements?

Contact us today, and benefit from the expert advice of our accredited business management systems consultants.
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