Sterling International Consulting

ISO Management System

Implementation & Certification Methodology

MyEasy ISO

www.iso-certification.ph

Why Select Sterling as your ISO implementation partner ?

- One of the largest ISO training, implementation, consulting and certification services provider globally.
- Clients in more than 45 countries.
- More than 7,500 successful organizations consulted and trained so far.
- Providing entire range of ISO standards covering ISO 9001, ISO, OHSAS 18001, HACCP, ISO 22000, ISO 17025, ISO 17020, ISO 27001 etc.
- Only ISO consulting company in the world providing free ISO software MyEasyISO to supercharge, automate and enhance your ISO implementation.

ISO Implementation & Certification Steps

1	Awareness Training	6	Internal Audit
2	Business Process Review	7	Management Review
3	Process Design	8	Pre-assessment audit
4	Documentation	9	Certification Audit
5	Implementation	10	Surveillance Audits

1. Awareness Training

Deliverable:

Organization wide awareness about Management System and ISO standard.

Create a motivating environment for ISO implementation.

Separate training session for top / middle & Senior management.

Clarity of purpose and objectives to be achieved.

2. Business Process Review

Deliverable:

Gap Analysis Report covering all applicable ISO Requirements and current status / efforts required

Understanding of all operations of the Organization.

Comparing existing system / processes with requirements of ISO standard.

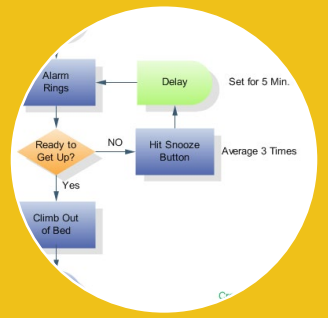
Determining all compliances applicable to your organization.

3. Process Design

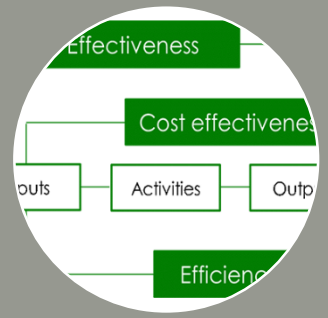
Deliverable:

Finalization of processes and preparation of Process Documentation.

All critical processes identified and finalized.



Processes captured either through SOP or flow chart.



Process input, output, procedure, Risks, KPI identified and documented.

4. Documentation

Deliverable:

A complete ISO system designed, documented, finalized and ready for implementation.

Identification of documentation requirements for all processes defined in earlier stage.

Development of ISO Management System Manual, work instructions, Forms / Templates, Policy, Objectives.

Review, approval and rolling out of approved ISO system to the users.

5. Implementation

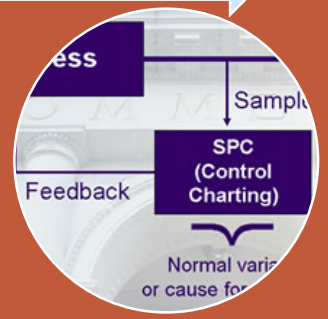
Deliverable:

Processes / Documents developed in the last module implemented across the organization covering all the departments and activities.

Policy, Objectives, Risk & opportunity, KPIs, Communication, Knowledge, process documentation enhancement

Option of MyEasyISO to automate ISO implementation or manual system.

Training on ISO implementation with Individual/process level handholding.



Initiate ISO Management System/ process performance monitoring system

complaint, NC, complaint, feedback, incident, emergency preparedness, training, competence, SOA, service / production.

MyEasy ISO

6. Internal Audit

Deliverable:

A robust internal audit system developed and implemented for the organization.

Internal Auditor Training & Examination.

Internal audit of the organization covering all the departments/processes and operations.

Suggest correction and corrective actions for improvements and closure of audit findings.

7. Management Review

Deliverable:

A formal system of key internal stakeholders reviewing ISO effectiveness and business performance.

Review the Management System to ensure its continued suitability, adequacy and effectiveness.

Plan, conduct, minute Management Reviews and identify improvement opportunities.

Develop action plan and track achievement.

8. Pre-assessment audit

Deliverable:

Comprehensive pre-certification audit conducted to evaluate readiness for the final audit & effectiveness of ISO implementation in the organization.

A replica of final certification audit. Gives rehearsal to employees and confidence to us.

Finds degree of compliance with ISO standard and any improvements required before final audit.

Organization being ready for final assessment.

9. Certification Audit

Deliverable:

Organization awarded ISO certification.

Certification body finalized.

Providing all support for smooth and successful conduct of audit.

Onsite / offsite assistance provided during audit resulting in award of ISO certificate.

10. Surveillance Audits

Deliverable:

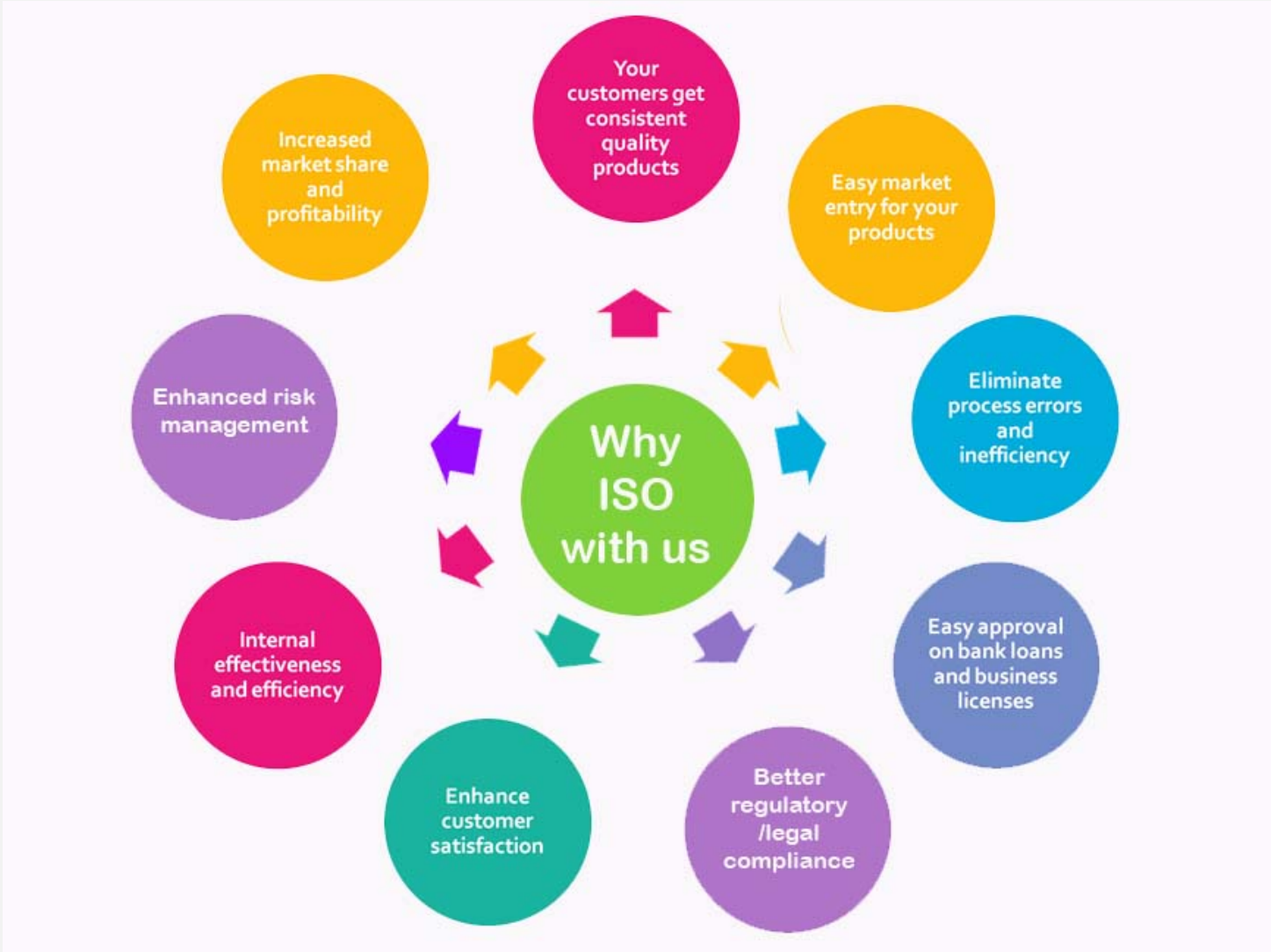
Effective maintenance of ISO ISO in the organization and successful yearly ISO audits.

Yearly training, consulting, implementation, internal audit support.

Assistance during yearly surveillance audits.

Successful completion of yearly surveillance audits / recertification audits & continual improvement.

Benefits of ISO Certification with Sterling



Question – Answer Session & Conclusion

- ISO implementation requires must be considered as a strategic initiative with active involvement of all employees of the organization.
- As our customer, you get complimentary life long free subscription to MyEasyISO software to automate your ISO implementation and maintenance tasks.
- Our globally acclaimed consulting services ensures a **user friendly** yet **comprehensive** and **simple** yet **value adding** ISO for your organization.

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