

ISO Management Systems Implementation Project Plan

Task List for ISO Implementation

Task description	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
PHASE 1: GAP ANALYSIS						
1. GAP analysis audit						
2. Project kick-off meeting and awareness training on ISO standards (requirements)						
3. Implementation training for two ISO champions per department (optional).						
4. Information gathering from core and sub-core processes (current policies, procedures, forms and templates and any other departmental documentation).						
5. Identification of templates and standardisation to be signed and approved by client.						
PHASE 2: SYSTEM DEVELOPMENT						
1. Development of the strategic plan aligned to the context of the organisation.						
2. Mandatory documentation & legal requirements addressed.						
3. Legal Evaluation						
4. Documenting departmental/ divisional documentation (standard operating procedures/ work instructions/ forms & templates).						
5. Quality Control Plan / Environmental Aspects & Impacts / HAZARD Identification and Risk Analysis / IT Operational Controls / Safety Files / Energy Performance Indicators / Critical Control Points - Relevant to the Specific ISO Standard (Risk Assessment phase 2)						
6. Conduct a risk assessment workshop.						
PHASE 3: IMPLEMENTATION						
1. Implementation training (on-the-job training) with all employees.						
2. Internal Auditing and maintenance of system training via e-learning for 2 days Delegates						
3. Analysis of statistical data and update of issue and risk register						
4. Non-conformances and corrective action workshop.						
5. Internal audit conducted.						
6. Assist with management review meeting and follow-up on action items .						
PHASE 4: CERTIFICATION PROCESS						
1. Audit readiness for Stage 1						
2. Assist with Stage 1 audit by certification body and Address areas of concern.						
3. Stage 2 audit by certification body.						
4. Closing of Non-cnformance and Corrective Actions after certification audit.						

Planned
In progress
Completed

• BLUE ITEMS INDICATE THAT TRAINING IS INCLUDED IN THE PACKAGE.

