



ISO 4001

Getting Started

	Internal Activity	External Input
1	Obtain overview / background to the Standard	Publications / conferences
2	Undertake initial Gap Analysis against standard	Obtain copy of the standard
3	Obtain initial executive approval to investigate	
4	Brief Executive Management Team	Engage specialists if required
5	Identify target pilot programme	
6	Nominate pilot leader	
7	Identify key personnel engaged in pilot areas	
8	Undertake awareness & Gap Analysis workshop	Engage with ICW team
9	Evaluate impacts / cost of pilot implementation	
10	Develop benefits analysis	
11	Define scope and cost of assessment	With assessment organisation
12	Obtain executive approval / budget for pilot	
13	Prepare outline process review / evidence	
14	Formalise scope and programme	With assessment organisation
15	Implement detailed process review	
16	Identify action plan	Engage specialist if required
17	Internal audit review	
18	Stage One process assessment	With assessment organisation
19	Implement necessary updates to processes	
20	Prepare detailed evidence	
21	Stage Two assessment of operating processes	With assessment organisation
22	Receive certificate	