

**Step 1:** Obtain the Standard and review information and tools

Once you decide to proceed with certification, you should acquire a copy of the Standard and acquaint yourself with the requirements. In addition, research the wealth of information available in both published and web based formats that can help you navigate and implement the Standard.

**Step 2:** Assemble your team, review ISOQAR training courses and define your strategy

Senior management commitment and involvement is crucial – they decide on the business strategy that needs to be supported by the management system. You may also decide to work with an external consultant to assist with both defining your strategy as well as the actual implementation. You will need to establish a dedicated team to develop and implement the management system, who may require training to equip them with Standard specific knowledge. Visit our website [www.alcumusgroup.com/academy](http://www.alcumusgroup.com/academy) to find out how we can help.

**Step 3:** Develop your management system (documentation and procedures)

Your management system should document all of your organisation's policies and processes for managing its activities. Establishing process performance monitoring, identifying areas of weakness, analysing problems and implementing continual improvement measures allow you to focus on customer and business needs. Procedures describing the key processes of your organisation will help you to establish a culture of best practice within your organisation.

**Step 4:** Implement your management system

Effective communication and appropriate training are key to successful implementation, to ensure that the whole organisation is working in accordance with your procedures. It is important to keep controlled records, so that you can demonstrate how effective your management system is. When your management system has been internally audited, a management review should be conducted and any corrective actions fulfilled to ensure its continuing suitability and effectiveness.

**Step 5:** Consider a pre-assessment

You may choose to opt for a "pre-assessment" to provide you with a preliminary evaluation of your management system, enabling you to identify opportunities for improvement and potential non-conformances before beginning the accredited certification process.

**Step 6:** Book your certification assessment with ISOQAR

Continual improvement is central to the main objectives behind implementing any management system, and its effectiveness depends in part on working with a certification partner who understands the importance of continually looking for opportunities to refine and improve your business operations. We at ISOQAR have an enviable record for customer satisfaction – but don't just take our word for it; visit our website to find out what our clients have to say about our auditing style!

Contact us today for a free, no obligation quotation or to find out how certification can benefit your business  
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