

ISO Certification Planning Guide

Questions an organization needs to ask itself when planning an ISO initiative in order to ensure everyone has a common understanding of the approach being taken and what is important.

1. What Standard(s) are we pursuing?
2. What will be our scope of registration (do we have multiple locations)?
3. If we have multiple locations, will the program be centrally controlled?
4. What time frame do we need to get registered in?
5. Who will be the management representative?
6. Who are the team of people internally that will drive the ISO process?
7. What will be the role of this team?
8. What is our objective in pursuing ISO?
9. What will be our documentation philosophy? (are we looking to only document the minimum required by the standard or define and document all of our processes)
10. Who will be responsible for documenting our processes?
11. What format of documentation will be most effective in our organization?
12. How do we want to manage and control this documentation?
13. How involved in the ISO process will our management team be?
14. Does management want to dovetail the ISO program with other initiatives?
15. Are there strategic, financial and other goals that need to fit with the goals coming out of developing a formalized management system?