UPDATING YOUR MANAGEMENT SYSTEM TO ISO 9001-2000

1	Understand (study and train) the new requirements	Ensure your system team understands the changes from the 1994 to 2000 system standards.
2	Determine the scope of your system and possible exclusions	Parts of element 7 of ISO 9001-2000 are excluded if inessential to fulfill requirements, include outsourcing.
3*	Enable top management to show their commitment	Train top managers and arrange opportunities for them to show how much they care about requirements
4	Assess degree of conformity to ISO 9001-2000	Discover how many of the 41 new requirements already being met by your system
5*	Analyze your core process for converting needs into cash	Reflect the actual business cycle (beyond customer satisfaction) showing the core and support processes
6*	Identify your key processes from the core and support processes	Assign process owners and deadlines (support key processes sustain and improve the core process)
7	Complete the project management plan	To transition to an ISO 9001-2000 certificate with an effective quality management system
8*	Define objectives, inputs, controls and outputs for each key processes	Allow for 2 to 4 hours with each process owner and use deployment flowcharts linking to other QMS documents
9*	Ensure each process definition is reviewed for as-is	Process owners facilitate reviews by process teams and internal customers and reconcile all comments
10	Update Quality Manual to describe your new system	Use the present tense, keep it friendly and brief (consider a brochure) and do not rewrite the standard!
11*	Ensure that your quality objectives are measurable	Include the process objectives and any as required for functions and projects
12*	Make employees aware of the system and its requirements	Led by the top managers and a trained awareness team. Explain policy and promise performance reports.
13	Train the process teams in their new and changed processes	For example: internal auditing, analyzing data, surveying customers, reviewing performance
14	Launch your updated QMS and audit conformity to ISO 9001-2000	Use and improve the QMS to issue performance reports, fulfill the requirements and objectives
15	Arrange your ISO 9001-2000 certification audit	From an accredited and fully independent registrar that is respected by your clientele
16	Measure, analyze and continually improve your updated system	Use six sigma, lean and other techniques to hasten the rate that your core process adds value

* Actions completed if system built per www.aworldofquality.com

Transition Services by leaders in the Process Approach