

Self Assessment



See below a simplified summary of the requirements for your organisation to establish what is required to achieve and maintain management system certification.



PLAN - Get ready!

- Obtain the relevant ISO/AS management system standard/s
- Ensure top management (Directors, CEOs, Owners, Senior Management) are ready to lead the process
- Identify the person/s responsible for the design, development and implementation of the management system
- Understand the needs of internal and external interested parties
- Identify business/organisation critical processes - inputs and outputs
- Determine and document the scope of the management system
- Identify objectives
- Determine process risks and opportunities



DO - Build new, or review existing management systems

- Create and organise mandatory documentation required by the standard e.g. system scope, policies, objectives
- Define critical process inputs and outputs, know how these interact with each other and be able to monitor their performance
- Management review and internal audit processes in place
- Train your people in the requirements of your management system
- Communicate the relevant management system requirements to people in the business
- Take the required actions to address the identified risks and opportunities



CHECK - The beating heart of the management system processes

- Process performance monitoring
- Review objectives
- Management review completed
- Internal audit program completed



ACT - After attention to the above it's time to take the necessary steps to have your management system ready for the certification process!

- Make necessary changes to your management system to meet the standard requirements and objectives
- Plan dates for your initial assessments, confirm these directly with your QMS assessor

QMS guides businesses through continual improvement.

If you have any questions please contact us on 1800 065 800 or info@qms.com.au

www.qms.com.au

QMS

Certification
Services