

Welcome to ISO 9001:2008

Coming Soon: Gap Analysis

The next step in our ISO 9001:2008 Project is to conduct a "Gap Analysis".

This is an evaluation of our current processes to see what we have in place that already meets the requirements of ISO 9001:2008, and what we will need to do to meet the rest of the requirements.

People from our company will be coming to all departments and asking how you do things. They will want to see procedures and records so they can evaluate the current method of doing things against the requirements of the standard. This information will help us plan our ISO 9001:2008 Project.

Introducing our Quality Policy

Top Management has developed a Quality Policy to describe our commitment to providing quality products and service to our customers. How does your work contribute to meeting our quality policy? Each and every individual has an impact on quality of the product and service we deliver

After the Gap Analysis...

When we have completed the Gap Analysis we will put together a plan to address the requirements of ISO 9001:2008. This plan will include outlining new ways of doing things, and documenting procedures and work instructions.

Many employees will be involved in this effort. We have established a Steering Team to lead the effort. The Steering team

will be creating Point Teams to identify how to meet requirements in different areas, and documenting the new way of doing things in Procedures and Work Instructions.

ISO 9001 Highlights: Things that you will be hearing about as we proceed with this project....

Procedures

Procedures will be written to describe how a process is done. For example, a Purchasing Procedure will be written to describe the overall purchasing process. When detailed instructions are needed, a Work Instruction will be written.

Work Instructions

Work Instructions are written to describe how to do a task or process. In the example above, a procedure is written describing the overall purchasing process. A work instruction would be written to describe how to enter orders into the purchasing system

