
Implementing ISO 9001:2015 – An Easy Approach

Dear Friends,

1. Welcome to the world of **ISO 9001:2015** - a Work Culture for managing Quality.
2. Your decision to go for ISO 9001 means you want Systematic approach in your working with a focus on your Customers.
3. Study Your **Quality Policy**. It states that you will do your work to Satisfy your Customers. Also, you will check all your work / actions and bring Improvement in your work style. Decide how can you do these 2 things?
4. ISO is not a burden. It is Your System for Your Benefit.
5. When you go for ISO, you don't have to Change your present system, but modify slightly as per the guidelines given to you.
6. Understand the Context [External & Internal Setting] of your Organization Implementing ISO means doing everything as per what is written in the "Manual" - **Read it carefully**. Maintain Records of actions taken, in the formats given.
7. Understand the PROCESS of your concern depending on what work you do, determine the Risks and Opportunities & follow the instructions from your Boss.
8. Understand your responsibility and carryout your all work as per the schedule given to you, with utmost care and sincerity.
9. When you find something is **not** working as per what is written in the "Manual", inform your Boss. This may be Nonconformity. Such things **MUST** be written in the Register – "Record of Nonconformity".
10. When something is **not OK**, don't neglect. Check why? Find the main cause and try to correct the fault. **Record everything** in this register, what you plan to do to remove the fault. Check your actions periodically, for continued effectiveness.
11. Don't neglect any complaint from your Customer. Understand the problem and try to solve it as per the stipulated Guidelines. In difficulty, discuss with your boss.
12. When somebody asks you about your work, don't get upset. Explain properly. Show the records. If asked, tell how you deal with problem when it comes.
13. When you are deputed for training, take it seriously and score good marks. Show your Boss, how the training is useful to improve your work efficiency.
14. Review your work periodically and see if everything is OK. If YES – **Good**. If NO, check why? Find solution, inform your boss and go ahead.
15. Take Pride in following ISO approach. Enjoy working and Improve your **IMAGE**.

BEST OF LUCK