Business Support Packages
Getting Ready for ISO 9001: 2015 QMS

Organisations often miss out on important contracts, tenders, funding and grants because they do not have a quality management system. ISO 9001 is the internationally recognised quality management standard that can benefit any size organisation. iFreelance also implements ISO 14001 (EMS) and ISO 45001 (WHS) in a similar manner as described below.

This package will help your business prepare for ISO certification for the first time. It will require a commitment of time by the business for regular meetings, exchange of information and ability to assist in provision of business-specific information required to develop internal processes. This package includes:

Quality Systems Audit

- Desktop Quality Audit – a comprehensive health check of current practices
- Onsite Quality Audit – audit of operational practices
- Gap Analysis – report identifying the gaps between current practice and ISO requirements
- Timeframe – agree timeframe for implementation and allocation of responsibilities

Quality Management System (QMS) Design

Working with your nominated representative/s, development and delivery of the QMS to meet specific ISO 9001 requirements including:

- Strategic planning session with senior management (Vision, Mission, SWOT)
- Interested Parties Register
- Quality Manual, Quality Policy and Quality Objectives
- Compliance Register
- Opportunities and Risk Register
- Monitoring and Measurement
- Training, Awareness and Competence
- Design Process
- Control of Documents and Records
- Corrective Actions and Continual Improvement
- Communication Systems
- Sub-Contracting and Purchasing
- Change Management
- Job Descriptions
- Internal Audit Program
- Management Review Process
- Customer Satisfaction
- Copy of the ISO Standard licenced to your business

Training & Support
- Introductory training session for you and your staff
- Ongoing coaching to your quality representative/s throughout the project
- Agreed period / hours support post-implementation

Please contact iFreelance to discuss your quality management needs.