



Tutorial 24 ISO light management system



“ many companies are ,as we say in the Netherlands ‘tussen tafellaken en servet’ ”

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In this tutorial, we will support you to create an ISO light management system as a first step to ISO 9001 certification.

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management of management systems

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Before starting*.

- Check if your company needs to formalize the current management system.
- Assign responsible and operational manager.
- Learn about ISO 9001:2015.
- Execute and print “[ISO light assessment](#)” or CIG023.
- Plan and perform an audit based on chapter 8 of ISO 9001:2015.**
- Arrange a meeting with your management team.
- Decide the path and speed to create an ISP light management system.

* Look for internal or external support.

** more info tdkmoms audit programs ([link](#))



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Decide the path and speed to create an ISP light management system.

- Create an ISO light plan & planning.*
- Plan follow-up actions ISO light assessment (if any).
- Plan follow-up actions Audit chapter 8 ISO 9001:2015 (if any).
- Plan follow-up actions ISO light documented management systems.
- Create and plan internal audit program (paragraph 9.2 ISO 9001:2015).
- Create and plan management review (paragraph 9.3 ISO 9001:2015).

*check for support understanding/iso year plan & planning ([link](#)) or contact for support.



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Create an ISO light plan & planning.

- Discuss and assign responsible staff to ISO light or CIG023.
- Plan intake meeting with staff and discuss content.
- Plan time to prepare assessment and discuss deliverables.
- Plan actual assessment and create follow-up actions.
- Plan time to follow-up actions*.
- Plan second assessment and complete ISO light.
- Discuss final result with relevant stakeholders.

*actions can be time consumin.



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Plan and perform an audit based on chapter 8 of ISO 9001:2015*.

- Discuss and assign (external) qualified auditor.
- Plan audits for 8.2 (customer & product), 8.3 (R&D), 8.4 (procurement) & 8.5 (production & services).
- Plan time to prepare audits and discuss deliverables with auditees.
- Plan actual audits and create follow-up actions.
- Plan time to execute follow-up actions (audit findings).
- Plan follow-up audits and close findings.
- Discuss final result with relevant stakeholders.

*review tutorial 16 implementing an audit program ([link](#)),



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Finally Remember:

- Do not change your company to please your ISO light assessment or audit results.
- Look for the right moment and discuss motivation with relevant stakeholders.
- Make sure that assessment and audits are performed by experienced and qualified persons.