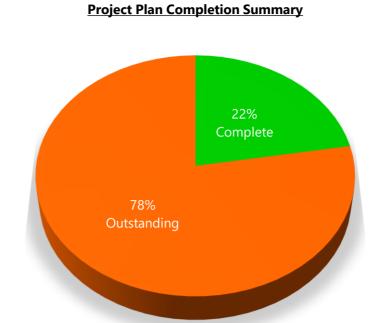
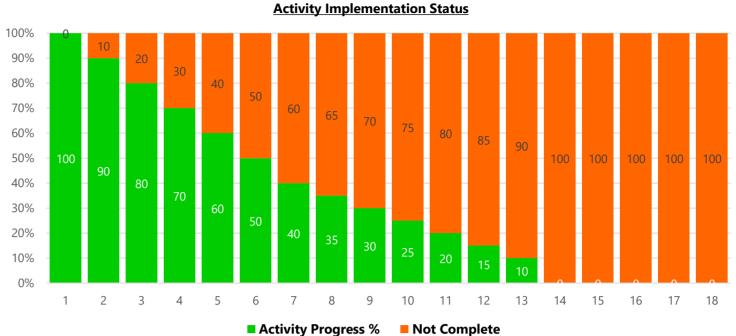
ISO 9001:2015 & ISO 14001:2015 Project Plan

This project plan schedules the primary steps along a broad, 52-week timeline for the development and implementation of an evironmental and quality management system, in order to achieve certification to ISO 9001:2015 and to ISO 14001:2015. There are 18 primary activities, to be undertaken over a 52 week duration.

Instructions:

- 1. Enter start date in I14 Note: Date must be a Monday!
- 2. Set the 1st planned start date in Column D
- 3. Set the planned finish date in Column E
- 4. Duration days (Column F) and the duration bars are shaded based on the dates entered
- 5. Do not enter data in Column F, H or I15 onwards
- 6. Form an EQMS Implementation Team and begin the first activity. Enter the estimated level of progress in Column G
- 7. Once the activity has finished, review and complete the 'implementation checklist'. Update Column G to 100%
- 8. Record the estimated % progress of each activity in Column G
- 9. The implemtation checklists in Column C are hyperlinked to the checklist files located in the 'Project Plan & Implementation' folder. If you move the checklists or plan out of this folder, ensure you re-establish the hyperlinks





Activity Progress % Not Compl	le
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9. The	mplemtation checklists in Column C are hyperlinked to the checklist files located in the 'Project l	Plan & Implementation' folder. If you move the checklists or plan out of this folder, ensure you re-establish the hyperlink							Week 1		Week 2			Week 3			Wee	K 4		Wee	-		Week 6		I C M T M			
								M T W	T F			M T W T F S		7 W T			X 23 23	F S 23	S M	0 8 8 8	FS	S M T	W T F	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	M T W	23 ==		
Step	Activity	Implementation Checklist	Start Date	Finish Date	Duration (Days)	Activity Progress %	Not Complete	17-Jul-2 18-Jul-2 19-Jul-2	20-Jul-2 21-Jul-2	22-Jul-2 23-Jul-2 24-Jul-2	25-Jul-2 26-Jul-2	27-Jul-2 28-Jul-2	30-Jul-2 31-Jul-2	01-Aug-	04-Aug- 05-Aug-	07-Aug-	09-Aug-7	11-Aug-,	13-Aug- 14-Aug-	16-Aug- 17-Aug-	18-Aug-	20-Aug- 21-Aug- 22-Aug-	23-Aug- 24-Aug-	25-Aug- 26-Aug- 27-Aug-	28-Aug-	31-Aug-		
1	Top management must ensure the resources and finances to support the EQMS are available	Step 01 - Assign Resources and Budget.docx	12-Aug-23	24-Aug-23	9	100	7																					
2	Purchase and read copies of ISO 9000:2015, ISO 9001:2015 and ISO 14001:2015	Step 02 - Adopt the Standards.docx	19-Aug-23	30-Aug-23	8	90	7																					
3	Use the presentations to provide an overview of ISO 9001 and ISO 14001 to key personnel	Step 03 - Create EQMS Awareness.docx	26-Oct-23	20-Nov-23	18	80	⇒																i					
4	Conduct a gap analysis of your current management system	Step 04 - Gap Analysis and Action Plan.docx	16-Nov-23	07-Feb-24	60	70	⇒																i					
5	Undertake the 1st management review and select a Certification Body	Step 05 - Management Review 1.docx	01-Feb-24	12-Feb-24	8	60	⇒																					
6	Commence work on rectifying the identified gaps	Step 06 - Begin Closing the Gaps.docx	08-Feb-24	19-Mar-24	29	50	⇒																					
7	Establish the strategic direction of your company	Step 07 - Strategic Direction & Scope.docx	15-Mar-24	26-Mar-24	8	40	71																i					
8	Establish and communicate the EQMS policy, objectives and performance indicators	Step 08 - Policy, Objectives & Indicators.docx	22-Mar-24	02-Apr-24	8	35	R																					
9	Implement the supporting processes and procedures	Step 09 - Supporting Processes & Procedures.docx	29-Mar-24	29-May-24	44	30	Я																					
10	Use the presentations and select external training providers to begin internal auditor training	Step 10 - Train Internal Auditors.docx	03-May-24	11-Jun-24	28	25	Я																					
11	Undertake the 2nd management review and amend the quality manual template	Step 11 - Management Review 2.docx	31-May-24	18-Jun-24	13	20	\$																					
12	Begin internal auditing (ISO 9001:2015/ISO 14001:2015 Clause 9.2)	Step 12 - Begin Internal Auditing.docx	14-Jun-24	23-Jul-24	28	15	Ψ.																i					
13	Implement the corrective actions from Step 12	Step 13 - Implement Corrective Actions.docx	12-Jul-24	30-Jul-24	13	10	Ψ																					
14	Undertake the 3rd management review	Step 14 - Management Review 3.docx	26-Jul-24	06-Aug-24	8	0	Ψ																					
15	Conduct a 1st Stage audit readiness review	Step 15 - Conduct a Readiness Review.docx	02-Aug-24	27-Aug-24	18	0	Ψ																					
16	Certification Body 1st Stage Audit. Address 1st stage audit findings	Step 16 - Certification Body 1st Stage Audit.docx	30-Aug-24	24-Sep-24	18	0	Ψ																i					
17	Certification Body 2st Stage Audit. Address 2nd stage audit findings	Step 17 - Certification Body 2nd Stage Audit.docx	13-Sep-24	01-Oct-24	13	0	Ψ																					
18	Certification Body to verify and close-out 2nd stage audit findings and award certification	Step 18 - Verification & Certification.docx	27-Sep-24	08-Oct-24	8	0	Ψ																1					
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