www.iso-9001-checklist.co.uk

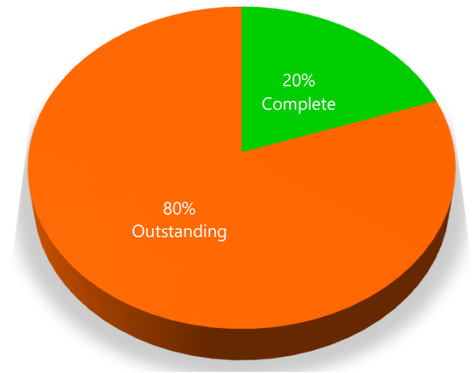
ISO 9001, ISO 14001 & ISO 45001 Project Plan

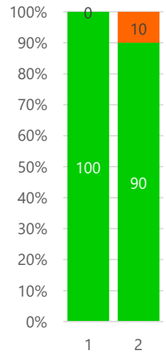
This project plan schedules the primary steps along a broad, 52-week timeline for the development and implementation of a health, safety, evironmental and quality management system, in order to help achieve certification to ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018. There are 18 primary activities, 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 HSEQMS 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

Project Plan Completion Summary





18 Activities			Planned			Actual		Week 1							Week 2							Week 3							Week 4						
								M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Step	Activity	Implementation Checklist	Task Start	Task End	Task Duration	Task Progress	Not Complete	27-Nov-23	28-Nov-23	29-Nov-23	30-Nov-23	01-Dec-23	02-Dec-23	03-Dec-23	04-Dec-23	05-Dec-23	06-Dec-23	07-Dec-23	08-Dec-23	09-Dec-23	10-Dec-23	11-Dec-23	12-Dec-23	13-Dec-23	14-Dec-23	15-Dec-23	16-Dec-23	17-Dec-23	18-Dec-23	19-Dec-23	20-Dec-23	21-Dec-23	22-Dec-23	23-Dec-23
1	Top management must ensure the resources and finances to support the HSEQMS are available	Step 01 - Assign Resources & Budget.docx	12-Aug-23	24-Aug-23	9	100	↗																												
2	Purchase and read copies of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018	Step 02 - Adopt the Standards.docx	19-Aug-23	30-Aug-23	8	90	↗																												
3	Use the presentations to provide an overview of ISO 9001, 14001 and 45001 to key personnel	Step 03 - Create HSEQ Awareness.docx	28-Aug-23	20-Nov-23	61	80	→																												
4	Conduct a gap analysis of your current management system	Step 04 - Gap Analysis & Action Plan.docx	06-Nov-23	07-Feb-24	68	70	→																												
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	↘																												
8	Establish and communicate the HSEQ policy, objectives and performance indicators	Step 08 - HSEQ Policy, Objectives & Indicators.docx	22-Mar-24	02-Apr-24	8	30	↘																												
9	Implement the supporting processes and procedures	Step 09 - Supporting Processes & Procedures.docx	29-Mar-24	29-May-24	44	20	↓																												
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	10	↓																												
11	Undertake the 2nd management review and amend the HSEQ manual template	Step 11 - Management Review 2.docx	31-May-24	18-Jun-24	13	0	↓																												
12	Begin internal auditing (ISO 9001, ISO 14001 and ISO 45001 Clause 9.2)	Step 12 - Begin Internal Auditing.docx	14-Jun-24	23-Jul-24	28	0	↓																												
13	Implement the corrective actions from Step 12	Step 13 - Implement Corrective Actions.docx	12-Jul-24	30-Jul-24	13	0	↓																												
14	Undertake the 3rd management review	Step 14 - Management Review 3.docx	26-Jul-24	06-Aug-24	8	0	↓																												
15	Conduct a 1st Stage audit readiness review	Step 15 - Conduct a Readiness Review.docx	02-Aug-24	27-Aug-24	18	0	↓																												
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	↓																												
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	↓																												
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	↓																												
19					0	0	↓																												
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