Fast Track (60 days) - ISO 9001:2000 Certification project plan / schedule for small organisation having less than 35 employees (Exclding Design /R&D function) and for one site / single location.

Sr.	Activities	Sub-Activities	Days /	Steps	Days
#	(Process base approach)	(Department menas all	hrs /	wise	from
		processes within that dept.)	Steps	days	Start
1	Training	a -Awareness batch-1 for CFT	1 D	T - 1	#1
	a - Awareness (AW) - CFT & d- for all	b -Documentation - for CFT	1 D	T - 2	#2
	b - Doc. & c - Internal Auditors - for	c -Internal Auditors - for CFT	2 D	T - 3/4	3 & 4
	main Cross Functional Team (CFT)	Max. 7 days from starting.			
	e - Lead Auditor for MR & two more	d-Awareness batches-2/3-for all	1/2 D	T-5/6	18/19
	{Responsibility -1- Trainer- SSQMI	e-Lead Auditor (optional) for MR	5 D	T-11	22/26
	2 - Facility for training - Organisation}	Max. 30 days from starting.			
2	Documenting Quality Mgt. System	1- Top Mgt -Scope, policy etc.	4 Hrs	C-1	#5
	& Guidance / Consultation for same	2 - QA / ISO - MR - IA & MRM etc.	4 Hrs	C-1	#5
2-a	Initial Documentation (Revision = 00)	3 - Marketing / Sales	1 D	C-2	#6
	1) Scope of Quality Mgt. System	4 - After Sales / Servicing etc.	1 D	C-3	#8
	2) Exclusion/s - if any with justification	5 - Manufacturing / Operation	1 D	C-4	#9
	3) Quality Policy, 4) Quality Objectives	6 -Quality Control, N/C Products	1 D	C-5	#10
	5) Mandatory Six System Procedures,	7 - Maintenance & Calibration	1 D	C-6	#11
	6) Dept. - Procedures, Process Flow	8 - Purchase & Stores	1 D	C-7	#12
	Chart, Work Instruction, Check-list,	9 - HR / Training	4 Hrs	C-8	#13
	Diagram etc., 7) Formats & etc.	10 - Product & Process Trend	4 Hrs	C-8	#13
	Responsibility for 1-Doc. Preparation-	(Statistical Analysis)			
	Organisation & 2 - Guiding - SSQMI	11 - Out-sourcing, if any (BPO)	3 Hrs	C - 9	#15
	[With help of SSQMI's standard	12 -Handling Customer Property	3 Hrs	C - 9	#15
	sample Manual, available for	13 - Soft Data Back-up	2 Hrs	C - 9	#15
	sale @ Price Rs. 15,000/- + Tax	Max. 15 days from starting.			
2-b-1	1 - Document Review [3 Days]	1- Top Mgt - as per ISO Clause 5	5 D	3 D	6 to 11
2-b-2	2 - Document Approval [1 Day]	2 - QA / ISO - MR - IA & MRM	5 D	1 D	6 to 11
	By respective Head Of Depts	3 - Marketing / Sales	5 D		8 to 12
2-b-3	3 - Effective Date of Implementation	4 - After Sales / Servicing etc.	5 D	1 D	9 to 13
	of Documented System [1 Day]	5 - Manufacturing / Operation	5 D		10 to 15
	i. e. - from next day of approval	6 -Quality Control, N/C Products	5 D		11 to 16
	{Responsibility - Organisation}	7 - Maintenance & Calibration	5 D		12 to 17
		8 - Purchase & Stores	5 D		13 to 18
		9 - HR / Training	5 D		15 to 19
		10 - Product & Process Trend	5 D		15 to 19
		(Statistical Analysis)			
		11 - Out-sourcing, if any (BPO)	5 D		16 to 20
		12 -Handling Customer Property	5 D		16 to 20
		13 - Soft Data Back-up	5 D		16 to 20
		Max. 21 days from starting.			
2-c	Effective Implementation of System	Effective Implementation &	30 D		12 to 41
2-c-1	1 - Conduct Customer Satisfaction	maintenance of ISO system			
2-c-2	Survey (CSS), 2 - Analysis of CSS	required for the duration /years,			
2-c-3	3 - Analysing customer complaints.	till Organisation wish to			
2-c-4	4 -Evaluation of Suppliers, 5-Process,	maintain ISO Certificate			
2-c-5	Product trend, statistical analysis etc.				
	{Responsibility - Organisation}	Max. 45 days from starting.			
2-d-1	1- Quality System Audits of all dept.	1- Top Mgt - as per ISO Clause 5	2 Hrs		#43
	First Internal Audit after 30 days from	2 - QA / ISO - MR - IA & MRM	2 Hrs		#43
	system implementation date & then	3 - Marketing / Sales	2 Hrs		#43
	regularly audit Quality System, every	4 - After Sales / Servicing etc.	2 Hrs		#44
	30 to max.180 days for all depts.	5 - Manufacturing / Operation	2 Hrs		#45
	Responsibility for Internal Auditing -	6 -Quality Control, N/C Products	2 Hrs		#46
	Organisations trained auditors.	7 - Maintenance & Calibration	2 Hrs		#47
2-d-2	2-Corrective Actions - approx. 2 Days	8 - Purchase & Stores	2 Hrs		#48
	Responsibility for Corrective Actions	9 - HR / Training	2 Hrs		#50
	on Non-conformance - Auditee Dept.	10 - Product & Process Trend	2 Hrs		#50
2-d-3	Guidance on closing of N/c's	(Statistical Analysis)		C -10	#54
	(Verification of Corrective Actions)	11 - Out-sourcing, if any (BPO)	2 Hrs		#51
	max. 2 to 4 hours for all depts. N/c's.	12 -Handling Customer Property	2 Hrs		#51
	(Responsibility :- SSQMI)	13 - Soft Data Back-up	2 Hrs		#51
		Max. 55 days from starting.			
2-e	Management Review Meeting	MRM after Internal Audits only	3 Hrs	C-10	#54
	{Responsibility - Top Mgt.}	Max. 55 days from starting.			
3	ISO Certification				
3-a	1st Stage Audit (Documentation)	On-site Doc. Audit (After all	1 D	CB-1	#22
	{Responsibility - Certification body	docs. approved & effecive)			
	& Coordination by MR / Top Mgt.}	Max. 30 days from starting.			
3-b	2nd Stage Audit (On-site)	On-site compliance Audit & ISO	4 MD	CB-5	57, 58
	4 man-days = 2 auditors for 2 days	Certiifcation recommendation			
	{Responsibility - Certification body	Only after 1st MRM			
	& Coordination by MR / Top Mgt.}	Max. 60 days from starting.			
3-c	Audit Report review & approval	Minimum 1 day after 2nd stage	1 D	CB-6	#60
	& ISO Certificate Issue	(Max. 30 days depends on CB)			
	{Responsibility -Cert. Body/ CB}	Max. 60 to 90 days from start			

Week	Days	Day no.
Week - 1	M T W T F S S	1 2 3 4 5 6 7
Week - 2	M T W T F S S	8 9 10 11 12 13 14
Week - 3	M T W T F S S	15 16 17 18 19 20 21
Week - 4	M T W T F S S	22 23 24 25 26 27 28
Week - 5	M T W T F S S	29 30 31 32 33 34 35
Week - 6	M T W T F S S	36 37 38 39 40 41 42
Week - 7	M T W T F S S	43 44 45 46 47 48 49
Week - 8	M T W T F S S	50 51 52 53 54 55 56
Week - 9	M T W T	57 58 59 60