It is a daunting task to attain a high quality ISO management system and conduct a comprehensive audit for ISO 9001. To help organizations successfully complete this process of ISO certification, here are a few useful tips that can assist you in getting the job done.

**Tip 1: Document only when it is needed**

ISO 9001:2015 focuses less on documentation and hence it is important to make a list of only the required documents in the start. Do not waste your time on unnecessary documentation. Prepare and double-check your documented information before the audit and do not try to hide the shortcomings. Make them a part of your documented information as Corrective Actions.

**Tip 2: Know your Organization’s “Quality Policy”**

Be aware of what quality policy your organization follows and what its quality objectives are. Quality objectives can vary according to organizational functions such as customer satisfaction, efficiency and effectiveness, financial, production, environmental goals, etc.

**Tip 3: Keep your Employees well informed and Trained**

Make sure that every employee is trained to do the job according to the requirements of ISO 9001:2015. Employees should know about routine procedures such as how to receive work, write a proposal, How to handle label and handle information, etc.

**Tip 4: Make Flowcharts**

A flowchart is an easy way to understand and explain the interaction between processes and decisions. They show how processes (commonly known as activities) relate to each other and how to carry out work instructions as procedures. Make as many flowcharts as you require to aid you in understanding the work flow and decision-making process.

**Tip 5: Select the Right Consultant**

It is important for all the right reasons to hire an ISO 9001 consultant that can help you achieve its certification. Firstly, they have the right amount of experience in this field and secondly they help you achieve the certification within a given timeframe. A good consultant will help you plan and organize the activities, assess your current processes and review all requirements for your ISO 9001:2015 QMS certification. They suggest you on improvement of your operations and in scheduling the changes for implementing these improvements. Moreover, a consultant can also help you prepare the QMS documentation. Pick a consultant with real world experience and good credibility to help you kick-start your certification process.

**Tip 6: Prepare yourself for the Audit**

ISO 9001 audits put more responsibility on the management than the workers as many of its requirements relate to managerial activities. Every ISO 9001 audit covers customer feedbacks, goals and objectives, management reviews, internal audit to verify the correction of previous audit nonconformities, corrective actions, etc. Below are some do’s and don’ts that you must adhere to during an external audit.

**Audit Do’s:**

* Make a positive impression
* Remain courteous and professional
* Minimize distractions in work area such as phones and pagers
* Respond briefly to questions
* Ask for clarification of a question when in doubt
* Keep your important documents in easy reach for reference

**Audit Don’ts:**

* Lie
* Criticize
* Argue
* Take short cut with procedures
* Keep outdated versions of documents
* Allow distractions