Points to Discuss

1. Should we start documentation keeping in view ISO 9001:2008 (QMS) certification or just document our procedures initially? ISO9001:2008 (QMS). Ahsan.
2. Which company is to be certified: Workmatec OR Workplains? Workplains. Ahsan.
3. Company to be certified is registered or not? Yes. Ahsan.

If ISO certification then:

Benefits:

* Better relationship involving all staff, customers and suppliers
* Customer satisfaction via meeting customer requirements and exceeding expectation
* Legal compliance by a better understanding of relevant statutory and regulatory requirements
* Better identification and control of business risks
* Business credibility and quality reputation
* ISO 9001 is flexible enough for any organization that wishes to improve how it operates and manages on a day to day basis, regardless of size or industry sector.

Following will be our path and my queries:

1. Who has the signing authority for day to day tasks? Plz recommend. Ahsan.
2. Who finalize purchasing? Bilal and myself. Ahsan.
3. Word/Excel to be used for all types of templates/procedures. If any software then it will be better. Plz use Workmatec. Ahsan.
4. We will place our docs in SharePoint server otherwise VSS is the better option. Plz recommend. Ahsan.
5. Numbering scheme and versioning is to be finalized.
6. First we will make training templates. I have given sample procedure/templates to Bilal for approval/review.
7. Basic ISO (QMS) training will be given to all the employees – it will be better if Ahsan sahib present. I would luv to sit in just do ket ne know when? Ahsan
8. Training effectiveness will be checked with in a week.
9. Organizational Hierarchy is to be finalized. Plz check with Bilal. Ahsan
10. Job Descriptions of all the positions to be created and office handbook – very important task.
11. Departments Template will be created in following order. We have to finalize number of departments first:
    1. Software Development
    2. Management Representative
    3. Human Resource and Admin
    4. Business Development
    5. Quality Assurance
    6. System Support and Networking
    7. Customer Services – Handled by Dev or BD or both?
12. Creation of SOP’s
13. Creation of Quality Procedures, Quality Policy and Quality Manual.
14. Quality Objectives of every department are to be created.
15. For any query I will visit DAS Pakistan for resolving problems. I have already talked there about my working in Workplains. Insha Allah they will cooperate and we will get our final audit from them.

These are the main points/path. I will update if anything come to my mind.