# Steps to create your management system

With QMS, your management system could be completed in as few as 30 days. To show you the road ahead, here's an overview of what to expect.



## Signing up

If you're happy with this quote, we'll send you our New Service Form. You will need to fill this out and pay the fee for the service. Once this is returned to us, along with your signed agreement, we can get the ball rolling!



#### **Get connected**

Once you're signed up, we'll give you access to our cloud-based management system platform, QMS Connect. This is a secure place to store, update and archive your documents, and it also has templates, tutorials and a support system to help you manage your ISO compliance.



### **Booking**

Our Booking Team will get in touch to put your first consultation in the calendar. This could be an on-site visit or a remote consultation with one of our experts. To prepare, you can work through an ISO/BS checklist available on QMS Connect, but this isn't necessary if you don't have time.



### Consultation

Your consultant will work through the ISO/BS checklist and the requirements of your ISO. Their findings will be written up into a gap analysis report and published on QMS Connect. To get your certificate, you will need to make any changes the consultant recommends.



## Management system

Your consultant will create your bespoke management system based on the information they gathered at your consultancy. This will be made available on QMS Connect.



## Follow-up visit

Your consultant will arrange a follow-up visit to see what changes you have made and establish if you meet the ISO's requirements. They'll also provide some guidance on your management system and answer any questions you may have.

