# Steps to 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 required deposit. Once this is returned to us, 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.



# **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, 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. You will then be given time to make the 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.



### **Compliance check**

We'll arrange a follow-up visit with a consultant to ensure the changes you have made meet the ISO's requirements and that you understand how to operate your management system. This is important because at least one internal audit and one management review will need to be completed ahead of your UKAS stage one audit.



## UKAS stage one audit

With your management system up and running, it's time to approach your chosen UKAS body and arrange your stage one audit. If you'd like help answering any technical questions; for a fee, you can book your QMS consultant to attend too. The UKAS body will review your system and create an audit plan containing any areas of concern. You will need to address these before the UKAS stage two audit.



## **UKAS** stage two audit

The UKAS body will return to check that you have addressed any areas of concern highlighted at the stage one audit. If they are satisfied you will then be recommended for certification.

