ISO 9001:2026 Implementation Plan

52-week programme for establishing, implementing and certifying a Quality Management System to ISO 9001:2026

Step	Phase	Activity	Clause (ISO 9001:2026)	Owner	Predecessors	Implementation Checklist	Start Date	Finish Date	Duration (days)	Progress %	Status	Milestone
1	Initiate	Top management commits to the QMS, assigns resources, appoints QMS Lead and forms QMS Implementation Team	5.1, 5.3, 7.1	Top Management		PR001-Step-01_Assign_Resources_Form_QMS_Team.d	4 May 2026	15 May 2026	10	100%	Complete	N
2	Initiate	Obtain ISO 9001:2026 and build core team knowledge of the standard	7.2, 7.3	QMS Lead	1	PR002-Step-02_Adopt_ISO_90012026.docx	11 May 2026	29 May 2026	15	75%	Overdue	N
3	Plan	Determine external and internal issues, including climate context (per Clause 4.1)	4.1	QMS Lead	2	PR003-Step-03_Determine_Context.docx	18 May 2026	12 Jun 2026	20	50%	Overdue	N
4	Plan	Identify interested parties, their relevant needs and expectations, and which are tracked as requirements	4.2	QMS Lead	3	PR004-Step-04_Interested_Parties.docx	25 May 2026	19 Jun 2026	20	25%	Overdue	N
5	Plan	Determine and document the QMS scope, boundaries, applicability, and process architecture	4.3, 4.4	QMS Lead	3,4	PR005-Step-05_Define_QMS_Scope.docx	8 Jun 2026	19 Jun 2026	10	2%	Overdue	N
6	Plan	Deliver QMS awareness briefing to all personnel within scope (purpose, policy, contributions)	7.3	QMS Lead	5	PR006-Step-06_QMS_Awareness.docx	15 Jun 2026	3 Jul 2026	15	0%	Overdue	N
7	Plan	Conduct gap analysis against ISO 9001:2026 requirements to identify priority remediation	9.3 input	QMS Lead	5	PR007-Step-07_Gap_Analysis.docx	22 Jun 2026	17 Jul 2026	20	0%	Overdue	Y
8	Plan	Determine risks and opportunities from context, interested parties and key processes	6.1	QMS Lead	3,4,7	PR008-Step-08_Risks_and_Opportunities.docx	13 Jul 2026	7 Aug 2026	20	0%	Overdue	N
9	Plan	Establish, communicate, and approve the quality policy	5.2	Top Management	3,7	PR009-Step-09_Quality_Policy.docx	27 Jul 2026	14 Aug 2026	15	0%	Overdue	N
10	Plan	Set quality objectives at relevant functions and levels; develop action plans to achieve them	6.2	QMS Lead	8,9	PR010-Step-10_Quality_Objectives.docx	3 Aug 2026	28 Aug 2026	20	0%	Overdue	N
11	Plan	Define roles, responsibilities and authorities across the QMS	5.3	Top Management	5	PR011-Step-11_Roles_and_Authorities.docx	27 Jul 2026	7 Aug 2026	10	0%	Overdue	N
12	Plan	1st Management Review and Certification Body selection	9.3	Top Management	7,9,10,11	PR012-Step-12_1st_Management_Review_and_CB_Sele	24 Aug 2026	4 Sep 2026	10	0%	Overdue	Y
13	Do	Close priority gaps identified in gap analysis and early planning	10.1	QMS Lead	7,12	PR013-Step-13_Close_Priority_Gaps.docx	24 Aug 2026	27 Nov 2026	70	0%	At Risk	N
14	Do	Establish competence requirements, training programme and awareness records	7.2, 7.3	HR / QMS Lead	11	PR014-Step-14_Competence_and_Training.docx	17 Aug 2026	16 Oct 2026	45	0%	Overdue	N
15	Do	Establish internal and external communication processes (what, when, with whom, how)	7.4	QMS Lead	9	PR015-Step-15_Communication.docx	31 Aug 2026	16 Oct 2026	35	0%	Overdue	N
16	Do	Establish control of documented information (creation, update, access, distribution, retention, disposal)	7.5	QMS Lead	11	PR016-Step-16_Documented_Information.docx	31 Aug 2026	23 Oct 2026	40	0%	Overdue	N
17	Do	Establish QMS resources — infrastructure, work environment, monitoring and measuring resources	7.1.3, 7.1.5	Operations	12	PR017-Step-17_QMS_Resources.docx	7 Sep 2026	30 Oct 2026	40	0%	At Risk	N
18	Do	Establish process for planning of changes to the QMS (purpose, consequences, integrity, resources, communication, effectiveness monitoring, review of results)	6.3	QMS Lead	12	PR018-Step-18_Planning_of_Changes.docx	14 Sep 2026	16 Oct 2026	25	0%	Overdue	N
19	Do	Establish operational planning and control — process inputs, controls, outputs, criteria, records	8.1	Operations	12,17	PR019-Step-19_Operational_Planning.docx	21 Sep 2026	20 Nov 2026	45	0%	At Risk	N
20	Do	Establish order/contract review and product design management (where applicable)	8.2, 8.3	Sales / Engineering	19	PR020-Step-20_Order_Review_and_Design.docx	5 Oct 2026	27 Nov 2026	40	0%	At Risk	N
21	Do	Establish supplier evaluation, selection, re-evaluation and purchasing/procurement controls	8.4	Procurement / Quality	19	PR021-Step-21_Supplier_Evaluation_and_Purchasing.do	5 Oct 2026	20 Nov 2026	35	0%	At Risk	N
22	Do	Establish production/service provision, inspection and testing, and control of nonconforming outputs	8.5, 8.6, 8.7	Operations / Quality	19,20,21	PR022-Step-22_Production_Inspection_and_NC_Control.	26 Oct 2026	18 Dec 2026	40	0%	Not Started	N
23	Check	Establish monitoring, measurement, analysis and evaluation of QMS performance	9.1.1, 9.1.3	QMS Lead	10,19,22	PR023-Step-23_Monitoring_and_Measurement.docx	9 Nov 2026	25 Dec 2026	35	0%	Not Started	N
24	Check	Establish customer satisfaction monitoring (perception, feedback, complaints, returns)	9.1.2	Sales / QMS Lead	20	PR024-Step-24_Customer_Satisfaction.docx	23 Nov 2026	25 Dec 2026	25	0%	Not Started	N
25	Check	Train internal auditors; establish audit programme; conduct 1st cycle of internal audits and corrective actions	9.2, 10.2	QMS Lead / Internal Auditor	14,22	PR025-Step-25_Internal_Audit_Programme.docx	7 Dec 2026	29 Jan 2027	40	0%	Not Started	N
26	Check	2nd Management Review — suitability, adequacy, effectiveness of the QMS	9.3	Top Management	23,24,25	PR026-Step-26_2nd_Management_Review.docx	8 Feb 2027	19 Feb 2027	10	0%	Not Started	Y
27	Certify	Readiness review / pre-assessment against ISO 9001:2026	9.3	QMS Lead	26	PR027-Step-27_Readiness_Review.docx	15 Feb 2027	26 Feb 2027	10	0%	Not Started	N
28	Certify	Certification Body Stage 1 audit and close-out of findings	External	Certification Body	27	PR028-Step-28_Stage_1_Audit.docx	22 Feb 2027	12 Mar 2027	15	0%	Not Started	N
29	Certify	Certification Body Stage 2 audit, close-out of findings, award of certification	External	Certification Body	28	PR029-Step-29_Stage_2_Audit_and_Certification.docx	8 Mar 2027	26 Mar 2027	15	0%	Not Started	Y

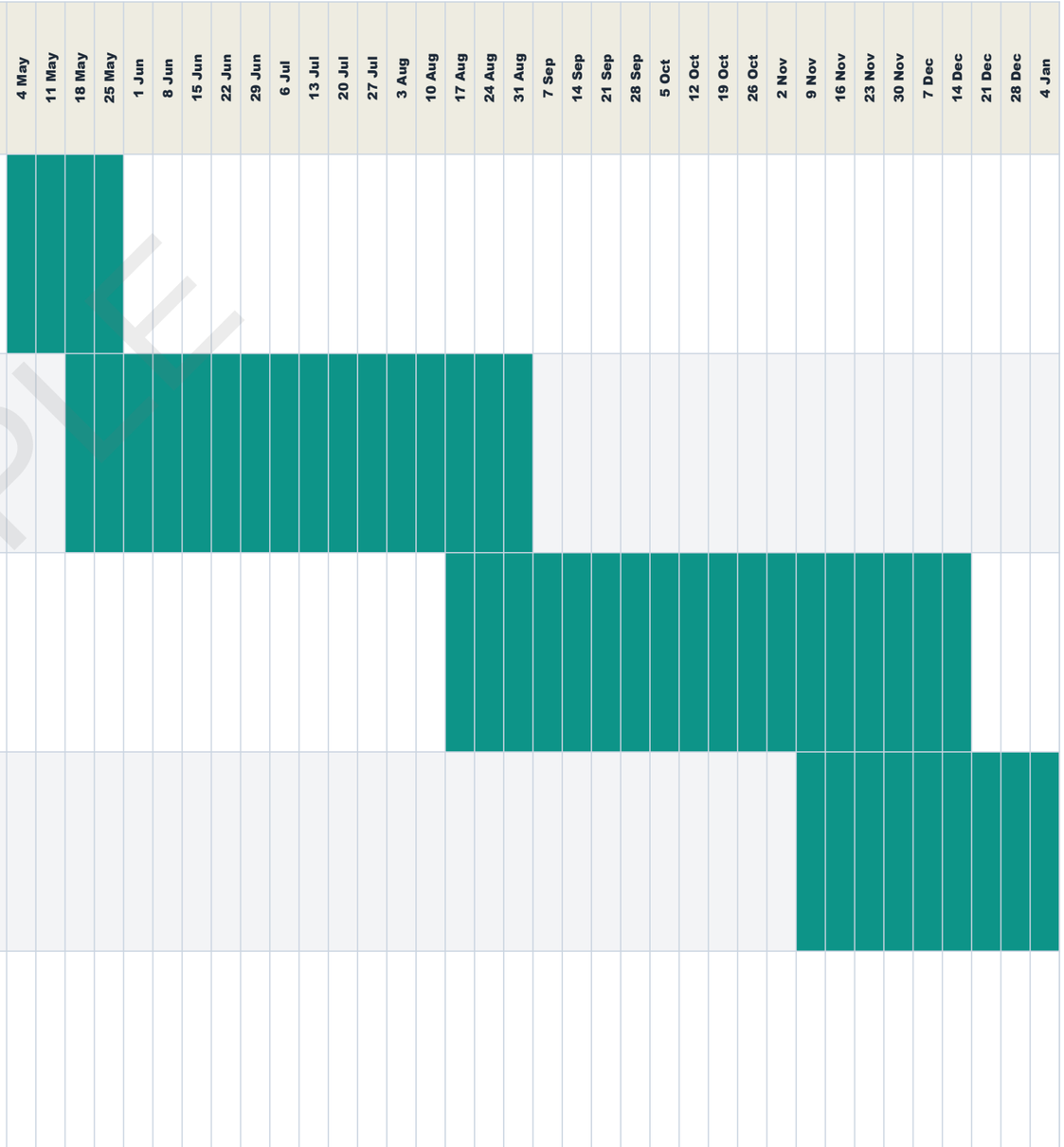
Legend: **Not Started** **At Risk** **Programme totals** **750** **4.6%**

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ISO 9001:2026 Implementation Programme — Phase Gantt

Phase-level rollup with milestone overlay. Bars and dates derive from the master sheet — change the Project Start Date (cell C4 of 'ISO 9001 Project Plan') and this view updates.

Phase	Steps	Start Date	Finish Date	Duration (working days	Progress %	Status	Notes
Initiate	1–2	4 May 2026	29 May 2026	20	85%	**Overdue**	Top-management commitment and ISO 9001 adoption — sets governance and capacity.
Plan	3–12	18 May 2026	4 Sep 2026	80	10%	**Overdue**	Context, scope, risks, policy, objectives, roles — the design of the QMS.
Do	13–22	17 Aug 2026	18 Dec 2026	90	0%	**At Risk**	Documented procedures, training, communication, operational and supplier controls.
Check	23–26	9 Nov 2026	19 Feb 2027	75	0%	**Not Started**	Monitoring, measurement, internal audits, customer satisfaction, 2nd management review.
Certify	27–29	15 Feb 2027	26 Mar 2027	30	0%	**Not Started**	Readiness review, CB Stage 1, CB Stage 2, award of certification.
Milestones	4						Diamonds mark the four programme-level milestones (Steps 7, 12, 26, 29).



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