

ISO Certification Process

5-Step Guide for 9001, 14001, 45001, 27001

This concise guide walks African businesses through the five essential phases to plan, implement and pass ISO certification - fast, lean and built to last.

Step 1 - Preparation

- Appoint an empowered ISO lead.
- Train managers on ISO basics.
- Run a focused gap analysis.
- Define the certification scope and goals.

Step 2 - Documentation

- Draft quality policy and objectives.
- Write lean, plain-language procedures.
- Create work instructions and forms.
- Control documents and records.

Step 3 - Implementation

- Launch the quality policy company-wide.
- Coach teams and embed new processes.
- Improve workflows while rolling out ISO.
- Capture records as daily evidence.

Step 4 - Internal Audit

- Build an annual audit programme.
- Train impartial internal auditors.
- Conduct partial and full system audits.
- Close non-conformities before certification.

Step 5 - Certification & Beyond

- Choose an accredited registrar.
- Prepare staff and gather recent records.
- Pass Stage 1 and Stage 2 audits.
- Market the certificate and sustain improvements.