

**Mandatory items in Part (B) of RFD- Development of an Action Plan to implement ISO 9001 Certification- The Action Plan has been developed for Tool Room & Training Centre, Guwahati as per details below:**

**Action Plan  
For ISO 9001:2008 QMS CERTIFICATION**

**TOOL ROOM & TRAINING CENTRE, GUWAHATI**

<b>SL No.</b>	<b>ACTIVITY</b>
1	Appointment of Consultant
2	Assignment of responsibility as Management Representative & Internal Audit Team
3	Selection of certification body having valid accreditation status for the scope of certification
4	ISO 9001 Awareness Training Programme for all employees
5	Preparation of Manual ( Quality Manual, Standard Operating Procedure Manual & Work Instruction Manual, Records & Formats)
6	Training for MR & team of Internal auditors, functional & operational in-charges
7	Ensuring QMS implementation and review of records
8	Conducting internal audit (1st)
9	Corrective action to be taken based upon the Audit results
10	Management Review Meeting (1st)
11	Stage-I Audit by certification body
12	Compliance to the NCRs
13	Stage-II Audit by certification body
14	Expected date for receipt of certification