

ISO9001-2015認証取得/実行計画タイムスケジュール

コンサルティング対象外 (クライアント側実施項目)
 コンサルティング対象項目
 審査機関による作業項目

作業項目	担当	タイムスケジュール(月)										コンサルタント		クライアント					
		1	2	3	4	5	6	7	8	9	10	指導・支援	文書添削	教育	審査・評価	推進責任者	WGリーダー	一般従業員	
01 導入前自己診断		[Light Blue]																	
02 認証取得推進体制の構築		[Light Blue]																	
03 認証取得PJメンバー及びワーキングGRリーダー/規格解説教育		[Light Blue]	[Light Blue]																
04 ISO認証取得PJオリエンテーション		[Light Blue]	[Light Blue]																
05 ISO認証取得PJ実行計画作成		[Light Blue]	[Light Blue]	[Light Blue]															
06 既存文書・記録のISO適合性診断/現状把握		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]														
07 文書・記録作成計画		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]													
08 QM草案作成~制定		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
09 同上に係る添削		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
10 規定文書等2次文書草案作成~制定		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
11 同上に係る添削		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
12 手順書・基準書等3次文書~制定		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
13 同上に係る添削		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
14 新規作成すべき記録様式の設定		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
15 新規作成すべき記録様式の作成		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
16 改善すべき記録様式の手直し		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
17 文書・記録の整合性チェック		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
18 文書間の整合性チェック		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
19 QMS運用後の文書改定		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
20 文書審査用文書の提出		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
21 品質方針・目標(全社~部門・階層)/戦略的PDCA計画の策定		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
22 リスク及び機会の設定/リスクマネジメントの仕組み構築		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
23 プロセスの監視・測定計画の作成		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
24 データの分析計画の作成		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
25 新QMSの従業員教育		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
26 資格認定対象者など教育・訓練計画作成~実施		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
27 内部品質監査員養成		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
28 新QMSの試行		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
29 内部品質監査計画作成		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
30 内部品質監査~是正処置によるQMS改善		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
31 内部監査実践指導		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
32 不適合・クレーム処置~是正処置によるQMS改善		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
33 同上に係る実践指導		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
34 品質方針・目標のレビュー		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
35 顧客満足評価~レビュー		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
36 プロセスの監視・測定レビュー		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
37 データの分析評価		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
38 マネジメントレビュー		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
39 模擬審査によるシステム運用面の実践的仕上げ		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
40 本審査:文書審査		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
41 本審査:第一段階審査(仕組審査)		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								
42 本審査:第二段階審査(実地審査)		[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]	[Light Blue]								

高い
 関係度
 低い
↑ メジャーポイント

訪問	訪問										WEB	WEB											
	1	2	3	4	5	6	7	8	9	10		1	2	3	4	5	6	7	8	9	10		
内部監査員研修											◎												
メール																							

◎半日(4時間/回) ◎1日(7時間/回)

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8
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