

START HERE GUIDE

Your first step into the QMSG ISO 9001:2026 toolkit.

Document No.	Title	Revision	Effective Date	Process Owner	Approved By
QMSG-DOC-01	Start Here Guide	00	12-10-2026	Process Owner	Authorised approver

Welcome to the QMSG ISO 9001 Toolkit

Congratulations on taking the first step towards building a professional Quality Management System.

This toolkit has been developed to help organisations implement ISO 9001:2026 quickly, efficiently and with confidence.

Whether your organisation manufactures products, provides services, delivers projects, supplies equipment or offers professional consulting, this toolkit can be customised to suit your business.

No previous ISO knowledge is required. Simply complete each document in the recommended order and begin using your Quality Management System.

Before you start: information to gather

Having the following information ready before you begin will significantly reduce your implementation time.

Information to gather			
☐	Company Name	☐	Company Logo
☐	Business Address(es)	☐	Products and/or Services
☐	Organisational Structure	☐	Key Business Processes
☐	Management Team	☐	Employees
☐	Suppliers	☐	Customers
☐	Interested Parties	☐	Business Risks
☐	Quality Objectives	☐	Is climate change relevant to us? (decision + reason)
☐	Interested-party requirements the QMS will address	☐	Key knowledge the business depends on

Record the climate-change and interested-party decisions in the Context & Interested Parties Register (QMSG-REG-09, Sections A and B); they feed your QMS Scope (QMSG-DOC-03). "Not relevant, because..." is an acceptable climate answer if it is reasoned.

Recommended implementation steps

Follow these steps in order. Each step builds on the one before, so you always know what to do next.

- Step 1:** Read the Implementation Roadmap (QMSG-DOC-02).
- Step 2:** Define your organisation's context and scope, including the climate-change and interested-party decisions (QMSG-REG-09, QMSG-DOC-03).
- Step 3:** Complete the risk and opportunity assessment.
- Step 4:** Implement the policies and procedures, including the support arrangements for resources, competence, knowledge, awareness and communication (QMSG-PRC-11).
- Step 5:** Begin using the forms and registers — including the Competence, Training & Organizational Knowledge Register (QMSG-REG-02), and the Change Plan & Review Record (QMSG-FRM-19) whenever you plan a significant change to the QMS itself.
- Step 6:** Monitor KPIs and business performance.
- Step 7:** Conduct internal audits.
- Step 8:** Conduct the management review.
- Step 9:** Implement corrective actions.
- Step 10:** Prepare for certification.

What to customise before implementation

The toolkit is intentionally designed to work for almost any organisation. Customise the following items for your business; all remaining documentation can normally be used without significant modification.

Items to customise			
☐	Company Name	☐	Company Logo
☐	Business Address(es)	☐	Products and/or Services
☐	Process Owners	☐	Person responsible for the QMS
☐	Quality Objectives	☐	Applicable Legal Requirements

Approval

Approved By (Name)	Role	Signature	Date
	Authorised approver		