

ISO 9001 Certification – Simple Guide

This guide explains the ISO 9001 certification process and required documents in simple terms. OCS helps you prepare and guides you through the process.

ISO 9001 Certification Process

Step	Process	Role of OCS
1	Application Submission	Helps understand your business details
2	Gap Analysis	Checks system and suggests improvements
3	Documentation	Helps prepare required documents
4	Implementation	Guides applying ISO standards
5	Internal Audit	Prepares you before audit
6	Final Audit	Helps you get ready for certification body audit
7	Certification	Issued by certification body (not OCS)

Required Documents

- Business Registration Proof (Partnership Deed / Incorporation Certificate / GST)
- Business Address Proof (Utility bill / Rent agreement / Ownership proof)
- PAN Card of business or owner
- ID Proof of Owner/Directors (Aadhaar / Voter ID / Passport / Driving License)
- Office Address Proof (Electricity bill / Telephone bill / Rent agreement)
- Nature of Business (Products/Services details)
- Number of Employees (if available)
- Company Letterhead & Visiting Card
- MOA & AOA (for companies) or Partnership Deed (for firms)
- Existing quality certificates (if any)

Policy & ISO Documents (with consultant like OCS): Quality policy, quality objectives, SOPs, process flowcharts, records, and reports.

Proper documentation helps ensure smooth certification and successful audit approval.