

MACS

YOUR ORGANISATION

1. Send estimate and implementation overview (this document)

3. Site visit, capture information, conduct System Awareness/
Overview training

4. Create document templates and numbering convention

6. Create all System forms, registers etc

7. Create any records from initial site visit and rectification
actions and System objectives

8. Develop DRAFT System manual

10. Issue progress payment

Thank-you for considering MACS

2. Accept
estimate and make kick off
deposit (30% of estimate),
raise PO (if relevant)

5. Approve document layout
and numbering

9. Review & approve System
manual and all documents

11. Confirm happy with
System and make progress
payment

12. Engage certification body (we
can help with process if required)

14. Create records as required by
the System (eg complete forms,
registers etc (we can help with this
process if required)

15. Stage 1 (Document Review)
Audit for Certification to the
Standard(s) by Certification Body
(we can attend the audit if required)

18. Stage 2 Audit (Review of all
system documents and records) for
Certification to the Standard(s) by
certification body (we can attend the
audit if required)

System Certified

19. Final Invoice (or at last step required eg step 17)

Hold point

Hold point

No:
make required changes

Hold point

Hold point

Verification point