

Approved

Rector, Assoc. prof. S. Sirmbard



« 15 » 03 2022

PLAN

of implementation the quality management system according to the requirements of the international standard ISO 9001:2015

№	Event	Deadline	Executors
	1 stage		
1	Conducting a preliminary analysis of the existing system and documentation of the university	February, 2022	QAD
2	Organization of training of management and key employees on QMS ISO 9001:2015	April, 2022	QAD
3	Defining the scope of ISO and making a decision on its application	March, 2022	Rector, QAD
4	Formation of a Working Group on the development of QMS documentation	March, 2022	Rector, QAD
	2 stage		
5	Review of the University's Mission, Policy and Objectives in the field of quality	April, 2022	Working group
6	Bringing the Mission, Policy and Objectives of the University in the field of quality to the staff	May, 2022	PG, heads of departments
7	Definition of work processes of structural divisions.	May, 2022	Working group
8	Analysis of the available internal regulatory and working documentation. Identification of missing QMS documents	May, 2022	Working group
9	Development and approval of a package of regulatory and reporting documentation of the QMS	June-August 2022	Working group
10	Determination of indicators and evaluation criteria (efficiency/quality) of the activities of structural units and the university as a whole	June-August 2022	Working group
11	Appointment of internal auditors and their training in the course "Internal audit of the QMS"	July, 2022	Rector, QAD
	3 stage		

12	Implementation of QMS documentation in educational activities	September	
13	Practical elaboration of the developed documents	September – December, 2022	
14	Conducting internal audits according to the Plan (including monitoring, surveys, questionnaires, etc.)	October - February 2023	QAD
15	Identification of inconsistencies and development of a system of corrective actions	November - March 2023	QAD, Working group
16	Amendments and additions to the current regulatory and working documentation	January – April 2023	Working group
	4 stage		
17	Conducting a preliminary internal audit of the university's educational activities for compliance with the requirements of the international standard ISO 9001:2015	March – April 2023	QAD
18	Determination of the degree of compliance and corrective actions	April – Май 2023	CC, Working group, QAD
19	Conducting a preliminary external audit of the university's educational activities for compliance with the requirements of the international standard ISO 9001:2015	September, 2023	QAD
20	Preparation for the certification procedure of the University QMS	November, 2023	QAD, Working group

Head of QAD



Sarbagysheva G.E.