GOLDENPATH PROCESS
MANAGEMENT

ISO 9001
COMPLIANCE

SURVIVAL PACK

A practical guide for SMEs who want
less stress and more growth
from compliance.

R O W L A N D   W O O D

If you've ever stayed late pulling together paperwork before an audit…
If you've ever felt your stomach drop when a tender was rejected over "compliance"…
If you've ever thought, "Why am I spending hours on this instead of running my business?"

You're not alone.

That's why I built this Compliance Survival Pack.
It's not here to drown you in ISO jargon.
It's here to give you **simple, practical tools** *to keep you out of panic mode and in control.*

But let me be honest:
This pack will help you **survive** *ISO.*
It won't make compliance disappear from your desk.

That's where Goldenpath comes in. We don't just show you what to do — we do it with you and for you, so your audits, tenders, and supplier demands stop being a headache.

For now, take these pages, tick the boxes, and feel the pressure ease a little.

When you're ready to stop surviving and start thriving, we'll be here.

Making compliance simple,

Rowland

ISO 9001 isn't paperwork. It's proof.

Auditors and clients don't care about a glossy manual on your shelf.

They care about whether your business can show evidence that things get done right.

- Training → not a PowerPoint slide, but a signed attendance log.
- Supplier approval → not just a name in a spreadsheet, but a current insurance certificate.
- Risk management → not a dusty document, but a live register that shows you've thought ahead.

Here's the reality:
Some companies treat ISO as a yearly box-tick.
They end up with "audit panic week."

The smart ones build small habits into everyday business — and use compliance as a tool to win tenders and build trust.

This pack will give you those small habits, so you don't just scrape through an audit — you walk in confident.

5 Simple Habits to Keep You Audit-Ready
(Without Panic Mode)

Most SMEs fail ISO because they leave everything to "audit week." These quick wins, done little and often, will keep you ready all year:

✅ **Review 1 Policy Each Month**
Spread it out:
January = Quality Policy
February = H&S Policy
March = Environmental Policy…

✅ **Check Supplier Approvals**
Are insurances, certificates, and approvals up to date?
A 5-minute check now can stop tenders being rejected later.

✅ **Update Training Log After Each Session**
Names, dates, topics → record them while fresh. Saves hours later.

✅ **Refresh Your Risk Register Quarterly**
Even if "nothing has changed," updating the date shows auditors you're proactive.

✅ **Stick to an Audit Calendar**
Plan small internal audits throughout the year.
Auditors love to see steady evidence.

Print this page, stick it on your wall, and tick it monthly. Do this and "audit panic week" disappears

Why So Many SMEs Struggle With ISO
(and How to Avoid It)

We've audited and supported hundreds of SMEs. 8 out of 10 make these same mistakes:

❌ **Leaving it until audit week**
Staff pulled off real work, chaos everywhere.
✅ **Fix:** Break tasks into monthly habits.

❌ **Scattered Documents**
Files across laptops, inboxes, and Dropbox → things go missing.
✅ **Fix:** Keep one central folder (SharePoint, Teams, or a simple server).

❌ **Out-of-date Supplier Records**
Tender lost because an insurance certificate expired unnoticed.
✅ **Fix:** Use a supplier tracker with expiry reminders.

❌ **Copy-Paste Policies That Gather Dust**
Auditor asks about a policy no one's read → credibility lost.
✅ **Fix:** Review policies with staff, keep them alive and relevant.

❌ **Tick-Box Management Reviews**
Meeting rushed, no real actions → missed opportunities to improve.
✅ **Fix:** Treat it as a strategy session, not just admin.

If even 2–3 of these sound familiar, you're not alone because most SMEs do. But the smart ones fix them before an auditor points them out.

Tools & Templates
That Make Compliance Easier

📁 **Document Control**
- Store policies, procedures, and evidence in one shared folder.
- SharePoint, Teams, or Google Drive all work.

📊 *Risk & Opportunity Register*
- *Log risks & opportunities, who owns them, and when you last reviewed.*
- *Update quarterly (even if "no changes").*

📋 *Supplier Tracker*
- *One page with all approvals: insurance, certificates, expiry dates.*
- *Add colour coding (green = current, amber = 30 days left, red = expired).*

📝 *Training Log*
- *Simple table: who, what, when, outcome.*
- *Update after every session.*

Free bonus: *We've included a Document Control Register template you can use right away.*

ISO 9001 Survival Timeline
Stay audit-ready all year with small, steady actions

Weekly Tasks

- [ ] Update training logs after each session
- [ ] File supplier documents immediately
- [ ] Record nonconformities or issues

Monthly Tasks

- [ ] Review 1 policy
- [ ] Check calibration/maintenance records
- [ ] Verify supplier approvals

Quarterly Tasks

- [ ] Refresh the risk register
- [ ] Hold a short management review
- [ ] Internal audit of 1-2 processes

Annual Tasks

- [ ] Full management review & improvement planning
- [ ] Complete the internal audit cycle
- [ ] Prepare for external surveillance audit

Small, steady actions = no more audit panic week.

Why Most SMEs Struggle to Keep This Up Alone

This pack gives you the basics. But here's the truth:
- ✅ Compliance isn't a once-a-year task.
- ✅ It's constant: policies, suppliers, training, audits.
- ✅ It eats hours every month — hours directors don't really have.

Most SMEs mean well, but:
- Policies slip.
- Supplier records go out of date.
- Audit prep piles up until the last minute.

That's why Goldenpath exists.
We don't just hand you templates — we take compliance off your desk.

While you focus on growing your business, we:
- Keep you audit-ready year-round
- Manage supplier records
- Run internal audits
- Handle ISO 9001, 14001, 45001, EcoVadis, Achilles, Constructionline

This pack will help you survive.
Goldenpath will help you thrive.

FREE Compliance Check-Up

You've got the pack. You've seen the checklists.
Now here's your chance to make compliance easy:

📞 **Book a FREE Compliance Check-Up Call with us.**

In 20 minutes we'll:
- Review where your compliance stands
- Flag your biggest risks
- Show you how to stay audit-ready without the stress

No jargon. No judgement. Just practical advice.

Email CHECK UP to *projects@goldenpathpm.co.uk* and we'll send you your booking schedule.

About Goldenpath
We help SMEs in construction, logistics, and manufacturing stop losing time — and tenders — to compliance.

Compliance Made Clear. Growth Made Possible.
- ISO 9001, 14001, 45001
- EcoVadis, Achilles, Constructionline
- Ongoing maintenance packages — not just one-off fixes
- Always audit-ready, always tender-ready

🌐 **goldenpathpm.co.uk**
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