YOUR  
LOGO

**COMPANY NAME**

ISO CERTIFICATION PREPARATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to assist with your ISO certification preparation. We specialize in helping organizations prepare for ISO certification across various standards, including ISO 9001, ISO 27001, ISO 14001, and others.  
  
This proposal outlines our approach to preparing [Client Name] for successful ISO certification.

# Project Objectives

The primary goals are:  
  
- Assess current processes against the chosen ISO standard  
- Identify gaps and create a plan for compliance  
- Develop necessary documentation and process improvements  
- Train staff on ISO requirements and audit readiness  
- Support through pre-audit and certification audit phases

# Proposed Services

Our ISO certification preparation services include:  
  
- Gap analysis against target ISO standard  
- Process mapping and control documentation  
- Policy and procedure development  
- Internal audit support and mock audits  
- Staff training and awareness sessions  
- Final audit readiness review

# Scope of Work

Scope includes:  
  
- Discovery sessions with leadership and key teams  
- Documentation review and revision  
- Development of risk registers and quality objectives (where applicable)  
- Training materials and delivery  
- Pre-audit checklist and ISO auditor coordination support

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Initial Assessment | Gap analysis and standard scoping | [Start Date] |
| Documentation & Training | Develop procedures and conduct training | [Date] |
| Internal Audit & Review | Mock audit and corrective action | [Date] |
| Certification Support | Audit readiness check and ISO audit prep | [Completion Date] |

# Pricing

Estimated cost breakdown for ISO certification preparation services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Gap Analysis | Review current state vs. ISO requirements | [Amount] |
| Policy & Documentation | Create manuals, policies, registers | [Amount] |
| Training & Awareness | Conduct ISO training sessions | [Amount] |
| Audit Support | Mock audit and coordination with auditor | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a quality and compliance consultancy with deep experience across ISO certification standards and organizational maturity models.  
  
- Experience: [X] years helping clients achieve ISO readiness and certification  
- Expertise: ISO 9001, ISO 27001, ISO 14001, ISO 45001, ISO 31000  
- Mission: To make certification achievable and value-driven by building processes that last

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: ISO 27001 preparation for SaaS company  
- Outcome: Passed certification audit with zero nonconformities  
  
Testimonial:  
“[Your Company Name] guided us through every step. Their practical knowledge of ISO helped us build confidence and structure.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance based on project milestones.  
Scope: Includes assessments, documentation, training, and audit support.  
Client Responsibilities: Provide access to existing processes, policies, and responsible stakeholders.  
Adjustments: Scope expansion or change in standard may impact pricing and delivery schedule.

# Acceptance

To approve this ISO Certification Preparation Proposal and begin services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_