

## 4 Modifications Tutorial

### ISO 9001 Quality Objectives

Chapter 4 includes the 4 easy steps to customize easy9001.com's "ISO 9001 Quality Objectives" to fit your company.

#### 4.1 Introduction

Easy9001.com's "ISO 9001 Quality Objectives" contain a complete procedure covering the establishment of ISO 9001 quality objectives, plus sample strategic objectives (that's how we chose to call the top level objectives at the company) for a hypothetical company. Again, we chose this format to make it easy for you to understand what Strategic Objectives are and how to apply them to your company.

#### 4.2 Easy Customization Step 22

Use the "Replace" function in Microsoft Word to replace "The Company" with your company name.

The header text can either be replaced to show your company name, or you may insert your company logo. You only have to make the header change once – it applies to all pages.

#### 4.3 Easy Customization Step 23

Adjust the footer according to your document control procedure. Don't forget to adjust the revision date in the footer to today's date (do not use the automatic date function but manually type the date).

#### 4.4 Easy Customization Step 24

The sections "Purpose", "Scope", "Responsibility", and "Procedure" will likely need only minor changes to fit your company. Please review these sections carefully. You may need to adjust the terms "divisions", "business units" etc to fit your company's structure.

We chose the term "Strategic Objectives" to define the company's top level quality objectives. You may change the term "Strategic Objectives" if you want to.