# Implementation Summary

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| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Top management must ensure the resources and finances to support the QMS are available | The first critical step in the development and implementation of a QMS is the formal endorsement and commitment of Top management.  The proposed development and implementation of the QMS should be formally documented and include the proposed implementation strategy, a broad timeline and an estimated budget.  The appointment of a professional Quality Manager or Management Representative is a key factor successful QMS implementation.  It is strongly recommended that a full-time staff member be appointed at a senior level, and it is beneficial for the implementation process if they have knowledge of the business | Top Management | * Implementation mandate is communicated and understood * Appropriate resources are made available * An appropriate budget is made available |

# Implementation Checklist

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| **Description** | **Evidence** |
| Check that top management has adopted the quality management principles and is motivated and committed to apply them. |  |
| Check that the contents and the philosophy of ISO 9000:2015 and 9001:2015 have been made clear and have been accepted. |  |
| Check that a Quality Manager or Management Representative has been appointed. |  |
| Check that top management has mandated the implementation project, that this is communicated to staff and understood. |  |
| Check that top management has provided appropriate resources. |  |
| Check that Top management has provided an appropriate budget. |  |
| Ensure that top management are committed is taking a ‘hands-on’ approach to the management of the QMS. |  |
| Check that a certification body has been approached for a quote for the certification audits. |  |
| **NOTES:**  **SIGN-OFF FOR NEXT STEP:** | |