# Implementation Summary

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| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Purchase and read copies of ISO 9000:2015 and ISO 9001:2015 | Read them both and make yourself familiar with their language and concepts.  Although they are both written in a dense, formal language, the clause titles in ISO 9001:2015 are fairly self-explanatory.  Identify the processes that comprise your management system and determine which processes are responsible for meeting which requirements.  Establish the QMS Implementation Team who will undertake the gap analysis in Step 4. | Top Management  Management Representative | * Requirement process matrix * Sequence and interaction of processes * Turtle diagrams and/or process maps * QMS Implementation Team |

# Implementation Checklist

| **Description** | **Evidence** |
| --- | --- |
| Check that the contents and the philosophy of ISO 9000:2015 and 9001:2015 have been made clear and have been accepted. |  |
| Check that the implementation team is established and the objectives for the implementation team are clear. |  |
| Check to see that all the processes have been identified. Have this documentation done by the process owners, the people that are responsible for these processes. |  |
| Check that enough effort has been made to communicate the plan and the result of it to all staff. If needed provide extra information to key people and the implementation team. |  |
| Check that all people involved know what is expected from them. |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |