# Implementation Summary

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| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Provide an overview of the ISO 9001:2015 requirements to key personnel, including those taking part in the QMS Implementation Team | An introductory training session for all staff involved in the QMS should be organized, starting with the QMS Implementation Team including Top management.  A basic CQI and IRCA Certified 1-day introductory ISO training course helps to ensure the successful implementation of a QMS by providing sound understanding of the principles and practices pertaining to ISO 9001.  Ideally, this course should be provided by a registered training organization with expertise in this area.  If a staff member has to conduct the training session, they must have a sound and demonstrated background in the subject matter combined with, wherever possible, formal training skills.  Involve employees in developing and improving the system, through awareness sessions, flowcharting, team reviews and experience feedback. | Whole Organization  Top Management  Management Representative  QMS Implementation Team | * Training presentations * List of providers and course dates * Handouts * Training attendance records |

# Implementation Checklist

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| **Description** | **Evidence** |
| Check that top management has provided appropriate resources for training and awareness. |  |
| Check that top management has provided an appropriate budget for training and awareness. |  |
| 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 project is communicated to staff and understood. |  |
| Check that appropriate personnel have been trained on the principles and practices pertaining to ISO 9001. Record their training results and data. |  |
| Check that all necessary staff have attended awareness training of the quality management system and the changes. |  |
| Check that all staff know how to use the system. |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |