# Implementation Summary

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| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Undertake the 1st management review and select a Certification Body | The review meetings will provide useful insight into the organization’s processes and enable the management team to respond accordingly.  It is imperative that the Top management fully understand and appreciate the requirements under clause 9.3 and subclauses 9.3.2 and 9.3.3 of ISO 9001:2015. | Heads of Dept  Top Management  Management Representative  Process owners  QMS Implementation Team | * Prioritized gap analysis action plan * Management review agenda and minutes * Selection of suitable Certification Body |

# Implementation Checklist

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| **Description** | **Evidence** |
| Check that a member of Top management chairs the meeting, it is important that someone from this tier of management always chairs the management review meetings. |  |
| Check that the results of the gap analysis and the actions to bridge the gaps have been reported to Top management and that management. |  |
| Check that Top management have performed a review of the gap analysis results and approved the action plan. |  |
| Check that Top management have identified areas of weakness. |  |
| Check that Top management have prioritized the gaps observed. |  |
| Check that Top management has authorised any corrective action as required |  |
| Check that the QMS Implementation Team have received a copy of the approved gap analysis action plan. |  |
| Check that Top management have reviewed options and quotes from suitable Certification Bodies. Selection criteria should include:  · Must have clients from your industry (i.e. your competitors)  · Must offer CVs of their auditors for review  · Must deliver well-crafted nonconformity statements  Information on selecting a certification body is available:  <http://www.iso.org/iso/home/standards/certification.htm> |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |