# Implementation Summary

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| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Commence work on rectifying identified gaps | The outcomes of Step 4 (gap analysis) and actions resulting from Step 5 (Management Review Meeting) set the priority for rectifying the identified gaps.  It is important to monitor progress and to document the actions and results; using the gap analysis action plan, as these will need to be considered at the next Management Review Meeting in Step 10. | Top Management  Management Representative  Process owners QMS Implementation Team | * Prioritized gap analysis action plan * Number of actions open/closed * Number of actions late/on-time/at-risk |

# Implementation Checklist

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| **Description** | **Evidence** |
| Check that the QMS Implementation Team have received a copy of the approved gap analysis action plan and are using the latest, most recent revision of the document. |  |
| Check that the results of the gap analysis and the actions to bridge the gaps have been reviewed by the process owners. |  |
| Check that QMS Implementation Team are documenting their progress. |  |
| Check that QMS Implementation Team are monitoring and reporting the number of actions open/closed. |  |
| Check that QMS Implementation Team are monitoring and reporting the number of actions that are late/on-time/at risk. |  |
| Using the Requirement Process Matrix from Step 2, check that the required processes and procedures are being developed for the correct functions and departments. |  |
| Check that the results of monitoring the gap-closures are reported to the Management Representative. |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |