# Implementation Summary

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| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Establish the strategic direction of your company | Your organization should establish, review and document its vision; consistent with its mission, to identify the strategic directions and interested party requirements consistent to its context.  Ensure that any risks and opportunities arising are captured using the risk and opportunity register.  The scope must set out what your company does and what products and/or services it delivers, in consideration of its contextual awareness. | Top Management  Management Representative | * Internal and external issues identified * SWOT analysis for internal issues * PESTLE analysis for external issues * Risk and opportunity register * Quality system scope |

# Implementation Checklist

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| **Description** | **Evidence** |
| Check that internal context reviews consider the values, culture, knowledge and performance of your organization, ensuring these are captured in a matrix. Where required, further understanding of these issues is acquired by SWOT analysis |  |
| Check that external issues are captured using a matrix. Where required, further understanding of these issues is acquired by PESTLE analysis. |  |
| Check that any serious issues arising from internal and external context reviews are escalated to a risk register for further analysis and mitigation. |  |
| Check that the management system scope is ready. Don’t continue without an approved QMS scope. |  |
| Check that the requirements from the standards are fulfilled and that reference is made to the applicable process and departments. |  |
| Check that the process owners are involved during SWOT and PESTLE exercises. |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |