# Implementation Summary

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| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Establish and communicate the quality policy, objectives and performance indicators | Review the quality policy to determine whether it is appropriate to the context of the organization and its purpose.  Staff must know the quality policy and how the objectives relate to their work.  Set objectives per function and identify measurable performance indicators to enable the tracking of their status. Ensure the quality objectives are consistent with the quality policy. | Top Management  Management Representative  Heads of Department  QMS Implementation Team | * Authorized quality policy and objectives * Quality objectives linked to indicators * The activities to achieve the objectives * The resources needed and target dates |

# Implementation Checklist

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| **Description** | **Evidence** |
| Check that an adequate quality policy has been developed. Do not continue without this policy statement. |  |
| Check that top management is committed to achieving the quality policy. Do not continue without this commitment. |  |
| Check that everybody in the organization has read the quality policy and understands it in their own words. |  |
| Check that enough effort has been made to communicate the quality policy to all staff and stakeholders. |  |
| Check that aspirational statements from the quality policy are linked to the related objective(s). |  |
| Check that roles and responsibilities are established and communicated. |  |
| Check that the process owners are involved in the development and implementation of procedures. |  |
| Check that job descriptions include responsibilities for quality. |  |
| Check that an organization chart shows responsibility and authority of staff. |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |