# Implementation Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Undertake the 2nd management review and amend the quality manual template | Members of Top Management should assist the Management Representative in drafting the quality management system manual and updating its scope based on the review from Step 7.  If your existing quality manual fits your business and your customers require it, keep it!  Top management to perform a review of the status of the gap analysis action plan results, identify areas of weakness, prioritize any issues observed and authorise corrective action as required. | Heads of Dept  Top Management  Management Representative  Process owners  QMS Implementation Team | * Revised quality manual * Management Review Agenda and minutes * Internal audit programme |

# Implementation Checklist

|  |  |
| --- | --- |
| **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 status of the gap analysis and the actions to bridge the gaps are proceeding as planned. |  |
| Check that Top management has authorised any corrective action as required where gaps are not filled on-time, or to the desired effect. |  |
| Check that Top management has authorised any corrective action as required in **newly** implemented processes and procedures. |  |
| Check that Top management have identified any **new** areas of weakness in newly implemented processes and procedures. |  |
| Check that Top management have **re-prioritized** the gaps in light of newly implemented processes and procedures as necessary. |  |
| Check that the quality manual scope has been updated and the manual is communicated and distributed appropriately. |  |
| Check that the Management Representative has devised and published the internal audit programme for the next Step. |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |