# Implementation Summary

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| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Undertake the 3rd management review | 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 | * Management Review Agenda and minutes * Corrective actions as required |

# 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 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 reviewed the quality objectives and their performance indicators from Step 8. |  |
| Check that Top management has reviewed the results of the core QMS processes and procedures developed and implemented in Step 9. |  |
| Check that Top management has reviewed the results of internal audits and their analysis from Step 12. |  |
| Check that Top management has reviewed the verification of completed corrective actions from audit and gaps from Step 13 |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |