# Implementation Summary

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| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Conduct a 1st Stage audit readiness review | Once you have implemented the new key requirements and have dealt with any corrective actions from the previous steps, it is suggested that the Management Representative carry out at least one other internal (element-based) audit in readiness for the Certification Body’s 1st stage audit.  Top management should ensure that corrective action is undertaken on any adverse readiness review findings. Make any necessary changes to the quality management system and the documentation information. | Management Representative  Process owners  QMS Implementation Team | * Internal audit checklists * Process audit checklists * Audit reports * Corrective actions as required |

# Implementation Checklist

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| **Description** | **Evidence** |
| Check that the Internal Auditors are using the internal audit checklist and have adapted it for the elements being audited. |  |
| Ensure that all staff are provided with adequate resources and lead time to prepare for and under-go the readiness review. |  |
| 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 have confidence in the ability of the QMS to successfully undergo the 1st Certification Audit, then it should be delayed until such time it is ready. |  |
| Check that the Management Representative has liaised with the Certification Body to establish dates for the certification audit. |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |