# Implementation Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Certification Body 1st Stage Audit. Address 1st stage audit findings | The Management Representative should address any observations or nonconformances raised by the Certification Body to ensure a successful 2nd stage audit. | Management Representative  Whole Organization  Certification Auditor(s)  QMS Implementation Team | * 1st Stage audit report * Schedule of nonconformances * Schedule of proposed 1st Stage corrective actions |

# Implementation Checklist

|  |  |
| --- | --- |
| **Description** | **Evidence** |
| Check that the Certification Auditors have been briefed on any potential safety issues concerning the locations they will visit. |  |
| Check that all documentation that may be needed during the audit is easily accessible, including reports of previous internal audits, corrective action and Management Review Meetings. |  |
| Check that all staff have been provided with adequate lead time to prepare for the certification audit. |  |
| Check that Top management have ensured that corrective action is undertaken on any adverse 1st stage audit findings without delay. |  |
| Check that any necessary changes to the quality management system and the documentation information have been made. |  |
| Check that Top management have confidence in the ability of the QMS to successfully undergo the 2nd Certification Audit, then it should be delayed until such time it is ready. |  |
| Check that the documented corrective actions have been submitted to the Certification Body for approval. |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |