# Implementation Summary

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| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Certification Body 2st Stage Audit. Address 2nd stage audit findings | At this stage, you should receive the Certification Auditor’s recommendation for Certification to ISO 9001:2015.  Top management should ensure that corrective action is undertaken on any adverse 2nd stage audit findings without delay.  Make any necessary changes to the quality management system and the documentation information. | Management Representative  Whole Organization  Certification Auditor(s)  QMS Implementation Team | * 2nd Stage audit report * Schedule of nonconformances * Schedule of proposed 2nd Stage corrective actions or a recommendation for certification |

# Implementation Checklist

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| **Description** | **Evidence** |
| Check that the Certification Auditors have been briefed on any potential safety issues concerning the locations they will visit. |  |
| Check that the Certification Auditors have a copy of the documented corrective actions from the previous step. |  |
| 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 2nd stage audit findings without delay. |  |
| Check that any necessary changes to the quality management system and the documentation information have been made. |  |
| Check that the documented corrective actions have been submitted to the Certification Body for approval. |  |
| **NOTES:**  **APPROVAL FOR NEXT STEP:** | |