Step 1 – Implementation Checklist

Assign Resources & Budget

Implementation Summary

Activity	Description	Responsibilities	Deliverables/Outputs
Top management must ensure the resources and finances to support the QMS are available	The first critical step in the development and implementation of a QMS is the formal endorsement and commitment of Top management. The proposed development and implementation of the QMS should be formally documented and include the proposed implementation strategy, a broad timeline and an estimated budget. The appointment of a professional Quality Manager or Management Representative is a key factor in successful implementation. It is strongly recommended that a full-time staff member be appointed at a senior level, and it is beneficial for the implementation process if they have knowledge of the business	Top Management	• Implementation mandate is communicated and understood • Appropriate resources are made available • An appropriate budget is made available

Implementation Checklist

Description	Evidence
Check that Top management has adopted the quality management principles and is motivated and committed to apply them.	
Check that an Quality Manager or Management Representative has been appointed.	
Check that Top management has mandated the implementation project, that this is communicated to staff and understood.	
Check that Top management has provided appropriate resources.	
Check that Top management has provided an appropriate budget.	
Ensure that top management are committed is taking a 'hands-on' approach to the management of the QMS.	
Check that a certification body has been approached for a quote for the certification audits.	
Notes:	

Approval for next step:

	Signature:	*Position:*	*Date:*
Actioned By:			
	Signature:	*Position:*	*Date:*
Verification By:			

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