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ISO 9001 Quality Management System Implementation Checklist

First Stage of Implementation Process

Action	Requirement	Record Details of your action and findings at each stage
(i)	Formulate a checklist of Customers and Potential Customers that meet your defined purpose	
(ii)	Interview Customers and Potential Customers Sales and Marketing Managers - Feedback to the Senior Management Team	
(iii)	Check with Customers to ensure your understanding of their requirements.	
(iv)	Senior Management Team determine the requirements for the quality management system	
(v)	Senior management decides which markets the company should address and develop relevant policies.	
(vi)	Based on these policies, management should then establish objectives for the company : ✓ Products ✓ Environmental performance ✓ Occupational health and safety performance	

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Second Stage of 9001 Manual Implementation Process

Action	Clause from ISO 9001	Requirement	Documents Provided by 9001 Manual	Confirm your action taken
1	4.1	Establish quality management system	<i>QM 001 Food Safety Quality Management System</i> <i>QM 002 FSQMS Manual Summary</i>	
2	4.2.1	Consider your Customer quality requirements when writing the policy	<i>QM 007 Quality and Food Safety Policy</i>	
3	4.2.1	Include quality objectives in the Quality Policy or reference objectives	<i>QM 007 Quality and Food Safety Objectives</i>	
4	4.2.2	Document quality manual that defines scope & documented procedures	<i>QM 001 Food Safety Quality Management System</i> <i>QM 002 FSQMS Manual Summary</i>	
5	4.2.2	Draw a Process Flow diagram with a description of the interaction between processes of the QMS	<i>See implementation Guide for an example</i>	
6	4.2.3	Implement Document Control Procure enclosed with Manual Pack	<i>QM 003 Document Control</i>	
7	4.4	Implement Record Control Procure enclosed with Manual Pack	<i>QM 005 Record Control</i>	
8	5.1	Include customer, statutory and regulatory requirements in your Quality Policy and Manual	<i>QM 004 Customer, Statutory and Regulatory Conformance</i> <i>QM 007 Quality and Food Safety Policy</i>	
9	5.1	Circulate and Brief your Quality Policy	<i>QM 007 Quality and Food Safety Policy</i>	
10	5.1	Define and Brief your quality objectives	<i>QM 007 Quality and Food Safety Policy</i>	
11	5.1	Implement management reviews and use the record enclosed with Manual Pack	<i>QM 009 Management Review</i> <i>QMR 001 Management Review Minutes</i>	

Document Reference **ISO 9001 Quality Management System Implementation Checklist**
26 February 2009

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