

QUALITY MANAGEMENT SYSTEM TO DO LIST SAMPLE

This Quality Management System To Do List Sample is designed as a guide for use by members of the Employers' Chamber. It is part of a suite of resources to help businesses put in place effective practices and procedures for their organisations.

Please be aware that no generic document can cover all circumstances and that you may need to adapt this to the needs of your business.

If you need further assistance with putting this resource into effect, or with other employment or business issues, please call the Employers' Chamber Advisers on (03) 366 5096

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Quality Management System **[Inset Company Name here]** To Do List

1. Sign the Quality Policy
2. Set Quality Objectives
3. Annual Management Review
 - Review of non-conformances
 - Review of Suppliers
 - Review of Quality Policy
 - Review of Quality Objectives
 - Setting of new Quality Objectives
 - Review of staff training requirements
4. Ensure all Suppliers have ISO accreditation
5. Annual Internal Audit (February)
6. Record all complaints and non-conformances on a NC form
7. Ensure those that perform QC tasks have training records.

