

## Typical Schedule to QMS Registration

Milestone	Description	Completed
Management Commitment and Responsibility – Start 5-18-11	1. Quality policy defined by top management 2. Management ensures policy is usable and understandable prior to release	1. 5-18-11 <input type="checkbox"/> 2. 6-01-11 <input type="checkbox"/>
Assign and Orient Quality Representative 5-18 to 6-22	3. Release quality policy to all personnel 4. Measure and report quality policy awareness 5. Enable Quality Rep authority 6. Select and train internal auditor(s) or decide to perform audits using accredited agency.	3. 6-01-11 <input type="checkbox"/> 4. 6-15-11 <input type="checkbox"/> 5. 6-15-11 <input type="checkbox"/> 6. 6-15-11 <input type="checkbox"/>
Internal Audits In addition, focus on highly visible work functions: Calibration (unmarked, out-of-date) Configuration (docs available and current revision) Purchasing (matl's with no identification, expired)	7. Quality Rep completes first half of standard (~40 page) quality system assessment form then forwards to internal or contract auditors 8. Perform initial Company-wide internal audit using standard (~40 page) quality system assessment form - Lead auditor summarizes results 9. Formal management review meeting	7. 6-22-11 <input type="checkbox"/> 8. 7-06-11 <input type="checkbox"/> 9. 7-13-11 <input type="checkbox"/>
Documentation	10. Release draft quality manual 11. Schedule QMS orientation meetings with applicable managers 12. Define interactions of work processes 13. Document or update production inspection instructions, work instructions and forms 14. Update QMS procedures 15. Recall old revision documents 16. Review, revise, approve and release quality manual 17. Release QMS procedures, inspection instructions, work instructions and forms	10. 6-22-11 <input type="checkbox"/> 11. 6-22-11 <input type="checkbox"/> 12. 7-20-11 <input type="checkbox"/> 13. 7-20-11 <input type="checkbox"/> 14. 7-20-11 <input type="checkbox"/> 15. 7-27-11 <input type="checkbox"/> 16. 7-27-11 <input type="checkbox"/> 17. 7-27-11 <input type="checkbox"/>
Begin Training Sessions Follow-Up Audit	18. Begin QMS procedure training 19. Perform Company-wide internal audit using standard (~40 page) quality system assessment form - Lead auditor summarizes results 20. Correct deficiencies, update documents	18. 7-27-11 <input type="checkbox"/> 19. 8-10-11 <input type="checkbox"/> 20. 8-24-11 <input type="checkbox"/>
End of "90-Day" Implementation.	21. Summarize configuration status of QMS procedures, production work instructions, forms and Customer documents 22. Formal management review meeting	21. 8-24-11 <input type="checkbox"/> 22. 8-24-11 <input type="checkbox"/>
Registrar Pre-Assessment	23. Schedule pre-assessment audit	23. 8-31-11 <input type="checkbox"/>
Corrective Actions	24. Correct pre-assessment deficiencies	24. 9-28-11 <input type="checkbox"/>
Quality Systems Assessment	25. Registrar quality system assessment 26. Perform partial internal audits and document continuous improvements	25. 10-05-11 <input type="checkbox"/> 26. 12-07-11 <input type="checkbox"/>
Continuous Improvement	27. Formal management review meeting	27. 1-11-12 <input type="checkbox"/>