Implementation Summary

Activity	Description	Responsibilities	Deliverables/Outputs
Provide an overview of the ISO 9001 and ISO 45001 requirements to key personnel, including those taking part in the HSQMS Implementation Team	An introductory training session for all staff involved in the HSQMS should be organized, starting with the Implementation Team and Top management. A basic CQI and IRCA Certified 1-day introductory ISO training course helps to ensure the successful implementation by providing a sound understanding of the principles and practices pertaining to the standards. Ideally, this course should be provided by a registered training organization with expertise in this area. If a staff member has to conduct the training session, they must have a sound and demonstrated background in the subject matter combined with, wherever possible, formal training skills. Involve employees in developing and improving the system through awareness sessions, flowcharting, team reviews, and experience feedback.	Whole Organization Top Management Management Representative HSQMS Implementation Team	• Training presentations • List of providers and course dates • Handouts • Training attendance records

Implementation Checklist

Description	Evidence
Train top management and those who support the internal auditing and the gap analysis team on the requirements.	Auditor training modules 1 to 4
Check that the implementation project is communicated to staff and understood.	
Check that appropriate personnel have been trained on the principles and practices pertaining to ISO 9001 and 45001. Record their training results and data.	
Check that all necessary staff have attended awareness training of the HSQMS and the changes.	
Check that all staff know how to use the system.	
Notes:	

Approval for next step:

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