Project Checklist for IATF 16949:2016 Implementation

Implementation phases	Tasks	Done
Obtain management support	Research which benefits of IATF 16949:2016 would be applicable to your company.	
	Present the benefits to the management and get their commitment.	
	Get formal approval for the project.	
Establish your project	Decide whether you are going to use consultants or documentation templates.	
	Purchase the IATF 16949:2016 standard.	
	Educate your project team.	
	Write the project plan, including the definition of the project manager, project team, project sponsor, required resources, and milestones.	
	Define which stakeholders need to be informed about each step in the project.	
	Organize kick-off meeting.	
Define context of the organization	Identify requirements of the standard.	
	Define internal and external context of the organization.	
	Identify relevant interested parties.	
	Identify needs and expectations of interested parties.	
Define the scope, management commitment, and responsibilities	Define the scope of the Quality Management System (QMS).	
	Assign roles and responsibilities within the QMS.	
	Write the quality policy.	
	Decide on the quality objectives.	
Define processes and procedures	Identify all processes and procedures necessary for the QMS.	
	Write the quality manual.	
	Write the procedure for document control.	
	Write the procedure for internal audit.	
	Write the procedure for management of nonconformities and corrective actions.	
Establish risk management process	Establish the risk management process.	
	Define the risk assessment methodology.	
	Conduct the risk assessment.	
Implement processes, procedures, and controls	Implement all the processes, procedures, and controls defined for the QMS.	
	Maintain records of the implementation.	
Perform training and awareness programs	Perform training for all employees who lack required skills.	
	Perform awareness programs for all employees and third	

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