

Management System Readiness Sheet (Self Evaluation)

Company Name: _____ Date: _____ Employee Name: _____

Instructions: Use this checklist as a guide to evaluate your current system performance and ensure ongoing improvement. This checklist is separate into four different factors. Choose the value for each criterion and determine the overall score to identify the results.

Scoring	Exceeds the expectation:	70-85
	Meets the expectation:	41-69
	Improvement is needed:	0-40

Personal Development	Exceeds	Meets	Improvement	Organization	Exceeds	Meets	Improvement
Understand the overall quality management system concepts: the requirements/clauses, quality principles, and Plan-Do-Check-Act	3	2	1	The organization understand its internal and external issues: that relevant to its purpose and strategic direction and that affect its ability to achieve any intended result	3	2	1
Assisted in any process of implementing quality management system: contribute to existing or current implementation of quality management system standard	3	2	1	The top management has demonstrated leadership and commitment	3	2	1
Planning to taking an active role in internal/ external audit	3	2	1	The top management has demonstrated leadership and commitment with respect to customer focus	3	2	1
				The management has shown commitment to establish, implement and maintain a quality policy: the quality policy is available, maintained, understandable, relevant and appropriate to interested parties.	3	2	1
				The top management has ensured that the responsibilities and authorities of any roles, are assigned, communicated and understood to everyone	3	2	1
				The organization has plan and establish quality objective	3	2	1
				The organization has determined and provide the resources needed: for establishment, implementation, maintenance and continual improvement effort	3	2	1
				The organization has monitor, measure, analysis and evaluate the performance: the customers perceptions, needs and expectation has been fulfilled, and the information are obtained and reviewed. Any other relevant data and information are monitor and evaluate	3	2	1
Total Score (Maximum 9):				The organization has determined and select the opportunity for improvement: implement necessary action to meet and enhance customers' requirements and satisfactions	3	2	1
Department	Exceeds	Meets	Improvement	Any complain has been taken care and corrected	Exceeds	Meets	Improvement
The necessary person is provided for the operation and any process involved	3	2	1	Communicate with the customers' requirements: provide, handle, obtain the information and inquiries	3	2	1
The necessary infrastructure for the operation has been provided and maintain	3	2	1	Determine the customers' requirements: legal and meets the criteria of what been offered	3	2	1
The suitable environment is provided and maintained	3	2	1	Review the customers' requirements: the necessary information (delivery and post-delivery, etc.)	3	2	1
The necessary monitoring and measuring resources are provided: any measurement traceability using measuring equipment	3	2	1	Changes of the customers' requirements: the relevant information is amended and made aware)	3	2	1
The necessary knowledge for the operation to be effective is maintained and available	3	2	1				
Any person is competence in doing their work	3	2	1	Total Score (Maximum 43):			
				Third Party	Exceeds	Meets	Improvement
Any person is aware of the overall situations: aware of the quality policy, objectives and other relevant situations	3	2	1	The organization understand its interested party needs and expectations	3	2	1
Communication is well established	3	2	1	The organization has plan to address risks and opportunity: referring to its external and internal issues, and the expectation of the needs and expectation of	3	2	1
Any necessary documents are created, control and updated	3	2	1				
				Total Score (Maximum 6):			
Total Score (Maximum 27):							
				Total Overall Score (Maximum 85):			