ISO 9001:2015 Transition Documentation Toolkit

Note: The transition and related documentation should be performed in the order in which it is listed here. Cells in the table colored dark gray represent folder names in the toolkit, while light gray cells represent procedures.

No.	Name of Document	ISO 9001:2008 Clause	ISO 9001:2015 Clause	Mandatory document	New/Revised document
00 Before you start					
1	Internal Audit Checklist				Revised
01 Determining context of the organization					
2	Procedure for Determining Context of the Organization and Interested Parties		4.1; 4.2		New
02 List all interested parties					
3	List of Interested Parties		4.2		New
4	Conformance Evaluation Record		4.2		New
03 Determine the scope of the QMS					
5	Scope of Quality Management System	4.2.2	4.3	✓	New
04 Demonstrate leadership					
6	Quality Policy	5.3	5.2	✓	Revised
05 Align QMS objectives with the company's strategy					
7	Quality Objectives	5.4.1	6.2	✓	New
06 Assess risks and opportunities					
8	Procedure for Addressing Risks and Opportunities		6.1		New
9	Appendix 1 – Registry of Key Risks and Opportunities		6.1		New
10	Appendix 2 – Procedure for FMEA Risk Assessment		6.1		New
11	Appendix 3 – FMEA Risks Assessment Record		6.1		New
07 Control documented information					
12	Procedure for Document and Record Control	4.2.3; 4.2.4	7.5		Revised
13	Appendix 1 – List of Internal Documents	4.2.3			Revised

14	Appendix 2 – List of External Documents	4.2.3			Revised
15	Appendix 3 – List of Types of Records	4.2.4			Revised
16	Appendix 4 – Registry of Records for Detention/ Central Archive	4.2.4			Revised
08 Operational control					
17	Procedure for Production and Service Provision	7.5	8.5		Revised
18	Appendix 1 – Product Specification	7.1 a)	8.5.1	✓	Revised
19	Appendix 2 – Record of Product/Service Conformance	7.1d)	8.5.1	✓	Revised
20	Appendix 3 – Quality Plan	7.1	8.5.1		Revised
21	Appendix 4 – Notification to a Customer about Changes on his Property	7.5.4	8.5.3	✓*	Revised
22	Appendix 5 – Record of Traceability	7.5.3	8.5.2; 8.6	✓*	Revised
23	Appendix 6 – Production/Service Change Review Record		8.5.6	✓	New
09 Review design and development process					
24	Procedure for Design and Development	7.3	8.3		Revised
25	Appendix 1 – Project Task	7.3.2	8.3.2; 8.3.3	✓*	Revised
26	Appendix 2 – Project Plan and Review	7.3.4; 7.3.5; 7.3.6;	8.3.2; 8.3.4;	✓*	Revised
27	Appendix 3 – Change Review Record	7.3.7	8.3.6	✓	Revised
28	Appendix 4 – Design Review Minutes	7.3.4	8.3.5	✓	Revised
10 Control of external providers					
29	Procedure for Purchasing and Evaluation of Suppliers	7.4	8.4	✓	Revised
30	Appendix 1 – Checklist for Evaluation of Suppliers	7.4.1	8.4.1	✓*	Revised
31	Appendix 2 – List of Approved Suppliers	7.4.1	8.4.1		Revised
32	Appendix 3 – Registry of Complaints about Suppliers	7.4.1	8.4		Revised
33	Appendix 4 – Request and Order for Purchasing	7.4.2	8.4		Revised
11 Performance evaluation					

34	Matrix of Key Performance Indicators	8.2.3	9.1.3	✓	Revised
35	Appendix 2 – Data Analysis Report	8.4	9.1.3		Revised
12 Measuring and reporting					
36	Procedure for Management Review	5.6	9.3		Revised
37	Appendix 3 – Management Review Minutes	5.6.1	9.3.3	✓	Revised
38	Procedure for Management of Nonconformities and Corrective Actions	8.3; 8.5.2; 8.5.3	8.7; 10.2		Revised
39	Appendix 1 – Non-Conformity Record	8.3	8.7; 10.2.2	✓	Revised
40	Appendix 2 – Corrective Action Record	8.5.2; 8.5.3	10.2.2	✓	Revised
41	Appendix 3 – Registry of Non-Conformities and Corrective Actions	8.3; 8.5.2; 8.5.3	10.2.2		Revised
Wrap up the project					
42	Quality Manual	4.2.2			Revised

*The listed documents are not mandatory if the corresponding processes don't exist in the organization.