Ref	Column Title	Data Type	Purpose
A	**Ref**	Predefined text	Unique interested party ID number (IP01, IP02, etc.).
B	**Date Raised**	Date	Enter the date the interested party was identified or recorded in the register.
C	**Process**	Dropdown	In which process, department, or activity does the interested party relationship exist? Edit the process list in Cell B89.
D	**Interested Party**	Dropdown	Select the interested party from the dropdown. Edit the interested party list in Cell D89.
E	**Relationship**	Dropdown	What type of relationship exists with the interested party? Edit the relationship list in Cell H89.
F	**Needs & Expectations**	Dropdown	Select the primary needs and expectations of the interested party. Edit the list in Cell F89.
G	**Current Controls**	Free text	Describe what controls, engagement mechanisms, or processes currently exist to manage this interested party relationship.
H	**Priority**	Dropdown (1–5)	How much influence does the interested party have on organisational decisions? 1 = Very Low, 5 = Very High.
I	**Relevance**	Dropdown (1–5)	How much interest does the interested party have in organisational activities? 1 = Very Low, 5 = Very High.
J	**Power**	Formula	Power score = H × I (Priority × Relevance). Do not overwrite formulae.
K	**Influence**	Formula	Influence band derived from the Power score: Very Low (1–4), Minor (5–8), Medium (9–12), High (13–16), Very High (17–25).
L	**Status of Influence**	Formula	Importance description looked up from the Influence band. Do not overwrite.
M	**Suggested Strategy**	Formula	Auto-populated engagement strategy based on the Influence band (Monitor, Engage, Keep Satisfied, Keep Informed, Manage Closely).
N	**Suggested Objectives**	Formula	Auto-populated objectives based on the Influence band. Do not overwrite.
O	**Risks to Interested Parties**	Free text	What risks does the interested party face if their needs and expectations are not met?
P	**Risks to our Organization**	Free text	What risks does your organisation face from failing to meet the interested parties' needs and expectations?
Q	**Opportunities**	Free text	Identify any opportunities arising from the interested party relationship.
R	**Scope Applicability**	Free text	Reference the ISO 9001 clause(s) to which the interested party's requirements apply (e.g. 4.2, 8.2, 8.4).

SAMPLE

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4.3 Influence Bands

The Power score maps to five influence bands that drive the register's formula outputs:

6. **Very Low (1–4):** Negligible stakeholder. Low-touch monitoring only.
7. **Minor (5–8):** Limited engagement needed. Maintain periodic awareness.
8. **Medium (9–12):** Active monitoring. Assign owner and review quarterly.
9. **High (13–16):** Priority stakeholder. Formal controls required. Link to Risk Register.
10. **Very High (17–25):** Critical stakeholder. Immediate management attention and continuous monitoring.

5. Action Matrix

The matrix below defines the auto-populated strategy, objectives, and recommended management action for each influence band. The Strategy (Column M) and Objectives (Column N) are populated automatically by the register's formulae based on the Influence band (Column K).

Score	Influence	Importance	Strategy	Objectives	Management Action
1 to 4	**Very Low**	No relevance, low priority	Monitor interest	Review status again in next quarter	No immediate action required. Review annually or when context changes.
5 to 8	**Minor**	Low relevance, medium priority	Engage to expand interest	Detect opportunities from growing interest	Maintain awareness. Include in periodic management review. Monitor for escalation.
9 to 12	**Medium**	Medium relevance, high priority	Keep satisfied	Build interest, monitor for changes	Active monitoring required. Assign owner. Review quarterly. Consider risk assessment.
13 to 16	**High**	High relevance, high priority	Keep informed	Maintain interest, monitor for changes	Priority action. Formal controls required. Link to Risk Register. Review monthly.
17 to 25	**Very High**	Very high relevance, high priority	Manage closely	Maintain support, monitor for changes	Critical stakeholder. Immediate management attention. Mandatory risk assessment. Continuous monitoring.

6. Using the Register

Follow these steps to populate and maintain the register:

1. **Identify interested parties:** Review and edit the interested party dropdown in Cell D89. Also review the Process list in Cell B89 to match your departmental structure.
2. **Determine relationships:** Select the type of relationship from the dropdown in Column E. Review and edit the relationship list in Cell H89.

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