ISO 9001:2026 Transition Plan

Doc No. GA003-01 Rev 1.0 November 2026

Six-step conversion plan. Start and Due dates are calculated from the Project start date on Key Dates; Owners are placeholder roles. Example entries in T1.01–T1.03 (Status, % complete, Evidence starting "Example:") — overwrite or delete.

Task						Schedule			Progress and evidence			
Task ID	Step	Task	Clause(s)	Kit file(s)	Owner	Start	Due	Duration (working days)	Status	% complete	Evidence	Notes
T1.01	1. Gap review	Appoint the transition lead, agree the scope of the transition and obtain top management commitment.	5.1.1; 5.3	G0001-13	Top Management	11 Jan 2027	15 Jan 2027	5	Complete	100%	Example: transition lead appointed in management meeting minutes [Date].	
T1.02	1. Gap review	Read the change list and the transition guide; brief the transition team on the conversion method.	All	G0001-11; G0001-13; T0100-03	Quality Manager	11 Jan 2027	20 Jan 2027	8	Complete	100%	Example: team briefing attendance list [Date].	
T1.03	1. Gap review	Contact the certification body: confirm its own accreditation transition status, the transition audit route (surveillance, recertification or special audit), likely timing and any extra audit time.	—	G0001-13	Quality Manager	14 Jan 2027	23 Jan 2027	7	In progress	50%	Example: email to certification body sent; reply awaited.	
T1.04	1. Gap review	Complete the Delta Gap Checklist for every changed requirement with the process owners.	All changed clauses	GA003-02; G0001-11	Quality Manager	18 Jan 2027	31 Jan 2027	10	Not started	0%		
T1.05	1. Gap review	Review changes to the organization's context and interested parties since the last review, including the climate change decision.	4.1; 4.2	P0410-01; F0410-01; P0420-01; F0420-01; F0440-03	Quality Manager	18 Jan 2027	31 Jan 2027	10	Not started	0%		
T1.06	1. Gap review	List your own QMS documents in the Document Update Tracker and run the search terms to find affected wording.	7.5	GA003-03	Quality Manager	25 Jan 2027	03 Feb 2027	8	Not started	0%		
T2.01	2. Plan	Agree an action, owner and target date for each gap; enter the linked task reference in the Delta Gap Checklist.	All changed clauses	GA003-02; GA003-01	Quality Manager	01 Feb 2027	07 Feb 2027	5	Not started	0%		
T2.02	2. Plan	Agree the transition audit date with the certification body and enter it on the Key Dates sheet.	—	GA003-01; G0001-13	Quality Manager	01 Feb 2027	14 Feb 2027	10	Not started	0%		
T2.03	2. Plan	Manage the transition as a planned change: raise a request for change, assess it and plan communication.	6.3	P0630-01; F0630-01; F0630-02; F0630-03	Quality Manager	01 Feb 2027	10 Feb 2027	8	Not started	0%		
T2.04	2. Plan	Confirm resources and training needs, then present this plan to top management for approval.	5.1.1; 7.1; 7.2	GA003-01; P0723-01	Quality Manager	08 Feb 2027	14 Feb 2027	5	Not started	0%		
T3.01	3. Update documents	Update the quality manual to the 2026 clause structure and wording.	4–10	M0100-01; M0100-02; M0100-00	Quality Manager	15 Feb 2027	28 Mar 2027	30	Not started	0%		
T3.02	3. Update documents	Revise the quality policy (context and strategic direction; quality culture and ethical behaviour) and obtain top management approval.	5.1.1; 5.2	F0520-01	Top Management	15 Feb 2027	07 Mar 2027	15	Not started	0%		
T3.03	3. Update documents	Update the context and interested party procedures and registers (climate change decision; whether each requirement is addressed through the QMS).	4.1; 4.2	P0410-01; P0420-01; F0410-01; F0420-01; F0440-03	Quality Manager	15 Feb 2027	07 Mar 2027	15	Not started	0%		
T3.04	3. Update documents	Separate risks and opportunities: update the risk procedure and register, and introduce the opportunity evaluation.	6.1.1–6.1.3; 9.1.3	P0611-01; F0611-01; F0611-02	Quality Manager	22 Feb 2027	21 Mar 2027	20	Not started	0%		
T3.05	3. Update documents	Update the change management procedure and forms for communication, monitoring of effectiveness and review of results.	6.3	P0630-01; F0630-01; F0630-02; F0630-03	Quality Manager	01 Mar 2027	21 Mar 2027	15	Not started	0%		
T3.06	3. Update documents	Review operational (clause 8) documents for the minor changes: contingency and disruption information to customers, communication of changed requirements, design outputs, external provider communication.	8.2.1; 8.2.4; 8.3.2; 8.3.5; 8.4.3	M0100-02; G0001-11	Operations Manager	01 Mar 2027	28 Mar 2027	20	Not started	0%		
T3.07	3. Update documents	Update the organizational knowledge procedure and register so knowledge is applied and shared.	7.1.6	P0716-01; F0716-01	Quality Manager	08 Mar 2027	21 Mar 2027	10	Not started	0%		
T3.08	3. Update documents	Update the competence and awareness procedure, induction checklist and training evaluation for quality culture and ethical behaviour.	7.3	P0723-01; F0723-04; F0723-06	HR Manager	08 Mar 2027	28 Mar 2027	15	Not started	0%		
T3.09	3. Update documents	Update the management review procedure, agenda and minutes for inputs a–h in the 2026 order.	9.3	P0930-01; F0930-01; F0930-02; F0930-03	Quality Manager	15 Mar 2027	04 Apr 2027	15	Not started	0%		
T3.10	3. Update documents	Update the internal audit procedure and forms: objectives, criteria and scope for each audit; 2026 audit criteria.	9.2	P0920-01; F0920-01; F0920-02; F0920-03; F0920-05	Internal Audit Lead	15 Mar 2027	04 Apr 2027	15	Not started	0%		
T3.11	3. Update documents	Update the improvement procedure and register for the merged clause 10.1 (10.3 deleted).	10.1; 10.3	P1010-01; F1010-03	Quality Manager	22 Mar 2027	04 Apr 2027	10	Not started	0%		

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Drawn from the Transition Plan; nothing to enter. Bars: grey Not started, blue In progress, green Complete, amber On hold, red overdue. Dark column = our transition audit week; pale yellow = this week.

| Task (from the Transition Plan) | | | | | | Week commencing (Monday) | | | | | |