



Perry Johnson Registrars, Inc.

CONFIRMATION OF AUDITEE READINESS TO TRANSITION FROM ISO 9001:2008 TO ISO 9001:2015

This form allows the auditee to confirm for PJR its readiness to complete a transition from ISO 9001:2008 to ISO 9001:2015.

Please bear in mind that there are no prescribed methods for fulfilling these requirements and the effectiveness of your approach will be verified during the onsite audit process. If a review of this list raises concerns that you are not ready to complete your transition, please contact your scheduler immediately.

Perry Johnson Registrars, Inc., 755 W. Big Beaver Road, Suite 1340, Troy, MI 48084

Scheduler's Name: _____

Company Name:	Mgmt. Rep.:		
Lead Auditor:	Date of Audit:		
		YES	NO
1) Have you implemented a process to determine, monitor, and review external and internal issues relevant to purpose and strategic direction? – (Clause 4.1)			
2) Have you determined who your interested parties are? – (Clause 4.2)			
3) Have you established a process to monitor and review information about interested parties and identify what their requirements are? – (Clause 4.2)			
4) Is the scope statement appropriate/accurate and does it take into account: a. All internal/external issues, b. Relevant interested party requirements, and c. The products and services of the organization? – (Clause 4.3)			
5) Have you identified all appropriate “non-applicable” items from ISO 9001:2015 and documented their justification for such claims? – (Clause 4.3) (These were formerly called “Exclusions.”)			
6) Has management demonstrated that it has taken accountability of the effectiveness of the quality management system? – (Clause 5.1.1)			
7) Has management assured that the quality policy and objectives are compatible with the strategic direction of the company? – (Clause 5.1.1)			
8) Has management assured that the quality management system requirements have been integrated into the business processes? – (Clause 5.1.1)			

9) Has the quality policy been made available to all interested parties (including external parties as appropriate?) – (Clause 5.2.2C)		
10) Has Top Management taken on the responsibility for management of the quality management system? (Formerly the purview of the Management Representative?) – (Clause 5.3)		
11) Has Top Management established a means to monitor if processes are delivering their intended outputs? – (Clause 5.3)		
12) Has a process been developed to determine applicable risks? – (Clause 6.1.1)		
13) Has a process been developed to address identified risks (including evaluation of effectiveness?) – (Clause 6.1.2)		
14) Are quality objectives relevant to the conformity of products and services, and do they enhance customer satisfaction? – (6.2.1D)		
15) Have quality objectives been sufficiently analyzed to assign resources, identify responsible parties, establish a timeline, and determine evaluation practices? – (Clause 6.2.2)		
16) Has the organization established a process to ensure that organizational knowledge is maintained and made available? – (Clause 7.1.6)		
17) Have you established a process to assess existing competencies against changing needs and trends? – (Clause 7.1.6)		
18) If the organization is responsible for the design of its products , do design inputs include standards and/or codes of practice that the organization has committed to implement? – (Clause 8.3.3D) <input type="checkbox"/> - Please check this box if you are NOT responsible for the design of your products and do not answer “Yes” or “No” to this question.		
19) If the organization is responsible for the design of its products , do design inputs include consideration of potential consequences of failure due to the nature of the products or services? – (Clause 8.3.3E) <input type="checkbox"/> - Please check this box if you are NOT responsible for the design of your products and do not answer “Yes” or “No” to this question.		
20) Have you established a method to communicate their intentions in control and monitoring of external provider performance to external providers? – (Clause 8.4.3)		

21) Have controls been established for external provider's property where ownership does not transfer to the organization? – (Clause 8.5.3)		
22) Have controls for the expanded list of applicable Post Delivery activities been established? – (Clause 8.5.5)		
23) Have you determined a process for responding to unplanned changes in such a way that conformity with specified requirements is maintained? – (Clause 8.5.6)		
24) Have you determined a method for retaining documented information about changes, including who authorized the change and actions arising from the change? – (Clause 8.5.6)		
25) Have you structured the management review process in such a way that it includes discussion of internal and external issue changes, including the effect therein on the strategic direction of the company? – (Clause 9.3.1)		
26) Have you structured the management review process in such a way that it includes discussion of External provider (supplier) performance? – (Clause 9.3.1)		
27) Have you structured the management review to include an assessment of risk management actions? – (Clause 9.3.1)		
28) Have you completed a full system internal audit against the ISO 9001:2015 standard and conducted a Management Review Meeting to review the results of that audit?		

Please email this completed form to PJR immediately. If you answer no to questions 1-28 (potentially excluding questions 18 and 19 as these relate to product design only) above, then your organization is not ready to transition to ISO 9001:2015. Failure to return this form 28 days before your scheduled audit may result in PJR having to cancel your audit due to lack of readiness. Any unrecoverable costs are the responsibility of the client.

Signature _____

Print Name _____

Date _____