

KA/LP/NSI 008/16

1 July 2016

**To: All NSI NACOSS Gold, Fire Gold and ARC Gold approved companies**

Dear Colleague

**BS EN ISO 9001:2015 Guidance Document for Approved Companies**

Following my letter to you in October of last year we have prepared a guidance document for the recently published BS EN ISO 9001:2015. This document is designed to walk you through the essential elements you will need to address in order to become BS EN ISO 9001:2015 compliant.

Included with the Guidance Document are three appendices;

Appendix A: Transition Checklist - this document is to ensure you have asked and answered all the relevant questions for the transition to take place.

Appendix B: List of Records Required - a suggested list of records you may wish to keep.

Appendix C: Documented Information Required - a table relating to all the clauses that specify 'documented information'

In addition to the Guidance Document you will also find Annex A, a step by step guide on how to interpret each clause.

You can obtain a copy of the Guidance Document and Annex A from the Gold approved company area of the NSI website using your login details.

The official deadline from ISO to achieve certification to BS EN ISO 9001:2015 is 14th September 2018. We will not be permitted to issue any certificates of approval to BS EN ISO 9001:2008 after this date. To assist us in scheduling your transition we strongly recommend you prepare well in advance and have a transition audit scheduled by September 2017 at the latest to ensure continued certification.



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To provide you with extra assistance we are holding regular BS EN ISO 9001:2015 'Transition' seminars. We are keeping the cost of these to a minimum, offering you a preferential rate of £279+VAT per person. Compared to the generalist certification bodies, please bear in mind the optional NSI seminars are delivered by industry experts who understand your business and incorporate a sector specific context. Keep an eye on the training calendar on our website for dates and locations. To find out the latest availability please contact:

Maxine Dent, Training Executive, E: [maxine.dent@nsi.org.uk](mailto:maxine.dent@nsi.org.uk) T: 01628 764831

If you have any questions, please contact your auditor who will be happy to help you.

Yours sincerely

A handwritten signature in black ink that reads 'Kay Aitkin'.

Kay Aitkin  
Service Delivery Director