

KA/LP/NSI 014 16

31 August 2016

**To: All NSI Guarding Gold and Cash Services Gold approved companies**

Dear Colleague

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

To assist with your transition to the 2015 version of BS EN ISO 9001 we have prepared a guidance document. 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.

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

Yours sincerely



Kay Aitkin  
Service Delivery Director