

ML/KL/NSI 016 18

24 May 2018

To: All NSI Gold approved companies

Dear Colleague,

ISO 9001:2015 REMINDER – TIME FOR TRANSITION IS RUNNING OUT

As you are aware, the ISO 9001 transition deadline is now just around the corner (Friday 14th September).

At NSI, we believe in the value of ISO 9001 as a means to maintaining an organisation's quality management system and demonstrating its commitment to quality to its customers.

- If you are one of the majority of NSI approved companies who have successfully completed your transition, then thank you – this circular is not for you and you need take no further action.
- If you are one of many NSI approved companies who have a transition audit booked or are in the process of closing out findings from a transition audit, then you are in control of your transition process.
- **If you do not have a 9001:2015 transition audit booked, and/or have not started the transition process, then you should consider and decide urgently your next steps** – see the 'Transition & Certification Status' table attached for more detail.

Should you decide you no longer wish to maintain ISO 9001 certification, then:

- **if you take no action, your NSI approval will lapse** on the Friday 14th September;
OR
- **to avoid your NSI approval lapsing, you must inform us** that you wish to downgrade from GOLD to Silver (i.e. removal of 9001 from your approval). You should do this before Friday 31st August.

See the attached 'Transition & Certification Status' table. It lays out all possible situations in which you may find your organisation, and next steps. If you are in any doubt, call us.



NSI is totally focussed on doing all it can to facilitate a smooth transition for all GOLD approved companies who can demonstrate compliance in good time.

Kind regards,

A handwritten signature in black ink, appearing to read "Max Linnemann".

Max Linnemann
Head of Certification Services

DDI: 01628 764863
Email: Max.Linnemann@nsi.org.uk

ISO 9001 TRANSITION & CERTIFICATION STATUS

Your situation	Certification status	Action step(s) required
Transition completed	Good	None
You have had a transition audit, some findings were raised and you have submitted evidence to NSI to review.	In hand – low risk	Keep in touch with your NSI auditor and account coordinator. <i>Your submission should be reviewed shortly, and assuming they are accepted, your transition will be completed successfully soon.</i>
You have had a transition audit, have open findings (that need to be closed) and you are preparing to submit evidence to NSI for close out of findings.	In hand – low risk	Submit your root cause analysis and corrective actions to NSI asap. <i>NSI will conduct review and advise you if your submission is acceptable.</i>
You have had a transition audit already and another audit is required and booked for a firm date.	In hand – some risk	Prepare for your NSI audit as best you can.
You have not had a transition audit yet, but do have an audit booked for before end of August. Note: The closer to the deadline the higher the risk, as there is no time for close out of findings.	In hand – moderate risk	Prepare for your NSI audit as best you can. <i>If you are ready to take the audit sooner rather than later, speak to your NSI operations coordinator to see if this is possible.</i>
You have had a transition audit already and a second audit is required which has not yet been booked for a firm date.	In hand – higher risk	Contact NSI urgently to get this audit booked in. <i>(Remember NSI auditor's book audit visits up to 2-3 months in advance!)</i>
You have yet to agree a date for a transition audit.	Very high risk	Contact NSI immediately to discuss your situation. <i>Do not delay - you may be too late!</i>
You have decided not to maintain ISO 9001 certification and wish to drop to Silver approval <u>but have not informed NSI of this.</u>	Very high risk	Contact NSI immediately to notify us of your decision. <i>Note: If you do not notify NSI of your decision, your NSI Gold approval will lapse on 14th September.</i>

FAQs

If we 'drop to Silver', what is involved?

Contact your NSI Account Co-ordinator and formally advise us of your decision and return your NSI Gold Certificate to us. NSI will then make the necessary change to our records and issue you with a new NSI Silver Certificate of Approval. Your Account Co-ordinator will advise you of changes to your audit programme and any changes in annual fees.

If we want to get Gold again in the future, will we have to go through the entire initial assessment process for ISO 9001:2015?

Yes. There is no way around this. The standards all Certification Bodies are accredited to (by UKAS) require a Stage 1 and Stage 2 assessment. (Certification Bodies are not able to take into consideration any lapsed approval to short circuit this process). There is clearly cost attached to this.

Is there time to book an additional (out of cycle) audit, if we need to?

It may well be possible (as of May 2018) to book an additional audit to make the transition but this is not guaranteed. NSI auditors have a full portfolio of approved companies and typically schedule audits up to 2-3 months in advance. To avoid disappointment, you should book your audit as soon as possible. Note that, as always, additional audits are chargeable.