SKEDMIA

ISO 14065:2020

General principles and requirements for bodies validating and verifying environmental information

GUIDE

Document Master List

Controlled list of every document supplied in the ISO 14065:2020 kit, with its revision status and owner.

Document control

Document number	GDE-02	**Revision**	0
Document title	Document Master List	**Issue date**	[Date]
Document owner	Management Representative	**Next review**	[Date]
Management system	Validation and Verification Body Management System	**Classification**	Internal
Standard clauses	7.5	**Status**	For approval

	Name	Position	Signature / Date
Prepared by	[Name]	[Position]	
Reviewed by	[Name]	[Position]	
Approved by	[Name]	[Position]	

Rev.	Date	Description of change	Author
0	[Date]	First issue.	[Name]

Before you issue this document

Replace every highlighted placeholder such as [Organisation Name] with your own details, delete any clause that does not apply to your scope, and have the document approved by the roles named above. Record the approval in the revision history — an auditor will ask who approved it and when.

This master list records every document in the ISO 14065:2020 Complete Documentation Kit. It is the register required by the standard's documented-information clause: when [Organisation Name] adopts the kit, update the revision and issue-date columns as each document is approved, and add any document created locally.

How to use this list

Keep one controlled copy. Every time a document is revised, raise its revision number here and on the document's own cover page. An auditor will normally ask for this list first and sample from it.

Doc. No	Document title	Clause(s)	Owner
00 Read Me First			
GDE-01	Kit Guide and Implementation Roadmap	—	Technical Manager
01 Manual			
MAN-01	Validation and Verification Body Management System Manual	4, 5, 6, 7, 8, 9, 10, 11	Technical Manager
MAN-02	ISO/IEC 17029 Integration, Management System Route Declaration and Compliance Matrix	1, 2, 11	Top Management
MAN-03	Scope and Boundaries of the Validation and Verification Body Management System	8, 11	Technical Manager
02 Policies			
POL-01	Validation and Verification Body Management System Policy	11.1, 4.3	Top Management
POL-02	Impartiality Policy, Top-Management Commitment and Safeguarding Committee Terms of Reference	4.3, 5.3, 6.1	Top Management
03 Procedures			
PRO-01	Actions to Address Risks and Opportunities	11.5	Technical Manager
PRO-02	Impartiality Threat Screening, Treatment and Declaration Procedure	5.3, 7.2	Technical Manager
PRO-03	Objectives and Performance Indicators	11.1	Technical Manager
PRO-04	Competence Management, Training and Authorisation	7.3, 7.2	Technical Manager
PRO-05	Internal Communication and Client Information	10.1, 10.2	Technical Manager
PRO-06	Public Information, Reference to Statements and Use of Marks	10.1, 10.2, 10.3, 5.3	Technical Manager
PRO-07	Control of Documented Information	11.6	Technical Manager
PRO-08	Engagement Records, File Index and Retention Schedule	9.11, 11.6	Technical Manager
PRO-09	Confidentiality, Personnel Undertakings and Legal Disclosure Procedure	7.2, 10.4	Technical Manager
PRO-10	Operational Control of Sites, Personnel Types and Delivery Arrangements	6.2	Technical Manager
PRO-11	Outsourcing, Technical Expert and Approved Provider Control Procedure	7.4, 7.2, 6.2	Technical Manager

Doc. No	Document title	Clause(s)	Owner
PRO-12	Validation and Verification Programme Management Procedure	8, 11.5	Technical Manager
PRO-13	Master Validation and Verification Process Procedure	9.1, 9.2, 9.3, 9.4, 9.5	Technical Manager
PRO-14	Professional Scepticism, Conservativeness and Sufficiency of Evidence Work Instruction	4.4, 4.5, 9.5	Team Leader
PRO-15	Internal Audit	11.3	Quality and Compliance Manager
PRO-16	Management Review	11.2	Top Management
PRO-17	Independent Review and Technical Decision Procedure	9.6, 9.7.1	Technical Manager
PRO-18	Nonconformity and Corrective Action	11.4	Technical Manager
PRO-19	Post-Issue Facts, Withdrawal and Reissue Procedure	9.8	Technical Manager
PRO-20	Appeals and Complaints Procedure, Forms and Registers	9.9, 9.10	Technical Manager
04 Forms, Registers & Templates			
FRM-01	Roles, Responsibilities and Authorities Matrix	6.1, 5.2	Top Management
FRM-02	Legal Status and Liability/Insurance File	5.1, 5.2, 5.4	Top Management
FRM-03	Competence Matrix and Training Record	7.3	Technical Manager
FRM-04	Competence Evaluation, Witnessing and Evaluator Competence Record	7.3	Technical Manager
FRM-05	Communication Log and Suggestion Form	10.1, 10.2	Technical Manager
FRM-06	Management of Change Request	6.2, 11.5	Technical Manager
FRM-07	Pre-Engagement Review, Engagement Type and Time Allocation Record	9.2	Technical Manager
FRM-08	Engagement Agreement Template with Cooperation and Marks Clauses	9.3, 10.3	Technical Manager
FRM-09	Evidence Work Programme, Working Papers and Data Trail Testing Record	9.5	Team Leader
FRM-10	Internal Audit Plan and Report	11.3	Quality and Compliance Manager
FRM-11	Management Review Minutes and Actions	11.2	Top Management
FRM-12	Validation Statement, Verification Statement and Report of Factual Findings Templates	9.7.2	Technical Manager
FRM-13	Document Change Request	11.6	Technical Manager
04 Forms, Registers & Templates			
REG-01	Interested Parties and Requirements Register	10.2, 5.3	Technical Manager
REG-02	Actions to Address Risks and Opportunities Register	11.5	Technical Manager

Doc. No	Document title	Clause(s)	Owner
REG-03	Impartiality Threat and Conflict of Interest Register	5.3	Technical Manager
REG-04	Programme Criteria, Evidence-Gathering Tool and Annex Applicability Register	8, 1	Technical Manager
REG-05	Objectives and Action Plan Tracker	11.1, 11.2	Technical Manager
REG-06	Competence Criteria and Personnel Authorisation Register	7.3, 6.1, 9.7.1	Technical Manager
REG-07	Nonconformity and Corrective Action Register	11.4	Technical Manager
REG-08	Register of Issued, Modified and Withdrawn Statements	9.7.2, 9.8	Technical Manager
05 Plans & Programmes			
PLN-01	Annual Internal Audit Programme	11.3	Quality and Compliance Manager
PLN-02	Engagement Planning Pack: Strategic Analysis, Validation/Verification Risk, Materiality and Sampling	9.4, 9.5	Team Leader
PLN-03	Accreditation Project Plan and Witness Assessment Readiness Roadmap	1, 11	Technical Manager
PLN-04	Competence and Training Plan	7.3, 7.2	Technical Manager
PLN-05	Communication Plan	10.1, 10.2	Technical Manager
06 Checklists			
CHK-01	Gap Analysis Checklist — ISO 14065:2020 with ISO/IEC 17029:2019 and IAF MD 6	—	Technical Manager
CHK-02	Internal Audit Checklist	11.3	Quality and Compliance Manager
07 Internal Auditor Training Pack			
TRN-01	Internal Auditor Participant Handbook	11.3	Technical Manager
TRN-02	Trainer's Guide	11.3	Technical Manager
TRN-03	Presentation Slides Outline	11.3	Technical Manager
TRN-04	Exercises and Case Studies	11.3	Technical Manager
TRN-05	Examination	11.3	Technical Manager
TRN-06	Examination Answer Key and Marking Scheme	11.3	Technical Manager
TRN-07	Course Forms	11.3	Technical Manager
TRN-08	Certificate of Training Template	11.3	Technical Manager

Revision status

Record the approved revision of each document as it is issued. Rows are pre-filled at revision 0 (first issue).

Doc. No	Rev.	Issue date	Approved by	Next review
GDE-01	0	[Date]	[Name]	[Date]
MAN-01	0	[Date]	[Name]	[Date]
MAN-02	0	[Date]	[Name]	[Date]
MAN-03	0	[Date]	[Name]	[Date]
POL-01	0	[Date]	[Name]	[Date]
POL-02	0	[Date]	[Name]	[Date]
PRO-01	0	[Date]	[Name]	[Date]
PRO-02	0	[Date]	[Name]	[Date]
PRO-03	0	[Date]	[Name]	[Date]
PRO-04	0	[Date]	[Name]	[Date]
PRO-05	0	[Date]	[Name]	[Date]
PRO-06	0	[Date]	[Name]	[Date]
PRO-07	0	[Date]	[Name]	[Date]
PRO-08	0	[Date]	[Name]	[Date]
PRO-09	0	[Date]	[Name]	[Date]
PRO-10	0	[Date]	[Name]	[Date]
PRO-11	0	[Date]	[Name]	[Date]
PRO-12	0	[Date]	[Name]	[Date]
PRO-13	0	[Date]	[Name]	[Date]
PRO-14	0	[Date]	[Name]	[Date]
PRO-15	0	[Date]	[Name]	[Date]
PRO-16	0	[Date]	[Name]	[Date]
PRO-17	0	[Date]	[Name]	[Date]
PRO-18	0	[Date]	[Name]	[Date]
PRO-19	0	[Date]	[Name]	[Date]
PRO-20	0	[Date]	[Name]	[Date]
REG-01	0	[Date]	[Name]	[Date]
FRM-01	0	[Date]	[Name]	[Date]
FRM-02	0	[Date]	[Name]	[Date]
REG-02	0	[Date]	[Name]	[Date]
REG-03	0	[Date]	[Name]	[Date]
REG-04	0	[Date]	[Name]	[Date]
REG-05	0	[Date]	[Name]	[Date]
FRM-03	0	[Date]	[Name]	[Date]
REG-06	0	[Date]	[Name]	[Date]

Doc. No	Rev.	Issue date	Approved by	Next review
FRM-04	0	[Date]	[Name]	[Date]
FRM-05	0	[Date]	[Name]	[Date]
FRM-06	0	[Date]	[Name]	[Date]
FRM-07	0	[Date]	[Name]	[Date]
FRM-08	0	[Date]	[Name]	[Date]
FRM-09	0	[Date]	[Name]	[Date]
FRM-10	0	[Date]	[Name]	[Date]
FRM-11	0	[Date]	[Name]	[Date]
FRM-12	0	[Date]	[Name]	[Date]
REG-07	0	[Date]	[Name]	[Date]
REG-08	0	[Date]	[Name]	[Date]
FRM-13	0	[Date]	[Name]	[Date]
PLN-01	0	[Date]	[Name]	[Date]
PLN-02	0	[Date]	[Name]	[Date]
PLN-03	0	[Date]	[Name]	[Date]
PLN-04	0	[Date]	[Name]	[Date]
PLN-05	0	[Date]	[Name]	[Date]
CHK-01	0	[Date]	[Name]	[Date]
CHK-02	0	[Date]	[Name]	[Date]
TRN-01	0	[Date]	[Name]	[Date]
TRN-02	0	[Date]	[Name]	[Date]
TRN-03	0	[Date]	[Name]	[Date]
TRN-04	0	[Date]	[Name]	[Date]
TRN-05	0	[Date]	[Name]	[Date]
TRN-06	0	[Date]	[Name]	[Date]
TRN-07	0	[Date]	[Name]	[Date]
TRN-08	0	[Date]	[Name]	[Date]

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Clause Cross-Reference Matrix

Shows which kit document answers each clause of ISO 14065:2020 — the table certification bodies ask for at stage 1.

Document control

Document number	GDE-03	**Revision**	0
Document title	Clause Cross-Reference Matrix	**Issue date**	[Date]
Document owner	Management Representative	**Next review**	[Date]
Management system	Validation and Verification Body Management System	**Classification**	Internal
Standard clauses	—	**Status**	For approval

	Name	Position	Signature / Date
Prepared by	[Name]	[Position]	
Reviewed by	[Name]	[Position]	
Approved by	[Name]	[Position]	

Rev.	Date	Description of change	Author
0	[Date]	First issue.	[Name]

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Use this matrix to demonstrate that every requirement of ISO 14065:2020 is addressed by documented information. Complete the final column with the evidence or record that proves the requirement is being met in practice, and take it to the stage 1 audit.

Good practice

Auditors use a matrix like this to plan their sample. A complete, honest matrix shortens stage 1 considerably; an aspirational one invites a deeper audit.

Clause	Kit document(s)	Evidence / records in use
1	MAN-02, PLN-03, REG-04	
2	MAN-02	
4	MAN-01	
4.3	POL-01, POL-02	
4.4	PRO-14	
4.5	PRO-14	
5	MAN-01	
5.1	FRM-02	
5.2	FRM-01, FRM-02	
5.3	POL-02, PRO-02, PRO-06, REG-01, REG-03	
5.4	FRM-02	
6	MAN-01	
6.1	FRM-01, POL-02, REG-06	
6.2	FRM-06, PRO-10, PRO-11	
7	MAN-01	
7.2	PLN-04, PRO-02, PRO-04, PRO-09, PRO-11	
7.3	FRM-03, FRM-04, PLN-04, PRO-04, REG-06	
7.4	PRO-11	
8	MAN-01, MAN-03, PRO-12, REG-04	
9	MAN-01	
9.1	PRO-13	
9.2	FRM-07, PRO-13	
9.3	FRM-08, PRO-13	
9.4	PLN-02, PRO-13	
9.5	FRM-09, PLN-02, PRO-13, PRO-14	
9.6	PRO-17	
9.7.1	PRO-17, REG-06	
9.7.2	FRM-12, REG-08	

Clause	Kit document(s)	Evidence / records in use
9.8	PRO-19, REG-08	
9.9	PRO-20	
9.10	PRO-20	
9.11	PRO-08	
10	MAN-01	
10.1	FRM-05, PLN-05, PRO-05, PRO-06	
10.2	FRM-05, PLN-05, PRO-05, PRO-06, REG-01	
10.3	FRM-08, PRO-06	
10.4	PRO-09	
11	MAN-01, MAN-02, MAN-03, PLN-03	
11.1	POL-01, PRO-03, REG-05	
11.2	FRM-11, PRO-16, REG-05	
11.3	CHK-02, FRM-10, PLN-01, PRO-15, TRN-01, TRN-02, TRN-03, TRN-04, TRN-05, TRN-06, TRN-07, TRN-08	
11.4	PRO-18, REG-07	
11.5	FRM-06, PRO-01, PRO-12, REG-02	
11.6	FRM-13, PRO-07, PRO-08	

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