SKEDMIA

ISO 18788:2015

Management system for private security operations — Requirements with guidance for use

GUIDE

Document Master List

Controlled list of every document supplied in the ISO 18788:2015 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	Security Operations 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 18788:2015 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	4.1.1, 5.1.1, 6, 8, 9, 10.2	Director of Security Operations
01 Manual			
MAN-01	Security Operations Management System Manual	4.1.1, 4.2, 4.3, 4.4, 5.1.1, 5.1.2, 5.2, 5.3, 6.1.1, 6.1.2, 6.2, 7.1.1, 7.1.2, 7.2.1, 7.3, 7.4.1, 7.5, 8.1.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 9.1.1, 9.2, 9.3, 10.1, 10.2	Director of Security Operations
MAN-02	Scope, Boundaries and Statement of Applicability of the Security Operations Management System	4.3, 4.4, 7.5.1	Director of Security Operations
MAN-03	Statement of Conformance and Organisational Capacity File	5.1.2, 7.1.2.1, 7.1.2.2, 7.1.2.3, 7.1.2.5	Chief Executive
02 Policies			
POL-01	Security Operations Policy	5.2	Chief Executive
POL-02	Risk Criteria Statement	4.1.5	Director of Security Operations
POL-03	Code of Ethics	8.2	Chief Executive
POL-04	Use of Force Policy and Use of Force Continuum	8.3.1, 8.3.3	Director of Security Operations
POL-05	Whistle-blower Policy and Confidential Reporting Procedure	7.4.5, 8.8.4	Chief Executive
03 Procedures			
PRO-01	Context of the Organisation and Interested Parties	4.1.1, 4.1.2, 4.1.3, 4.2	Director of Security Operations
PRO-02	Supply Chain and Subcontractor Mapping, Due Diligence and Flow-Down Clause Set	4.1.4, 6.1.1, 7.1.2.4, 8.6.2.3	Director of Security Operations
PRO-03	Risks and Opportunities	6.1.1, 6.2.2	Director of Security Operations
PRO-04	Objectives and Planning to Achieve Them	6.2.1, 6.2.2	Director of Security Operations

Doc. No	Document title	Clause(s)	Owner
PRO-05	Competence, Training and Awareness	7.2.1, 7.3	Director of Security Operations
PRO-06	Security Personnel Competence, Screening and Deployment Fitness with Competency Framework	7.2.2, 7.2.3, 7.2.4, 8.6.2.1, 8.6.2.2	Director of Security Operations
PRO-07	Communication	7.4.1	Director of Security Operations
PRO-08	Risk Communication, Consultation and Operational Communications	6.1.3, 7.4.2, 7.4.3	Director of Security Operations
PRO-09	Control of Documented Information	7.5.1, 7.5.2.1, 7.5.2.2, 7.5.3	Director of Security Operations
PRO-10	Operational Planning and Control	8.1.1	Director of Security Operations
PRO-11	Security Service Delivery Procedures and Post Orders Template	8.1.1, 8.1.2	Director of Security Operations
PRO-12	Human Rights Risk Analysis and Human Rights in Operations	3.20, 4.3, 6.1.1, 8.1.3	Human Rights and Grievance Officer
PRO-13	Weapons Authorisation, Force Options and Use-of-Force Training with Qualification Card	8.3.2, 8.3.4, 8.3.5, 8.3.6, 8.3.7	Director of Security Operations
PRO-14	Apprehension, Search and Support to Law Enforcement with Apprehension and Search Registers	8.4.1, 8.4.2, 8.5.1, 8.5.2	Director of Security Operations
PRO-15	Weapons, Munitions, Hazardous Materials and Uniform Management with Armoury Inspection Checklist	8.6.3, 8.6.4	Group Armourer
PRO-16	Incident Management, Reporting and Investigation with Investigation File	8.8.1, 8.8.2	Incident Manager
PRO-17	Complaints and Grievances, Internal and External, with Case Register	8.8.3, 7.4.4	Human Rights and Grievance Officer
PRO-18	Monitoring, Measurement, Analysis and Evaluation	9.1.1	Director of Security Operations
PRO-19	Evaluation of Compliance with Legal and Other Requirements	9.1.2	Director of Security Operations
PRO-20	Internal Audit	9.2.1, 9.2.2	Director of Security Operations
PRO-21	Management Review	9.3.1, 9.3.2, 9.3.3	Chief Executive
PRO-22	Nonconformity, Corrective Action and Continual Improvement	10.1, 10.2.1	Director of Security Operations
PRO-23	Change Management for the SOMS and Operations	8.1.1, 10.2.2, 10.2.3	Director of Security Operations
PRO-24	Legal, Licensing and Voluntary Commitment Requirements with Montreux, ICoC and UNGP Cross-Reference	4.4, 6.1.2, 9.1.2	Director of Security Operations
04 Forms, Registers & Templates			

Doc. No	Document title	Clause(s)	Owner
FRM-01	Context and Issues Analysis	4.1.1, 4.1.2, 4.1.3	Director of Security Operations
FRM-02	Roles, Responsibilities and Authorities Matrix	5.1.1, 5.3, 8.6.1	Chief Executive
FRM-03	Country and Site Security Risk Assessment	4.1.3, 4.1.5, 6.1.1	Director of Security Operations
FRM-04	Competence Matrix and Training Record	7.2.1, 7.2.2, 7.2.3, 7.2.4	Director of Security Operations
FRM-05	Communication Log and Suggestion Form	7.4.1, 7.4.3	Director of Security Operations
FRM-06	Community-Facing Grievance and Whistle-blowing Notice	7.4.4, 7.4.5	Human Rights and Grievance Officer
FRM-07	Management of Change Request	8.1.1, 10.2.2	Director of Security Operations
FRM-08	Mission Rules for the Use of Force (RUF) Template	8.3.1, 8.3.5, 8.3.6	Director of Security Operations
FRM-09	Use of Force and Weapon Discharge Report	8.3.1, 8.8.2	Incident Manager
FRM-10	Internal Audit Plan and Report	9.2.1, 9.2.2	Director of Security Operations
FRM-11	Management Review Minutes and Actions	9.3.1, 9.3.2, 9.3.3	Chief Executive
FRM-12	Document Change Request	7.5.2.1, 7.5.3	Director of Security Operations
04 Forms, Registers & Templates			
REG-01	Interested Parties and Requirements Register	4.2	Director of Security Operations
REG-02	Legal and Other Requirements Register	6.1.2, 9.1.2	Director of Security Operations
REG-03	Risk and Opportunity Register	6.1.1	Director of Security Operations
REG-04	Weapons and Ammunition Inventory and Issue/Return Register	8.6.3	Group Armourer
REG-05	Objectives and Action Plan Tracker	6.2.1, 6.2.2	Director of Security Operations
REG-06	Nonconformity and Corrective Action Register	10.1	Director of Security Operations
05 Plans & Programmes			
PLN-01	SOMS Implementation Plan	4.1.1, 6, 8, 9	Director of Security Operations
PLN-02	Prevention, Mitigation and Response Plan for Undesirable and Disruptive Events	8.1.4	Incident Manager

Doc. No	Document title	Clause(s)	Owner
PLN-03	Occupational Health, Safety, Medical and Welfare Plan	8.6.2.1, 8.7	Director of Security Operations
PLN-04	Annual Internal Audit Programme	9.2.1, 9.2.2	Director of Security Operations
PLN-05	Exercise and Test Programme and After-Action Report	9.1.3	Director of Security Operations
PLN-06	Competence and Training Plan	7.2.1, 7.2.3, 7.3	Director of Security Operations
PLN-07	Communication Plan	7.4.1	Director of Security Operations
06 Checklists			
CHK-01	ISO 18788 Gap Analysis Checklist	—	Director of Security Operations
CHK-02	Internal Audit Checklist	9.2.1, 9.2.2	Director of Security Operations
CHK-03	Certification Readiness Checklist	—	Director of Security Operations
07 Internal Auditor Training Pack			
TRN-01	Internal Auditor Participant Handbook	9.2	Director of Security Operations
TRN-02	Trainer's Guide	9.2	Director of Security Operations
TRN-03	Presentation Slides Outline	9.2	Director of Security Operations
TRN-04	Exercises and Case Studies	9.2	Director of Security Operations
TRN-05	Examination	9.2	Director of Security Operations
TRN-06	Examination Answer Key and Marking Scheme	9.2	Director of Security Operations
TRN-07	Course Forms	9.2	Director of Security Operations
TRN-08	Certificate of Training Template	9.2	Director of Security Operations

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]

Doc. No	Rev.	Issue date	Approved by	Next review
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]
POL-03	0	[Date]	[Name]	[Date]
POL-04	0	[Date]	[Name]	[Date]
POL-05	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]
PRO-21	0	[Date]	[Name]	[Date]
PRO-22	0	[Date]	[Name]	[Date]
PRO-23	0	[Date]	[Name]	[Date]
FRM-01	0	[Date]	[Name]	[Date]
REG-01	0	[Date]	[Name]	[Date]
REG-02	0	[Date]	[Name]	[Date]
PRO-24	0	[Date]	[Name]	[Date]

Doc. No	Rev.	Issue date	Approved by	Next review
FRM-02	0	[Date]	[Name]	[Date]
REG-03	0	[Date]	[Name]	[Date]
FRM-03	0	[Date]	[Name]	[Date]
REG-04	0	[Date]	[Name]	[Date]
REG-05	0	[Date]	[Name]	[Date]
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]
REG-06	0	[Date]	[Name]	[Date]
FRM-12	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]
PLN-06	0	[Date]	[Name]	[Date]
PLN-07	0	[Date]	[Name]	[Date]
CHK-01	0	[Date]	[Name]	[Date]
CHK-02	0	[Date]	[Name]	[Date]
CHK-03	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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ISO 18788:2015

Management system for private security operations — Requirements with guidance for use

GUIDE

Clause Cross-Reference Matrix

Shows which kit document answers each clause of ISO 18788:2015 — 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	Security Operations 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]

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.

Use this matrix to demonstrate that every requirement of ISO 18788:2015 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
3.20	PRO-12	
4.1.1	FRM-01, GDE-01, MAN-01, PLN-01, PRO-01	
4.1.2	FRM-01, PRO-01	
4.1.3	FRM-01, FRM-03, PRO-01	
4.1.4	PRO-02	
4.1.5	FRM-03, POL-02	
4.2	MAN-01, PRO-01, REG-01	
4.3	MAN-01, MAN-02, PRO-12	
4.4	MAN-01, MAN-02, PRO-24	
5.1.1	FRM-02, GDE-01, MAN-01	
5.1.2	MAN-01, MAN-03	
5.2	MAN-01, POL-01	
5.3	FRM-02, MAN-01	
6	GDE-01, PLN-01	
6.1.1	FRM-03, MAN-01, PRO-02, PRO-03, PRO-12, REG-03	
6.1.2	MAN-01, PRO-24, REG-02	
6.1.3	PRO-08	
6.2	MAN-01	
6.2.1	PRO-04, REG-05	
6.2.2	PRO-03, PRO-04, REG-05	
7.1.1	MAN-01	
7.1.2	MAN-01	
7.1.2.1	MAN-03	
7.1.2.2	MAN-03	
7.1.2.3	MAN-03	
7.1.2.4	PRO-02	
7.1.2.5	MAN-03	

Clause	Kit document(s)	Evidence / records in use
7.2.1	FRM-04, MAN-01, PLN-06, PRO-05	
7.2.2	FRM-04, PRO-06	
7.2.3	FRM-04, PLN-06, PRO-06	
7.2.4	FRM-04, PRO-06	
7.3	MAN-01, PLN-06, PRO-05	
7.4.1	FRM-05, MAN-01, PLN-07, PRO-07	
7.4.2	PRO-08	
7.4.3	FRM-05, PRO-08	
7.4.4	FRM-06, PRO-17	
7.4.5	FRM-06, POL-05	
7.5	MAN-01	
7.5.1	MAN-02, PRO-09	
7.5.2.1	FRM-12, PRO-09	
7.5.2.2	PRO-09	
7.5.3	FRM-12, PRO-09	
8	GDE-01, PLN-01	
8.1.1	FRM-07, MAN-01, PRO-10, PRO-11, PRO-23	
8.1.2	PRO-11	
8.1.3	PRO-12	
8.1.4	PLN-02	
8.2	MAN-01, POL-03	
8.3	MAN-01	
8.3.1	FRM-08, FRM-09, POL-04	
8.3.2	PRO-13	
8.3.3	POL-04	
8.3.4	PRO-13	
8.3.5	FRM-08, PRO-13	
8.3.6	FRM-08, PRO-13	
8.3.7	PRO-13	
8.4	MAN-01	
8.4.1	PRO-14	
8.4.2	PRO-14	
8.5	MAN-01	
8.5.1	PRO-14	
8.5.2	PRO-14	

Clause	Kit document(s)	Evidence / records in use
8.6	MAN-01	
8.6.1	FRM-02	
8.6.2.1	PLN-03, PRO-06	
8.6.2.2	PRO-06	
8.6.2.3	PRO-02	
8.6.3	PRO-15, REG-04	
8.6.4	PRO-15	
8.7	MAN-01, PLN-03	
8.8	MAN-01	
8.8.1	PRO-16	
8.8.2	FRM-09, PRO-16	
8.8.3	PRO-17	
8.8.4	POL-05	
9	GDE-01, PLN-01	
9.1.1	MAN-01, PRO-18	
9.1.2	PRO-19, PRO-24, REG-02	
9.1.3	PLN-05	
9.2	MAN-01, TRN-01, TRN-02, TRN-03, TRN-04, TRN-05, TRN-06, TRN-07, TRN-08	
9.2.1	CHK-02, FRM-10, PLN-04, PRO-20	
9.2.2	CHK-02, FRM-10, PLN-04, PRO-20	
9.3	MAN-01	
9.3.1	FRM-11, PRO-21	
9.3.2	FRM-11, PRO-21	
9.3.3	FRM-11, PRO-21	
10.1	MAN-01, PRO-22, REG-06	
10.2	GDE-01, MAN-01	
10.2.1	PRO-22	
10.2.2	FRM-07, PRO-23	
10.2.3	PRO-23	

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