SKEDMIA

ISO 20121:2024

Event sustainability management systems — Requirements with guidance for use

GUIDE

Document Master List

Controlled list of every document supplied in the ISO 20121:2024 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	Event Sustainability 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 20121:2024 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, 5.1, 6, 8, 9, 10.1	Sustainability Manager
01 Manual			
MAN-01	Event Sustainability Management System Manual	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 9.1, 9.2, 9.3, 10.2, 10.1	Sustainability Manager
MAN-02	Scope and Boundaries of the Event Sustainability Management System	4.3, 4.4	Sustainability Manager
MAN-03	Statement of Purpose, Values and Governing Principles	4.5	Top Management
02 Policies			
POL-01	Event Sustainability Management System Policy	5.2	Top Management
POL-02	Human and Child Rights Policy	4.2, 6.1.2	Top Management
POL-03	Sustainability Communication and Claims Policy	7.4	Sustainability Manager
03 Procedures			
PRO-01	Context of the Organisation and Interested Parties	4.1, 4.2	Sustainability Manager
PRO-02	Interested Party Identification and Engagement	4.2	Sustainability Manager
PRO-03	Risks and Opportunities	6.1.1	Sustainability Manager
PRO-04	Issue Identification and Significance Evaluation	6.1.2	Sustainability Manager
PRO-05	Identifying Legal and Other Requirements	6.1.3	Sustainability Manager
PRO-06	Objectives and Planning to Achieve Them	6.2	Sustainability Manager
PRO-07	Competence, Training and Awareness	7.2, 7.3	HR Manager
PRO-08	Communication	7.4	Sustainability Manager

Doc. No	Document title	Clause(s)	Owner
PRO-09	Control of Documented Information	7.5	Sustainability Manager
PRO-10	Operational Planning and Control	8.1	Event Operations Manager
PRO-11	Managing Changes During an Event	8.2	Event Operations Manager
PRO-12	Supply Chain Sustainability Management	8.3	Procurement Manager
PRO-13	Monitoring, Measurement, Analysis and Evaluation	9.1	Sustainability Manager
PRO-14	Evaluation of Compliance with Legal and Other Requirements	6.1.3, 4.2	Sustainability Manager
PRO-15	Internal Audit	9.2	Lead Internal Auditor
PRO-16	Management Review	9.3	Top Management
PRO-17	Nonconformity, Corrective Action and Continual Improvement	10.2, 10.1	Sustainability Manager
04 Forms, Registers & Templates			
FRM-01	Context and Issues Analysis	4.1	Sustainability Manager
FRM-02	Roles, Responsibilities and Authorities Matrix	5.3, 5.1	Top Management
FRM-03	Competence Matrix and Training Record	7.2	HR Manager
FRM-04	Communication Log and Suggestion Form	7.4	Sustainability Manager
FRM-05	Management of Change Request	8.1, 6.1.1	Event Operations Manager
FRM-06	Supplier Sustainability Assessment and Tender Criteria	8.3	Procurement Manager
FRM-07	Internal Audit Plan and Report	9.2	Lead Internal Auditor
FRM-08	Management Review Minutes and Actions	9.3	Top Management
FRM-09	Performance Against the Governing Principles	9.3.4, 4.5	Top Management
FRM-10	Event Sustainability Report and Conformity Statement	9.1, 7.4	Sustainability Manager
FRM-11	Document Change Request	7.5	Sustainability Manager
04 Forms, Registers & Templates			
REG-01	Interested Parties and Requirements Register	4.2	Sustainability Manager

Doc. No	Document title	Clause(s)	Owner
REG-02	Legal and Other Requirements Register	6.1.3, 4.2	Sustainability Manager
REG-03	Risk and Opportunity Register	6.1.1	Sustainability Manager
REG-04	Sustainability Issues Register	6.1.2	Sustainability Manager
REG-05	Supply Chain and Sponsor Register	8.3	Procurement Manager
REG-06	Objectives and Action Plan Tracker	6.2	Sustainability Manager
REG-07	Nonconformity and Corrective Action Register	10.2	Sustainability Manager
REG-08	Lessons Learned Log	9.1, 8.2	Sustainability Manager
05 Plans & Programmes			
PLN-01	ESMS Implementation Plan	4.1, 6, 8, 9	Sustainability Manager
PLN-02	Event Sustainability Plan	6.2, 8.1	Event Operations Manager
PLN-03	Annual Internal Audit Programme	9.2	Lead Internal Auditor
PLN-04	Competence and Training Plan	7.2, 7.3	HR Manager
PLN-05	Communication Plan	7.4	Sustainability Manager
06 Checklists			
CHK-01	ISO 20121:2024 Gap Analysis Checklist	—	Sustainability Manager
CHK-02	Internal Audit Checklist	9.2	Lead Internal Auditor
CHK-03	Certification Readiness Checklist	—	Sustainability Manager
07 Internal Auditor Training Pack			
TRN-01	Internal Auditor Participant Handbook	9.2	Sustainability Manager
TRN-02	Trainer's Guide	9.2	Sustainability Manager
TRN-03	Presentation Slides Outline	9.2	Sustainability Manager
TRN-04	Exercises and Case Studies	9.2	Sustainability Manager

Doc. No	Document title	Clause(s)	Owner
TRN-05	Examination	9.2	Sustainability Manager
TRN-06	Examination Answer Key and Marking Scheme	9.2	Sustainability Manager
TRN-07	Course Forms	9.2	Sustainability Manager
TRN-08	Certificate of Training Template	9.2	Sustainability 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]
POL-03	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]

Doc. No	Rev.	Issue date	Approved by	Next review
FRM-01	0	[Date]	[Name]	[Date]
REG-01	0	[Date]	[Name]	[Date]
REG-02	0	[Date]	[Name]	[Date]
FRM-02	0	[Date]	[Name]	[Date]
REG-03	0	[Date]	[Name]	[Date]
REG-04	0	[Date]	[Name]	[Date]
REG-05	0	[Date]	[Name]	[Date]
REG-06	0	[Date]	[Name]	[Date]
FRM-03	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]
REG-07	0	[Date]	[Name]	[Date]
REG-08	0	[Date]	[Name]	[Date]
FRM-11	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]
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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Clause Cross-Reference Matrix

Shows which kit document answers each clause of ISO 20121:2024 — 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	Event Sustainability 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 20121:2024 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
4.1	FRM-01, GDE-01, MAN-01, PLN-01, PRO-01	
4.2	MAN-01, POL-02, PRO-01, PRO-02, PRO-14, REG-01, REG-02	
4.3	MAN-01, MAN-02	
4.4	MAN-01, MAN-02	
4.5	FRM-09, MAN-03	
5.1	FRM-02, GDE-01, MAN-01	
5.2	MAN-01, POL-01	
5.3	FRM-02, MAN-01	
6	GDE-01, PLN-01	
6.1.1	FRM-05, MAN-01, PRO-03, REG-03	
6.1.2	POL-02, PRO-04, REG-04	
6.1.3	PRO-05, PRO-14, REG-02	
6.2	MAN-01, PLN-02, PRO-06, REG-06	
7.1	MAN-01	
7.2	FRM-03, MAN-01, PLN-04, PRO-07	
7.3	MAN-01, PLN-04, PRO-07	
7.4	FRM-04, FRM-10, MAN-01, PLN-05, POL-03, PRO-08	
7.5	FRM-11, MAN-01, PRO-09	
8	GDE-01, PLN-01	
8.1	FRM-05, MAN-01, PLN-02, PRO-10	
8.2	PRO-11, REG-08	
8.3	FRM-06, PRO-12, REG-05	
9	GDE-01, PLN-01	
9.1	FRM-10, MAN-01, PRO-13, REG-08	
9.2	CHK-02, FRM-07, MAN-01, PLN-03, PRO-15, TRN-01, TRN-02, TRN-03, TRN-04, TRN-05, TRN-06, TRN-07, TRN-08	

Clause	Kit document(s)	Evidence / records in use
9.3	FRM-08, MAN-01, PRO-16	
9.3.4	FRM-09	
10.1	GDE-01, MAN-01, PRO-17	
10.2	MAN-01, PRO-17, REG-07	