SKEDMIA

ISO 29001:2020

Petroleum, petrochemical and natural gas industries — Sector-specific quality management systems — Requirements for product and service supply organizations

GUIDE

Document Master List

Controlled list of every document supplied in the ISO 29001:2020 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	Sector Quality 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 29001:2020 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	4.1, 5.1, 6, 8, 9, 10.3	Quality Manager
01 Manual			
MAN-01	Sector Quality Management System Manual	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1.3, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 9.1, 9.2, 9.3, 10.2, 10.3	Quality Manager
MAN-02	Scope and Boundaries of the Sector Quality Management System	4.3, 4.4	Quality Manager
02 Policies			
POL-01	Sector Quality Management System Policy	5.2	Top Management
03 Procedures			
PRO-01	Non-Applicability Notification and Documented Information Extent Determination	4.3, 4.4.3	Quality Manager
PRO-02	Context of the Organisation and Interested Parties	4.1, 4.2	Quality Manager
PRO-03	Risks and Opportunities	6.1.3	Quality Manager
PRO-04	Management of Change Procedure, MOC Request and Change Register	6.3, 8.5.6, 10.3.1	Quality Manager
PRO-05	Objectives and Planning to Achieve Them	6.2	Quality Manager
PRO-06	Competence, Training and Awareness	7.2, 7.3	HR Manager
PRO-07	Infrastructure, Maintenance and Critical Spare Parts Procedure	7.1.3.1, 7.1.3.2, 7.1.3.3	Maintenance Manager
PRO-08	Monitoring and Measuring Resources Procedure	7.1.5.1, 7.1.5.2	Quality Manager
PRO-09	Competence Catalogue, Profiles and Risk-Based Competence Validation	7.2.1, 3.2	HR Manager
PRO-10	Communication	7.4	Quality Manager
PRO-11	Control of Documented Information	7.5	Quality Manager
PRO-12	Operational Planning and Control	8.1	Operations and Manufacturing Manager

Doc. No	Document title	Clause(s)	Owner
PRO-13	Contract Review and Customer Scope Determination Procedure and Record	8.2.2, 8.2.3.1.1, 8.2.3.2	Operations and Manufacturing Manager
PRO-14	Design and Development Control Procedure	8.3.2, 8.3.3, 8.3.4, 8.3.5, 8.3.6	Engineering Manager
PRO-15	External Provider Control Procedure	8.4.1, 8.4.2.1, 8.4.3	Procurement Manager
PRO-16	Production and Service Provision Control and Special Process Validation Procedure	8.5.1.1	Operations and Manufacturing Manager
PRO-17	Identification and Traceability Procedure and Traceability Record	8.5.2.1	Operations and Manufacturing Manager
PRO-18	Customer and External Provider Property Procedure and Loss or Damage Report	8.5.3.1	Operations and Manufacturing Manager
PRO-19	Risk-Based Preservation Procedure	8.5.4	Warehouse and Logistics Manager
PRO-20	Release of Products and Services Procedure and Release Certificate	8.6	Quality Manager
PRO-21	Monitoring, Measurement, Analysis and Evaluation	9.1	Quality Manager
PRO-22	Customer Satisfaction Measurement Process and Survey	9.1.2	Quality Manager
PRO-23	Internal Audit	9.2	Lead Internal Auditor
PRO-24	Management Review	9.3	Top Management
PRO-25	Nonconformity, Corrective Action and Continual Improvement	10.2, 10.3	Quality Manager
PRO-26	Control of Nonconforming Outputs, NCR Log and Concession Request	8.7.1.1, 8.7.2	Quality Manager
04 Forms, Registers & Templates			
FRM-01	Context and Issues Analysis	4.1	Quality Manager
FRM-02	Roles, Responsibilities and Authorities Matrix	5.3, 5.1	Top Management
FRM-03	Criticality, Quality Specification Level and Conformity Assessment Determination	3.1, 8.1, 8.4.2.1, C.5	Quality Manager
FRM-04	Competence Matrix and Training Record	7.2	HR Manager
FRM-05	Service Equipment History and Reuse Verification Record	7.1.3.2	Maintenance Manager
FRM-06	Awareness Briefing and Acknowledgement Pack including External Providers' Personnel	7.3	HR Manager
FRM-07	Communication Log and Suggestion Form	7.4	Quality Manager

Doc. No	Document title	Clause(s)	Owner
FRM-08	Internal Audit Plan and Report	9.2	Lead Internal Auditor
FRM-09	Management Review Minutes and Actions	9.3	Top Management
FRM-10	Document Change Request	7.5	Quality Manager
04 Forms, Registers & Templates			
REG-01	Interested Parties and Requirements Register	4.2	Quality Manager
REG-02	Legal and Other Requirements Register	8.2.2, 4.2	Quality Manager
REG-03	Measuring Equipment Register, Calibration and Out-of-Tolerance Impact Record	7.1.5.2	Quality Manager
REG-04	External Specification Integration Register	7.5.3.3	Quality Manager
REG-05	Risk and Opportunity Register	6.1.3	Quality Manager
REG-06	Approved Vendor List, Capability Evaluation and Provider Performance Scorecard	8.4.1, 8.4.2.1, C.4.2	Procurement Manager
REG-07	Storage Area Register, Deterioration Assessment Log and Shelf-Life Tracker	8.5.4	Warehouse and Logistics Manager
REG-08	Objectives and Action Plan Tracker	6.2	Quality Manager
REG-09	Nonconformity and Corrective Action Register	10.2	Quality Manager
05 Plans & Programmes			
PLN-01	QMS Implementation Plan	4.1, 6, 8, 9	Quality Manager
PLN-02	Quality Plan and Service Quality Plan Template	8.1, 3.3	Operations and Manufacturing Manager
PLN-03	Inspection and Test Plan (ITP) Template	8.1, 3.3, C.5	Quality Manager
PLN-04	Contingency Plan Template	8.1, 6.1.3	Operations and Manufacturing Manager
PLN-05	Annual Internal Audit Programme	9.2	Lead Internal Auditor
PLN-06	Competence and Training Plan	7.2, 7.3	HR Manager
PLN-07	Communication Plan	7.4	Quality Manager
06 Checklists			
CHK-01	ISO 29001:2020 Gap Analysis Checklist	—	Quality Manager
CHK-02	Internal Audit Checklist	9.2	Lead Internal Auditor
CHK-03	Certification Readiness Checklist	—	Quality Manager
07 Internal Auditor Training Pack			

Doc. No	Document title	Clause(s)	Owner
TRN-01	Internal Auditor Participant Handbook	9.2	Quality Manager
TRN-02	Trainer's Guide	9.2	Quality Manager
TRN-03	Presentation Slides Outline	9.2	Quality Manager
TRN-04	Exercises and Case Studies	9.2	Quality Manager
TRN-05	Examination	9.2	Quality Manager
TRN-06	Examination Answer Key and Marking Scheme	9.2	Quality Manager
TRN-07	Course Forms	9.2	Quality Manager
TRN-08	Certificate of Training Template	9.2	Quality 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]
PRO-01	0	[Date]	[Name]	[Date]
POL-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]

Doc. No	Rev.	Issue date	Approved by	Next review
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]
PRO-24	0	[Date]	[Name]	[Date]
PRO-25	0	[Date]	[Name]	[Date]
PRO-26	0	[Date]	[Name]	[Date]
FRM-01	0	[Date]	[Name]	[Date]
REG-01	0	[Date]	[Name]	[Date]
REG-02	0	[Date]	[Name]	[Date]
REG-03	0	[Date]	[Name]	[Date]
REG-04	0	[Date]	[Name]	[Date]
FRM-02	0	[Date]	[Name]	[Date]
REG-05	0	[Date]	[Name]	[Date]
FRM-03	0	[Date]	[Name]	[Date]
REG-06	0	[Date]	[Name]	[Date]
REG-07	0	[Date]	[Name]	[Date]
REG-08	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]
REG-09	0	[Date]	[Name]	[Date]
FRM-10	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]

Doc. No	Rev.	Issue date	Approved by	Next review
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 29001:2020 — 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	Sector Quality 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
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Use this matrix to demonstrate that every requirement of ISO 29001:2020 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
3.1	FRM-03	
3.2	PRO-09	
3.3	PLN-02, PLN-03	
4.1	FRM-01, GDE-01, MAN-01, PLN-01, PRO-02	
4.2	MAN-01, PRO-02, REG-01, REG-02	
4.3	MAN-01, MAN-02, PRO-01	
4.4	MAN-01, MAN-02	
4.4.3	PRO-01	
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	
6.1.3	MAN-01, PLN-04, PRO-03, REG-05	
6.2	MAN-01, PRO-05, REG-08	
6.3	PRO-04	
7.1	MAN-01	
7.1.3.1	PRO-07	
7.1.3.2	FRM-05, PRO-07	
7.1.3.3	PRO-07	
7.1.5.1	PRO-08	
7.1.5.2	PRO-08, REG-03	
7.2	FRM-04, MAN-01, PLN-06, PRO-06	
7.2.1	PRO-09	
7.3	FRM-06, MAN-01, PLN-06, PRO-06	
7.4	FRM-07, MAN-01, PLN-07, PRO-10	
7.5	FRM-10, MAN-01, PRO-11	
7.5.3.3	REG-04	
8	GDE-01, PLN-01	

Clause	Kit document(s)	Evidence / records in use
8.1	FRM-03, MAN-01, PLN-02, PLN-03, PLN-04, PRO-12	
8.2.2	PRO-13, REG-02	
8.2.3.1.1	PRO-13	
8.2.3.2	PRO-13	
8.3.2	PRO-14	
8.3.3	PRO-14	
8.3.4	PRO-14	
8.3.5	PRO-14	
8.3.6	PRO-14	
8.4.1	PRO-15, REG-06	
8.4.2.1	FRM-03, PRO-15, REG-06	
8.4.3	PRO-15	
8.5.1.1	PRO-16	
8.5.2.1	PRO-17	
8.5.3.1	PRO-18	
8.5.4	PRO-19, REG-07	
8.5.6	PRO-04	
8.6	PRO-20	
8.7.1.1	PRO-26	
8.7.2	PRO-26	
9	GDE-01, PLN-01	
9.1	MAN-01, PRO-21	
9.1.2	PRO-22	
9.2	CHK-02, FRM-08, MAN-01, PLN-05, PRO-23, TRN-01, TRN-02, TRN-03, TRN-04, TRN-05, TRN-06, TRN-07, TRN-08	
9.3	FRM-09, MAN-01, PRO-24	
C.4.2	REG-06	
C.5	FRM-03, PLN-03	
10.2	MAN-01, PRO-25, REG-09	
10.3	GDE-01, MAN-01, PRO-25	
10.3.1	PRO-04	