SKEDMIA

ISO 41001:2018

Facility management — Management systems — Requirements with guidance for use

GUIDE

Document Master List

Controlled list of every document supplied in the ISO 41001:2018 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	Facility 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 41001:2018 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, 10.2	Facility Manager
01 Manual			
MAN-01	Facility Management System Manual	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 8.1, 8.2, 8.3, 9.1, 9.2, 9.3, 10.1, 10.2, 10.3	Facility Manager
MAN-02	Scope and Boundaries of the Facility Management System	4.3, 4.4	Facility Manager
MAN-03	Demand Organisation and FM Organisation Definition	4.3, 4.2	Top Management
02 Policies			
POL-01	Facility Management System Policy	5.1, 5.2	Top Management
03 Procedures			
PRO-01	Context of the Organisation and Interested Parties	4.1, 4.2	Facility Manager
PRO-02	Interested-Party Requirements, Outputs, Inputs and Currency	4.2, 4.1	Facility Manager
PRO-03	Risks and Opportunities	6.1	Facility Manager
PRO-04	Objectives and Planning to Achieve Them	6.2	Facility Manager
PRO-05	Competence, Training and Awareness	7.2, 7.3	HR Manager
PRO-06	Communication	7.4	Facility Manager
PRO-07	Control of Documented Information	7.5	Facility Manager
PRO-08	FM Information and Data Requirements Specification	7.5.4, 7.5.3	Facility Manager
PRO-09	Operational Planning and Control	8.1	FM Operations Manager
PRO-10	Relationship Management Procedure	8.1, 8.2	Facility Manager
PRO-11	Resource and Capacity Management Procedure	8.1, 7.1	FM Operations Manager
PRO-12	FM Project Management Procedure	8.1	FM Operations Manager

Doc. No	Document title	Clause(s)	Owner
PRO-13	Sourcing Strategy, Supplier Prequalification and Control of Outsourced Processes	5.3, 3.14, 8.1	Procurement Manager
PRO-14	Planned Preventive and Reactive Maintenance Procedure	8.1, 7.5.4	FM Operations Manager
PRO-15	Coordination with End Users and Disruption Avoidance	8.2	FM Operations Manager
PRO-16	Monitoring, Measurement, Analysis and Evaluation	9.1	Facility Manager
PRO-17	Evaluation of Compliance with Legal and Other Requirements	4.2, 6.2	Facility Manager
PRO-18	Internal Audit	9.2, 9.2.1, 9.2.2	Lead Internal Auditor
PRO-19	Management Review	9.3	Top Management
PRO-20	Nonconformity, Corrective Action and Continual Improvement	10.1, 10.2	Facility Manager
PRO-21	Preventive Action and Proactive Gap Identification Procedure	10.3, 10.1	Facility Manager
04 Forms, Registers & Templates			
FRM-01	Top Management Commitment and FM Policy Endorsement Record	5.1, 5.2	Top Management
FRM-02	Corrective Action Report and Client Notification Record	10.1	Facility Manager
FRM-03	Context and Issues Analysis	4.1	Facility Manager
FRM-04	Roles, Responsibilities and Authorities Matrix	5.3, 5.1	Top Management
FRM-05	Competence Matrix and Training Record	7.2	HR Manager
FRM-06	Communication Log and Suggestion Form	7.4	Facility Manager
FRM-07	Management of Change Request	8.1, 6.1	FM Operations Manager
FRM-08	Service Level Statement, SLA Template and Live SLA Register	8.1	Facility Manager
FRM-09	Internal Audit Plan and Report	9.2.2	Lead Internal Auditor
FRM-10	Auditor Competence and Impartiality Declaration	9.2.2, 7.2	Lead Internal Auditor
FRM-11	Management Review Minutes and Actions	9.3	Top Management
FRM-12	Document Change Request	7.5	Facility Manager
04 Forms, Registers & Templates			
REG-01	FM Performance Scorecard, Baseline and Reporting Framework	9.1	Facility Manager

Doc. No	Document title	Clause(s)	Owner
REG-02	Interested Parties and Requirements Register	4.2	Facility Manager
REG-03	Client Business Cycle and Critical Period Constraints Register	8.2	Facility Manager
REG-04	Legal and Other Requirements Register	4.2, 6.2	Facility Manager
REG-05	Risk and Opportunity Register	6.1	Facility Manager
REG-06	Approved Supplier and Subcontractor Performance Register	8.1, 5.3	Procurement Manager
REG-07	Objectives and Action Plan Tracker	6.2	Facility Manager
REG-08	Nonconformity and Corrective Action Register	10.1	Facility Manager
REG-09	Proactive Gap and Preventive Action Register	10.3	Facility Manager
REG-10	Continual Improvement and Innovation Register	10.2	Facility Manager
REG-11	Master Document and Record Register with Retention Schedule	7.5.3, 7.5.2	Facility Manager
REG-12	Organisational Knowledge Register and Lessons-Learned Log	7.6	Facility Manager
05 Plans & Programmes			
PLN-01	FM Continuity, Emergency Preparedness and Service Restoration Plan	6.1	FM Operations Manager
PLN-02	FM Plan	6.2, 5.3, 7.1	Facility Manager
PLN-03	Planning Horizons Schedule	6.2	Facility Manager
PLN-04	FMS Implementation Plan	4.1, 6, 8, 9	Facility Manager
PLN-05	Annual Internal Audit Programme	9.2.2	Lead Internal Auditor
PLN-06	Competence and Training Plan	7.2, 7.3	HR Manager
PLN-07	Communication Plan	7.4	Facility Manager
PLN-08	Service Integration Plan, Integrated Roles Document and Communication Matrix	8.3	Facility Manager
06 Checklists			
CHK-01	ISO 41001:2018 Gap Analysis Checklist	—	Facility Manager
CHK-02	Internal Audit Checklist	9.2	Lead Internal Auditor
CHK-03	Certification Readiness Checklist	—	Facility Manager
07 Internal Auditor Training Pack			
TRN-01	Internal Auditor Participant Handbook	9.2	Facility Manager
TRN-02	Trainer's Guide	9.2	Facility Manager
TRN-03	Presentation Slides Outline	9.2	Facility Manager

Doc. No	Document title	Clause(s)	Owner
TRN-04	Exercises and Case Studies	9.2	Facility Manager
TRN-05	Examination	9.2	Facility Manager
TRN-06	Examination Answer Key and Marking Scheme	9.2	Facility Manager
TRN-07	Course Forms	9.2	Facility Manager
TRN-08	Certificate of Training Template	9.2	Facility 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]
FRM-01	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]
REG-01	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]
FRM-02	0	[Date]	[Name]	[Date]
FRM-03	0	[Date]	[Name]	[Date]
REG-02	0	[Date]	[Name]	[Date]
REG-03	0	[Date]	[Name]	[Date]
REG-04	0	[Date]	[Name]	[Date]
FRM-04	0	[Date]	[Name]	[Date]
REG-05	0	[Date]	[Name]	[Date]
PLN-01	0	[Date]	[Name]	[Date]
REG-06	0	[Date]	[Name]	[Date]
REG-07	0	[Date]	[Name]	[Date]
PLN-02	0	[Date]	[Name]	[Date]
PLN-03	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-08	0	[Date]	[Name]	[Date]
REG-09	0	[Date]	[Name]	[Date]
REG-10	0	[Date]	[Name]	[Date]
FRM-12	0	[Date]	[Name]	[Date]
REG-11	0	[Date]	[Name]	[Date]
REG-12	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]
PLN-08	0	[Date]	[Name]	[Date]
CHK-01	0	[Date]	[Name]	[Date]
CHK-02	0	[Date]	[Name]	[Date]

Doc. No	Rev.	Issue date	Approved by	Next review
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 41001:2018 — 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	Facility 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 41001:2018 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
3.14	PRO-13	
4.1	FRM-03, GDE-01, MAN-01, PLN-04, PRO-01, PRO-02	
4.2	MAN-01, MAN-03, PRO-01, PRO-02, PRO-17, REG-02, REG-04	
4.3	MAN-01, MAN-02, MAN-03	
4.4	MAN-01, MAN-02	
5.1	FRM-01, FRM-04, GDE-01, MAN-01, POL-01	
5.2	FRM-01, MAN-01, POL-01	
5.3	FRM-04, MAN-01, PLN-02, PRO-13, REG-06	
6	GDE-01, PLN-04	
6.1	FRM-07, MAN-01, PLN-01, PRO-03, REG-05	
6.2	MAN-01, PLN-02, PLN-03, PRO-04, PRO-17, REG-04, REG-07	
7.1	MAN-01, PLN-02, PRO-11	
7.2	FRM-05, FRM-10, MAN-01, PLN-06, PRO-05	
7.3	MAN-01, PLN-06, PRO-05	
7.4	FRM-06, MAN-01, PLN-07, PRO-06	
7.5	FRM-12, MAN-01, PRO-07	
7.5.2	REG-11	
7.5.3	PRO-08, REG-11	
7.5.4	PRO-08, PRO-14	
7.6	MAN-01, REG-12	
8	GDE-01, PLN-04	
8.1	FRM-07, FRM-08, MAN-01, PRO-09, PRO-10, PRO-11, PRO-12, PRO-13, PRO-14, REG-06	
8.2	MAN-01, PRO-10, PRO-15, REG-03	
8.3	MAN-01, PLN-08	
9	GDE-01, PLN-04	

Clause	Kit document(s)	Evidence / records in use
9.1	MAN-01, PRO-16, REG-01	
9.2	CHK-02, MAN-01, PRO-18, TRN-01, TRN-02, TRN-03, TRN-04, TRN-05, TRN-06, TRN-07, TRN-08	
9.2.1	PRO-18	
9.2.2	FRM-09, FRM-10, PLN-05, PRO-18	
9.3	FRM-11, MAN-01, PRO-19	
10.1	FRM-02, MAN-01, PRO-20, PRO-21, REG-08	
10.2	GDE-01, MAN-01, PRO-20, REG-10	
10.3	MAN-01, PRO-21, REG-09	