SKEDMIA

ISO/IEC 42001:2023

Information technology — Artificial intelligence — Management system

GUIDE

Document Master List

Controlled list of every document supplied in the ISO/IEC 42001:2023 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	AI 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/IEC 42001:2023 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	AI Governance Lead
01 Manual			
MAN-01	AI 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	AI Governance Lead
MAN-02	Scope and Boundaries of the AI Management System	4.3, 4.4	AI Governance Lead
MAN-03	AI Governance Board Terms of Reference	5.1, 5.3, A.3.2	Top Management
02 Policies			
POL-01	AI Management System Policy	5.2	Top Management
POL-02	Responsible AI Development Policy	A.6.1.2, A.6.1.3	Top Management
POL-03	AI Data Management Policy	A.7.2, A.7.3, A.7.4, A.7.5, A.7.6	AI Governance Lead
POL-04	AI Acceptable Use and Intended Use Policy	A.9.2, A.9.3, A.9.4	AI Governance Lead
03 Procedures			
PRO-01	Context of the Organisation and Interested Parties	4.1, 4.2	AI Governance Lead
PRO-02	Risks and Opportunities	6.1.1	AI Governance Lead
PRO-03	AI Risk Assessment Procedure and Criteria	6.1.2, 8.2	AI Governance Lead
PRO-04	AI System Impact Assessment Procedure	6.1.4, 8.4, A.5.2	AI Governance Lead
PRO-05	Objectives and Planning to Achieve Them	6.2	AI Governance Lead
PRO-06	Competence, Training and Awareness	7.2, 7.3	HR Manager
PRO-07	Communication	7.4	AI Governance Lead

Doc. No	Document title	Clause(s)	Owner
PRO-08	AI Concern Reporting and Escalation Procedure	5.3, 7.4, A.3.3	AI Governance Lead
PRO-09	AI Transparency, User Information and External Reporting Procedure	A.8.2, A.8.3, A.8.5, 7.4	AI Governance Lead
PRO-10	Control of Documented Information	7.5	AI Governance Lead
PRO-11	Operational Planning and Control	8.1	AI Systems Owner
PRO-12	AI Change, Retraining and Reassessment Procedure	6.3, 8.1, 8.2, 8.4	AI Systems Owner
PRO-13	AI System Life Cycle Procedure	A.6.1.3, A.6.2.2, A.6.2.3, A.6.2.4, A.6.2.5, A.6.2.6	AI Systems Owner
PRO-14	Monitoring, Measurement, Analysis and Evaluation	9.1	AI Governance Lead
PRO-15	AI Operation, Monitoring, Logging and Human Oversight Procedure	A.6.2.6, A.6.2.8, 9.1	AI Systems Owner
PRO-16	Internal Audit	9.2	Lead Internal Auditor
PRO-17	Management Review	9.3	Top Management
PRO-18	Nonconformity, Corrective Action and Continual Improvement	10.2, 10.1	AI Governance Lead
PRO-19	AI Incident Response Procedure and Incident Register	A.8.4, 10.2	AI Governance Lead
04 Forms, Registers & Templates			
FRM-01	AI Policy Alignment Matrix and Review Record	5.2, A.2.3, A.2.4	AI Governance Lead
FRM-02	AI Role Determination and Control Applicability Record	4.1, 4.3, 6.1.3	AI Governance Lead
FRM-03	Context and Issues Analysis	4.1	AI Governance Lead
FRM-04	Roles, Responsibilities and Authorities Matrix	5.3, 5.1	Top Management
FRM-05	AI System Impact Assessment Report and Impact Checklists	6.1.4, 8.4, A.5.3, A.5.4, A.5.5	AI Systems Owner
FRM-06	Competence Matrix and Training Record	7.2	HR Manager
FRM-07	Communication Log and Suggestion Form	7.4	AI Governance Lead
FRM-08	Management of Change Request	8.1, 6.1.1	AI Systems Owner
FRM-09	AI Requirements and Design Specification Template	A.6.2.2, A.6.2.3	AI Systems Owner
FRM-10	AI Verification, Validation and Deployment Approval Record	A.6.2.4, A.6.2.5, 8.1	AI Systems Owner
FRM-11	AI Technical Documentation and Model Card	A.6.2.7, A.8.2	AI Systems Owner

Doc. No	Document title	Clause(s)	Owner
FRM-12	Third-Party AI Responsibility Matrix, Supplier Due Diligence and Contract Clauses	A.10.2, A.10.3, A.10.4	Procurement Manager
FRM-13	Internal Audit Plan and Report	9.2	Lead Internal Auditor
FRM-14	Management Review Minutes and Actions	9.3	Top Management
FRM-15	Document Change Request	7.5	AI Governance Lead
04 Forms, Registers & Templates			
REG-01	AI System and Resource Inventory	8.1, A.4.2, A.4.3, A.4.4, A.4.5, A.4.6	AI Systems Owner
REG-02	Interested Parties and Requirements Register	4.2	AI Governance Lead
REG-03	Legal and Other Requirements Register	4.2	AI Governance Lead
REG-04	Risk and Opportunity Register	6.1.1	AI Governance Lead
REG-05	AI Risk Register	6.1.2, 8.2, 6.1.3	AI Governance Lead
REG-06	Statement of Applicability	6.1.3	AI Governance Lead
REG-07	Dataset Provenance, Quality and Preparation Record	A.7.3, A.7.4, A.7.5, A.7.6	AI Systems Owner
REG-08	Objectives and Action Plan Tracker	6.2	AI Governance Lead
REG-09	Nonconformity and Corrective Action Register	10.2	AI Governance Lead
05 Plans & Programmes			
PLN-01	AI Risk Treatment Plan and Risk Owner Approval	6.1.3, 8.3	AI Governance Lead
PLN-02	AIMS Implementation Plan	4.1, 6, 8, 9	AI Governance Lead
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	AI Governance Lead
06 Checklists			
CHK-01	ISO/IEC 42001:2023 Gap Analysis Checklist	—	AI Governance Lead

Doc. No	Document title	Clause(s)	Owner
CHK-02	Internal Audit Checklist	9.2	Lead Internal Auditor
CHK-03	Annex A Controls Implementation and Audit Checklist	6.1.3, 9.2	Lead Internal Auditor
CHK-04	Certification Readiness Checklist	—	AI Governance Lead
07 Internal Auditor Training Pack			
TRN-01	Internal Auditor Participant Handbook	9.2	AI Governance Lead
TRN-02	Trainer's Guide	9.2	AI Governance Lead
TRN-03	Presentation Slides Outline	9.2	AI Governance Lead
TRN-04	Exercises and Case Studies	9.2	AI Governance Lead
TRN-05	Examination	9.2	AI Governance Lead
TRN-06	Examination Answer Key and Marking Scheme	9.2	AI Governance Lead
TRN-07	Course Forms	9.2	AI Governance Lead
TRN-08	Certificate of Training Template	9.2	AI Governance Lead

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]
POL-02	0	[Date]	[Name]	[Date]
POL-03	0	[Date]	[Name]	[Date]
POL-04	0	[Date]	[Name]	[Date]
PRO-01	0	[Date]	[Name]	[Date]

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

Doc. No	Rev.	Issue date	Approved by	Next review
FRM-10	0	[Date]	[Name]	[Date]
FRM-11	0	[Date]	[Name]	[Date]
FRM-12	0	[Date]	[Name]	[Date]
FRM-13	0	[Date]	[Name]	[Date]
FRM-14	0	[Date]	[Name]	[Date]
REG-09	0	[Date]	[Name]	[Date]
FRM-15	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]
CHK-04	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/IEC 42001:2023 — 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	AI 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/IEC 42001:2023 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-02, FRM-03, GDE-01, MAN-01, PLN-02, PRO-01	
4.2	MAN-01, PRO-01, REG-02, REG-03	
4.3	FRM-02, MAN-01, MAN-02	
4.4	MAN-01, MAN-02	
5.1	FRM-04, GDE-01, MAN-01, MAN-03	
5.2	FRM-01, MAN-01, POL-01	
5.3	FRM-04, MAN-01, MAN-03, PRO-08	
6	GDE-01, PLN-02	
6.1.1	FRM-08, MAN-01, PRO-02, REG-04	
6.1.2	PRO-03, REG-05	
6.1.3	CHK-03, FRM-02, PLN-01, REG-05, REG-06	
6.1.4	FRM-05, PRO-04	
6.2	MAN-01, PRO-05, REG-08	
6.3	PRO-12	
7.1	MAN-01	
7.2	FRM-06, MAN-01, PLN-04, PRO-06	
7.3	MAN-01, PLN-04, PRO-06	
7.4	FRM-07, MAN-01, PLN-05, PRO-07, PRO-08, PRO-09	
7.5	FRM-15, MAN-01, PRO-10	
8	GDE-01, PLN-02	
8.1	FRM-08, FRM-10, MAN-01, PRO-11, PRO-12, REG-01	
8.2	PRO-03, PRO-12, REG-05	
8.3	PLN-01	
8.4	FRM-05, PRO-04, PRO-12	
9	GDE-01, PLN-02	
9.1	MAN-01, PRO-14, PRO-15	

Clause	Kit document(s)	Evidence / records in use
9.2	CHK-02, CHK-03, FRM-13, MAN-01, PLN-03, PRO-16, TRN-01, TRN-02, TRN-03, TRN-04, TRN-05, TRN-06, TRN-07, TRN-08	
9.3	FRM-14, MAN-01, PRO-17	
A.2.3	FRM-01	
A.2.4	FRM-01	
A.3.2	MAN-03	
A.3.3	PRO-08	
A.4.2	REG-01	
A.4.3	REG-01	
A.4.4	REG-01	
A.4.5	REG-01	
A.4.6	REG-01	
A.5.2	PRO-04	
A.5.3	FRM-05	
A.5.4	FRM-05	
A.5.5	FRM-05	
A.6.1.2	POL-02	
A.6.1.3	POL-02, PRO-13	
A.6.2.2	FRM-09, PRO-13	
A.6.2.3	FRM-09, PRO-13	
A.6.2.4	FRM-10, PRO-13	
A.6.2.5	FRM-10, PRO-13	
A.6.2.6	PRO-13, PRO-15	
A.6.2.7	FRM-11	
A.6.2.8	PRO-15	
A.7.2	POL-03	
A.7.3	POL-03, REG-07	
A.7.4	POL-03, REG-07	
A.7.5	POL-03, REG-07	
A.7.6	POL-03, REG-07	
A.8.2	FRM-11, PRO-09	
A.8.3	PRO-09	
A.8.4	PRO-19	
A.8.5	PRO-09	
A.9.2	POL-04	

Clause	Kit document(s)	Evidence / records in use
A.9.3	POL-04	
A.9.4	POL-04	
A.10.2	FRM-12	
A.10.3	FRM-12	
A.10.4	FRM-12	
10.1	GDE-01, MAN-01, PRO-18	
10.2	MAN-01, PRO-18, PRO-19, REG-09	