

GUIDE

Document Master List

Controlled list of every document supplied in the ISO 46001:2019 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	Water Efficiency 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 46001:2019 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	Water Manager
01 Manual			
MAN-01	Water Efficiency Management System Manual	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.2.6, 6.2.7, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 9.1, 9.2, 9.3, 10.1, 10.2	Water Manager
MAN-02	Scope and Boundaries of the Water Efficiency Management System	4.3, 4.4	Water Manager
02 Policies			
POL-01	Water Efficiency Management System Policy	5.2	Top Management
03 Procedures			
PRO-01	Context of the Organisation and Interested Parties	4.1, 4.2	Water Manager
PRO-02	Risks and Opportunities	6.1	Water Manager
PRO-03	Objectives and Planning to Achieve Them	6.2.1, 6.2.2	Water Manager
PRO-04	Water Use Review Procedure	6.2.4	Water Manager
PRO-05	Competence, Training and Awareness	7.2, 7.3	HR Manager
PRO-06	Communication	7.4	Water Manager
PRO-07	Control of Documented Information	7.5	Water Manager
PRO-08	Operational Planning and Control	8.1	Engineering and Maintenance Manager
PRO-09	Water Efficiency in Design Procedure	8.2	Engineering and Maintenance Manager
PRO-10	Procurement of Water Services, Products and Equipment Procedure	8.3	Procurement Manager
PRO-11	Leak Detection, Repair and Water Loss Control Procedure	8.4, 6.2.4	Engineering and Maintenance Manager

Doc. No	Document title	Clause(s)	Owner
PRO-12	Monitoring, Measurement, Analysis and Evaluation	9.1	Water Manager
PRO-13	Evaluation of Compliance with Legal and Other Requirements	6.2.3, 4.2	Water Manager
PRO-14	Internal Audit	9.2	Lead Internal Auditor
PRO-15	Management Review	9.3	Top Management
PRO-16	Nonconformity, Corrective Action and Continual Improvement	10.1, 10.2	Water Manager
04 Forms, Registers & Templates			
FRM-01	Water Use Review Report	6.2.4, 6.2.7	Water Manager
FRM-02	Water Balance Chart and Workbook	6.2.4, 9.1	Water Manager
FRM-03	Business Activity Indicator (BAI) Definition Sheet	6.2.5	Water Manager
FRM-04	Water Efficiency Indicator (WEI) Definition and Calculation Method	6.2.6	Water Manager
FRM-05	Baseline Water Efficiency Indicator Record and Adjustment Rule	6.2.7, 9.1	Water Manager
FRM-06	WEI Performance and Trend Report	9.1, 6.2.7	Water Manager
FRM-07	Consumption Deviation Investigation Form	9.1, 10.1	Water Manager
FRM-08	Context and Issues Analysis	4.1	Water Manager
FRM-09	Roles, Responsibilities and Authorities Matrix	5.3, 5.1	Top Management
FRM-10	Competence Matrix and Training Record	7.2	HR Manager
FRM-11	Communication Log and Suggestion Form	7.4	Water Manager
FRM-12	Management of Change Request	8.1, 6.1	Engineering and Maintenance Manager
FRM-13	Water Efficiency Purchasing Specification and Supplier Evaluation Record	8.3	Procurement Manager
FRM-14	Reuse and Alternative Water Source Feasibility Study	6.2.4, 8.2	Water Manager
FRM-15	Internal Audit Plan and Report	9.2	Lead Internal Auditor
FRM-16	Management Review Minutes and Actions	9.3	Top Management
FRM-17	Water Efficiency Business Case and Budget Pack	7.1, 6.3	Water Manager
FRM-18	Document Change Request	7.5	Water Manager
FRM-19	Used-Water Quality and Stream Segregation Assessment	6.2.4, 8.2	Water Manager
04 Forms, Registers & Templates			
REG-01	Water Consumption Data Log and Invoice Reconciliation	9.1, 6.2.6	Water Manager

Doc. No	Document title	Clause(s)	Owner
REG-02	Interested Parties and Requirements Register	4.2	Water Manager
REG-03	Legal and Other Requirements Register	6.2.3, 4.2	Water Manager
REG-04	Risk and Opportunity Register	6.1	Water Manager
REG-05	Objectives and Action Plan Tracker	6.2.1	Water Manager
REG-06	Water Source and Use Inventory	6.2.4, 8.1	Water Manager
REG-07	Meter, Sub-meter and Calibration Register	6.2.4, 9.1	Water Manager
REG-08	Areas of Significant Water Use Record	6.2.4, 8.1	Water Manager
REG-09	Water Saving Opportunities Register	6.2.4, 6.3	Water Manager
REG-10	Water-Using Asset Register	8.1, 8.4	Engineering and Maintenance Manager
REG-11	Water Operating Criteria and Set-point Schedule	8.1	Engineering and Maintenance Manager
REG-12	Leak Report and Repair Log	8.4, 9.1	Engineering and Maintenance Manager
REG-13	Nonconformity and Corrective Action Register	10.1	Water Manager
05 Plans & Programmes			
PLN-01	WEMS Implementation Plan	4.1, 6, 8, 9	Water Manager
PLN-02	Water Efficiency Targets and Action Plan	6.3, 6.2.2	Water Manager
PLN-03	Maintenance and Inspection Plan for Water-Using Assets	8.4, 8.1	Engineering and Maintenance Manager
PLN-04	Annual Internal Audit Programme	9.2	Lead Internal Auditor
PLN-05	Competence and Training Plan	7.2, 7.3	HR Manager
PLN-06	Communication Plan	7.4	Water Manager
06 Checklists			
CHK-01	Water Efficiency Design Criteria and Stage-Gate Checklist	8.2	Engineering and Maintenance Manager
CHK-02	ISO 46001:2019 Gap Analysis Checklist	—	Water Manager
CHK-03	Internal Audit Checklist	9.2	Lead Internal Auditor
CHK-04	Certification Readiness Checklist	—	Water Manager
07 Internal Auditor Training Pack			
TRN-01	Internal Auditor Participant Handbook	9.2	Water Manager

Doc. No	Document title	Clause(s)	Owner
TRN-02	Trainer's Guide	9.2	Water Manager
TRN-03	Presentation Slides Outline	9.2	Water Manager
TRN-04	Exercises and Case Studies	9.2	Water Manager
TRN-05	Examination	9.2	Water Manager
TRN-06	Examination Answer Key and Marking Scheme	9.2	Water Manager
TRN-07	Course Forms	9.2	Water Manager
TRN-08	Certificate of Training Template	9.2	Water 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]
POL-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]
FRM-01	0	[Date]	[Name]	[Date]
FRM-02	0	[Date]	[Name]	[Date]
FRM-19	0	[Date]	[Name]	[Date]
FRM-03	0	[Date]	[Name]	[Date]
FRM-04	0	[Date]	[Name]	[Date]
FRM-05	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]
CHK-01	0	[Date]	[Name]	[Date]
PRO-10	0	[Date]	[Name]	[Date]
PRO-11	0	[Date]	[Name]	[Date]
PRO-12	0	[Date]	[Name]	[Date]

Doc. No	Rev.	Issue date	Approved by	Next review
REG-01	0	[Date]	[Name]	[Date]
FRM-06	0	[Date]	[Name]	[Date]
FRM-07	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]
FRM-08	0	[Date]	[Name]	[Date]
REG-02	0	[Date]	[Name]	[Date]
REG-03	0	[Date]	[Name]	[Date]
FRM-09	0	[Date]	[Name]	[Date]
REG-04	0	[Date]	[Name]	[Date]
REG-05	0	[Date]	[Name]	[Date]
REG-06	0	[Date]	[Name]	[Date]
REG-07	0	[Date]	[Name]	[Date]
REG-08	0	[Date]	[Name]	[Date]
REG-09	0	[Date]	[Name]	[Date]
FRM-10	0	[Date]	[Name]	[Date]
FRM-11	0	[Date]	[Name]	[Date]
FRM-12	0	[Date]	[Name]	[Date]
REG-10	0	[Date]	[Name]	[Date]
REG-11	0	[Date]	[Name]	[Date]
FRM-13	0	[Date]	[Name]	[Date]
FRM-14	0	[Date]	[Name]	[Date]
REG-12	0	[Date]	[Name]	[Date]
FRM-15	0	[Date]	[Name]	[Date]
FRM-16	0	[Date]	[Name]	[Date]
FRM-17	0	[Date]	[Name]	[Date]
REG-13	0	[Date]	[Name]	[Date]
FRM-18	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]

Doc. No	Rev.	Issue date	Approved by	Next review
PLN-06	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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GUIDE

Clause Cross-Reference Matrix

Shows which kit document answers each clause of ISO 46001:2019 — 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	Water Efficiency 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 46001:2019 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-08, GDE-01, MAN-01, PLN-01, PRO-01	
4.2	MAN-01, PRO-01, PRO-13, REG-02, REG-03	
4.3	MAN-01, MAN-02	
4.4	MAN-01, MAN-02	
5.1	FRM-09, GDE-01, MAN-01	
5.2	MAN-01, POL-01	
5.3	FRM-09, MAN-01	
6	GDE-01, PLN-01	
6.1	FRM-12, MAN-01, PRO-02, REG-04	
6.2.1	MAN-01, PRO-03, REG-05	
6.2.2	MAN-01, PLN-02, PRO-03	
6.2.3	MAN-01, PRO-13, REG-03	
6.2.4	FRM-01, FRM-02, FRM-14, FRM-19, MAN-01, PRO-04, PRO-11, REG-06, REG-07, REG-08, REG-09	
6.2.5	FRM-03, MAN-01	
6.2.6	FRM-04, MAN-01, REG-01	
6.2.7	FRM-01, FRM-05, FRM-06, MAN-01	
6.3	FRM-17, MAN-01, PLN-02, REG-09	
7.1	FRM-17, MAN-01	
7.2	FRM-10, MAN-01, PLN-05, PRO-05	
7.3	MAN-01, PLN-05, PRO-05	
7.4	FRM-11, MAN-01, PLN-06, PRO-06	
7.5	FRM-18, MAN-01, PRO-07	
8	GDE-01, PLN-01	
8.1	FRM-12, MAN-01, PLN-03, PRO-08, REG-06, REG-08, REG-10, REG-11	
8.2	CHK-01, FRM-14, FRM-19, MAN-01, PRO-09	
8.3	FRM-13, MAN-01, PRO-10	

Clause	Kit document(s)	Evidence / records in use
8.4	MAN-01, PLN-03, PRO-11, REG-10, REG-12	
9	GDE-01, PLN-01	
9.1	FRM-02, FRM-05, FRM-06, FRM-07, MAN-01, PRO-12, REG-01, REG-07, REG-12	
9.2	CHK-03, FRM-15, MAN-01, PLN-04, PRO-14, TRN-01, TRN-02, TRN-03, TRN-04, TRN-05, TRN-06, TRN-07, TRN-08	
9.3	FRM-16, MAN-01, PRO-15	
10.1	FRM-07, MAN-01, PRO-16, REG-13	
10.2	GDE-01, MAN-01, PRO-16	

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