SKEDMIA

ISO 55001:2024

Asset management — Asset management system — Requirements

GUIDE

# Document Master List

Controlled list of every document supplied in the ISO 55001:2024 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** | Asset 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 55001:2024 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 | Asset Manager |
| **01 Manual** | | | |
| MAN-01 | Asset Management System Manual | 4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1.1, 6.2.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 9.1, 9.2, 9.3, 10.2, 10.1 | Asset Manager |
| MAN-02 | Scope and Boundaries of the Asset Management System | 4.3, 4.4 | Asset Manager |
| MAN-03 | Asset Value Definition Statement | 4.5.1, 6.2.1 | Top Management |
| MAN-04 | Asset Management Decision-Making Framework | 4.5.1, 4.5.2, 4.5.3 | Asset Manager |
| **02 Policies** | | | |
| POL-01 | Asset Management System Policy | 5.2 | Top Management |
| **03 Procedures** | | | |
| PRO-01 | Context of the Organisation and Interested Parties | 4.1, 4.2 | Asset Manager |
| PRO-02 | Risks and Opportunities | 6.1.1 | Asset Manager |
| PRO-03 | Asset Risk, Criticality and Opportunity Management Procedure | 6.1.2, 6.1.3 | Asset Manager |
| PRO-04 | Objectives and Planning to Achieve Them | 6.2.2 | Asset Manager |
| PRO-05 | Competence, Training and Awareness | 7.2, 7.3 | HR Manager |
| PRO-06 | Communication | 7.4 | Asset Manager |
| PRO-07 | Control of Documented Information | 7.5 | Asset Manager |
| PRO-08 | Asset Data and Information Management Procedure | 7.6 | Asset Data Owner |
| PRO-09 | Asset Knowledge Management Procedure | 7.7 | Asset Manager |
| PRO-10 | Operational Planning and Control | 8.1 | Asset Operations Manager |
| PRO-11 | Asset Life-Cycle Delivery and Disposal Procedure | 8.1 | Asset Operations Manager |
| PRO-12 | Planning of Changes and Control of Change Procedure | 6.3, 8.2 | Asset Manager |

| Doc. No | Document title | Clause(s) | Owner |
|---|---|---|---|
| PRO-13 | Externally Provided Processes, Products, Technologies and Services Procedure | 8.3 | Procurement Manager |
| PRO-14 | Monitoring, Measurement, Analysis and Evaluation | 9.1 | Asset Manager |
| PRO-15 | Evaluation of Compliance with Legal and Other Requirements | 9.1, 4.2 | Asset Manager |
| 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 | Asset Manager |
| PRO-19 | Predictive Action Procedure | 10.3 | Reliability Engineering Lead |
| **04 Forms, Registers & Templates** | | | |
| FRM-01 | Context and Issues Analysis | 4.1 | Asset Manager |
| FRM-02 | Roles, Responsibilities and Authorities Matrix | 5.3, 5.1 | Top Management |
| FRM-03 | Line-of-Sight Matrix | 5.1, 6.2.1, 6.2.2, 6.2.3 | Asset Manager |
| FRM-04 | Decision Criteria, Thresholds and Delegated Authority Schedule | 4.5.2, 5.3 | Top Management |
| FRM-05 | Competence Matrix and Training Record | 7.2 | HR Manager |
| FRM-06 | Support Effectiveness Evaluation Record — Competence, Awareness and Communication | 7.2, 7.3, 7.4 | HR Manager |
| FRM-07 | Communication Log and Suggestion Form | 7.4 | Asset Manager |
| FRM-08 | Management of Change Request | 8.1, 6.1.1 | Asset Operations Manager |
| FRM-09 | Business Case and Whole-Life Option Appraisal Template | 4.5.3, 6.2.3, 8.1 | Finance Business Partner |
| FRM-10 | Internal Audit Plan and Report | 9.2 | Lead Internal Auditor |
| FRM-11 | Management Review Minutes and Actions | 9.3 | Top Management |
| FRM-12 | Asset Management Performance Report to Top Management and Stakeholders | 9.1, 5.3, 10.3 | Asset Manager |
| FRM-13 | Document Change Request | 7.5 | Asset Manager |
| **04 Forms, Registers & Templates** | | | |
| REG-01 | Interested Parties and Requirements Register | 4.2 | Asset Manager |
| REG-02 | Legal and Other Requirements Register | 9.1, 4.2 | Asset Manager |
| REG-03 | Risk and Opportunity Register | 6.1.1 | Asset Manager |
| REG-04 | Asset Register, Hierarchy and Criticality Standard | 4.3, 6.1.2, 7.6, 8.1 | Asset Data Owner |

| Doc. No | Document title | Clause(s) | Owner |
|---|---|---|---|
| REG-05 | Asset Decision and Investment Log | 4.5.2, 4.5.3, 9.3.2 | Asset Manager |
| REG-06 | Objectives and Action Plan Tracker | 6.2.2 | Asset Manager |
| REG-07 | Asset Data and Information Requirements Specification | 7.6 | Asset Data Owner |
| REG-08 | Financial and Non-Financial Terminology Reconciliation Register | 7.6 | Finance Business Partner |
| REG-09 | External Provider and Interface Register | 8.3 | Contract Owner |
| REG-10 | Nonconformity and Corrective Action Register | 10.2 | Asset Manager |
| REG-11 | Predictive Action Register and Long-Term Effects Report | 10.3 | Reliability Engineering Lead |
| **05 Plans & Programmes** | | | |
| PLN-01 | Strategic Asset Management Plan (SAMP) | 6.2.1, 4.5.1, 5.1 | Top Management |
| PLN-02 | Asset Management Plan | 6.2.3, 8.1 | Asset Manager |
| PLN-03 | AMS Implementation Plan | 4.1, 6, 8, 9 | Asset Manager |
| PLN-04 | Asset Data Collection, Integration, Quality and Sharing Plan | 7.6 | Asset Data Owner |
| PLN-05 | Asset Contingency, Resilience and Emergency Response Plan | 6.1.2 | Asset Operations Manager |
| PLN-06 | Annual Internal Audit Programme | 9.2 | Lead Internal Auditor |
| PLN-07 | Competence and Training Plan | 7.2, 7.3 | HR Manager |
| PLN-08 | Communication Plan | 7.4 | Asset Manager |
| **06 Checklists** | | | |
| CHK-01 | ISO 55001:2024 Gap Analysis Checklist | — | Asset Manager |
| CHK-02 | ISO 55001:2014 to 2024 Transition Gap Workbook | 4.5, 6.1.3, 6.2.1, 6.2.3, 6.3, 7.6, 7.7, 8.3, 10.3 | Asset Manager |
| CHK-03 | Internal Audit Checklist | 9.2 | Lead Internal Auditor |
| CHK-04 | Certification Readiness Checklist | — | Asset Manager |
| **07 Internal Auditor Training Pack** | | | |
| TRN-01 | Internal Auditor Participant Handbook | 9.2 | Asset Manager |
| TRN-02 | Trainer's Guide | 9.2 | Asset Manager |
| TRN-03 | Presentation Slides Outline | 9.2 | Asset Manager |
| TRN-04 | Exercises and Case Studies | 9.2 | Asset Manager |
| TRN-05 | Examination | 9.2 | Asset Manager |
| TRN-06 | Examination Answer Key and Marking Scheme | 9.2 | Asset Manager |
| TRN-07 | Course Forms | 9.2 | Asset Manager |

| Doc. No | Document title | Clause(s) | Owner |
|---|---|---|---|
| TRN-08 | Certificate of Training Template | 9.2 | Asset 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] |
| MAN-04 | 0 | [Date] | [Name] | [Date] |
| POL-01 | 0 | [Date] | [Name] | [Date] |
| PLN-01 | 0 | [Date] | [Name] | [Date] |
| PLN-02 | 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] |
| PRO-18 | 0 | [Date] | [Name] | [Date] |
| PRO-19 | 0 | [Date] | [Name] | [Date] |
| FRM-01 | 0 | [Date] | [Name] | [Date] |
| REG-01 | 0 | [Date] | [Name] | [Date] |

| Doc. No | Rev. | Issue date | Approved by | Next review |
|---|---|---|---|---|
| REG-02 | 0 | [Date] | [Name] | [Date] |
| FRM-02 | 0 | [Date] | [Name] | [Date] |
| FRM-03 | 0 | [Date] | [Name] | [Date] |
| FRM-04 | 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] |
| REG-07 | 0 | [Date] | [Name] | [Date] |
| REG-08 | 0 | [Date] | [Name] | [Date] |
| REG-09 | 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] |
| FRM-12 | 0 | [Date] | [Name] | [Date] |
| REG-10 | 0 | [Date] | [Name] | [Date] |
| REG-11 | 0 | [Date] | [Name] | [Date] |
| FRM-13 | 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] |
| PLN-08 | 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] |

| Doc. No | Rev. | Issue date | Approved by | Next review |
|---|---|---|---|---|
| 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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ISO 55001:2024

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# Clause Cross-Reference Matrix

Shows which kit document answers each clause of ISO 55001:2024 — 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** | Asset 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] |
| | | | |
| | | | |

**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.

Use this matrix to demonstrate that every requirement of ISO 55001:2024 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-03, PRO-01 | |
| 4.2 | MAN-01, PRO-01, PRO-15, REG-01, REG-02 | |
| 4.3 | MAN-01, MAN-02, REG-04 | |
| 4.4 | MAN-01, MAN-02 | |
| 4.5 | CHK-02 | |
| 4.5.1 | MAN-03, MAN-04, PLN-01 | |
| 4.5.2 | FRM-04, MAN-04, REG-05 | |
| 4.5.3 | FRM-09, MAN-04, REG-05 | |
| 5.1 | FRM-02, FRM-03, GDE-01, MAN-01, PLN-01 | |
| 5.2 | MAN-01, POL-01 | |
| 5.3 | FRM-02, FRM-04, FRM-12, MAN-01 | |
| 6 | GDE-01, PLN-03 | |
| 6.1.1 | FRM-08, MAN-01, PRO-02, REG-03 | |
| 6.1.2 | PLN-05, PRO-03, REG-04 | |
| 6.1.3 | CHK-02, PRO-03 | |
| 6.2.1 | CHK-02, FRM-03, MAN-03, PLN-01 | |
| 6.2.2 | FRM-03, MAN-01, PRO-04, REG-06 | |
| 6.2.3 | CHK-02, FRM-03, FRM-09, PLN-02 | |
| 6.3 | CHK-02, PRO-12 | |
| 7.1 | MAN-01 | |
| 7.2 | FRM-05, FRM-06, MAN-01, PLN-07, PRO-05 | |
| 7.3 | FRM-06, MAN-01, PLN-07, PRO-05 | |
| 7.4 | FRM-06, FRM-07, MAN-01, PLN-08, PRO-06 | |
| 7.5 | FRM-13, MAN-01, PRO-07 | |
| 7.6 | CHK-02, PLN-04, PRO-08, REG-04, REG-07, REG-08 | |
| 7.7 | CHK-02, PRO-09 | |
| 8 | GDE-01, PLN-03 | |

| Clause | Kit document(s) | Evidence / records in use |
|---|---|---|
| 8.1 | FRM-08, FRM-09, MAN-01, PLN-02, PRO-10, PRO-11, REG-04 | |
| 8.2 | PRO-12 | |
| 8.3 | CHK-02, PRO-13, REG-09 | |
| 9 | GDE-01, PLN-03 | |
| 9.1 | FRM-12, MAN-01, PRO-14, PRO-15, REG-02 | |
| 9.2 | CHK-03, FRM-10, MAN-01, PLN-06, PRO-16, TRN-01, TRN-02, TRN-03, TRN-04, TRN-05, TRN-06, TRN-07, TRN-08 | |
| 9.3 | FRM-11, MAN-01, PRO-17 | |
| 9.3.2 | REG-05 | |
| 10.1 | GDE-01, MAN-01, PRO-18 | |
| 10.2 | MAN-01, PRO-18, REG-10 | |
| 10.3 | CHK-02, FRM-12, PRO-19, REG-11 | |

*End of document · **GDE-03** Clause Cross-Reference Matrix · ISO 55001:2024 Documentation Kit ·* 