

1. INTRODUCTION –

This document specifies the transition guideline to meet requirement of revised standard ISO 9001:2015 - Quality Management System, which replaces the old revision ISO 9001:2008 standard.

All ISO standards reviewed in five years to make any revision if required to update and upgrade as per current market. A well designed and implemented Quality Management System, based on ISO 9001:2015 has been shown to provide benefits to organizations are included but not limited to the following:

- ✓ Identification of Internal and external issues consideration with +ve /-ve factors while determining context of organisation and scope of quality management system with considering expectation of relevant interested parties.
- ✓ Identification of risk and opportunities with mitigation action to prevent any adverse effect while achieving planned objectives of organisation.
- ✓ Safeguarding loss of organizational knowledge and encourage to gain required knowledge and skill.
- ✓ Define requirement relevant to the infrastructure and environment intended to achieving the operation of organisation processes involved and conformity of its product and service.
- ✓ Risk based thinking to support and improve the application of the process based approach that resulting to the greater emphasis on achieving desired outcomes to improve customer satisfaction.

2. MAIN CHANGES IN NEW VERSION (ISO 9001:2015) ARE AS FOLLOWS:

- ✓ More focus on engagement of leadership
- ✓ Risk based thinking i.e. analysis of risk throughout the process and in the context of organization. Risk based thinking always prevents the mistake. Identification of the risk and opportunities in structured way that could improve the ability of organization to satisfy the customer.
- ✓ New concept of documented information that covering to record and documents in any kind of form, however six mandatory procedures and manual, management representative, exclusion not required.
- ✓ Relevant interested parties concept introduced with its needs and expectations
- ✓ Documentation is less focused except documented information and organization's system can be audited by conducting interviews.
- ✓ New standard covers the service also with the product.
- ✓ Increased emphasis on process approach understanding and implementation.
- ✓ Coverage given for preventive action through risk analysis hence no separate clause for preventive action.
- ✓ One of the major changes in standard is its new structure; ISO 9001:2015 follows high level structure i.e. same structure as other management system which makes it easier to use multiple management system.

3. CORE COCEPTS OF ISO 9001:2015:

- ✓ Process approach - Enables organization to plan its processes and interactions.
- ✓ Plan-Do-Check-Act (PDCA) cycle - Ensures processes are adequately resourced and managed Risk-based thinking - Enables organization to:
 - determine factors that could cause its processes and its qms to deviate from its planned results
 - to put in place preventive controls to minimize negative effects, and
 - to make use of opportunities as they arise
- ✓ Improvement - correction, continual improvement, breakthrough change, innovation & re-organization

4. SEVEN QUALITY MANAGEMENT PRINCIPLES:

Customer focus
Leadership
Engagement of people
Process approach
Improvement

Evidence-based decision making
Relationship management

5. FOLLOWING ARE CONSIDERATION DURING TRANSITION PROCESS:

I. All issues that require your action for compliance with the new standards requirements to be clearly identified and maintain as a documented finding.

II. Only when all identified outstanding issues have been appropriately addressed and the effectiveness of the management system demonstrated, the auditors recommend certification for ISO 9001:2015 to your organization.

III. Your Quality Management System's Records be verified to demonstrate that all prior transition audit findings have been evaluated for corrective action and compliance before any recommendation for approval to ISO 9001:2015.

IV. AITF ensures that the evaluation of your conformance to the new requirements during the transition phase does not interfere with your ongoing conformance to ISO 9001:2008.

V. organisation shall identify the gaps which need to be addressed to meet new standards requirements. If necessary may develop its implementation plan.

VI. Auditee organisation shall provide required awareness to all individual involved with organisation QMS with upgrading existing management system to meet the revised requirements and provide verification of effectiveness.

6. TRANSITION FROM 9001:2008 TO 9001:2015 (PERIOD AND VALIDITY):

- Please make note that all the ISO 9001:2008 certificates of QMS will be invalid after 15th of Sept. 2018 as ISO 9001:2015 published on 15th Sept. 2015. Still you may opt ISO 9001:2008, but have to undergo transition to new standard i.e. ISO 9001:2015 between three year transition period up to 14th Sept. 2018.
- If your organization does not undergo with transition audit before transition period then you will no longer certified and afterwards to get certified with ISO 9001:2015 again you have to start with new certification that include stage 1 stage 2 audit.
- Implementation of ISO 9001:2015 at early stage from current ISO 9001:2008 users is encouraged and appreciated. However AITF will work with you to schedule the transition audit between three years transition period to avoid any unfortunate situation like invalidation of certificate.
- AITF will not accept the application for ISO 9001:2008 certification after 31 March-2017, However certificates issued for ISO 9001:2008 during transition period will not be valid after 14th Sept. 2018 and have to conduct the transition audit during surveillance or through special audit to avoid cancellation of certificate.
- AITF could conduct transition audit for your organization during routine surveillance, re-certification or through special audits if your organization is already certified for ISO 9001:2008

7. PLAN FOR TRANSITION TO CERTIFICATION AS PER ISO 9001-2015

- TRANSITION PLAN FOR EXISTING CLIENT:
 - ✓ AITF will communicate to client about transition of ISO 9001:2008 to ISO 9001:2015 by uploading guideline G 1.10 that provide brief knowledge that ISO 9001:2008 certificates will be invalid after 14th Sept. 2018, so accordingly AITF will notify client to transit to ISO 9001:2015 within transition period to avoid expiry of existing ISO 9001:2008 certificate.
 - ✓ AITF ensures that transition audits will be scheduled such that conducted during surveillance or recertification or may be through special audit.
 - ✓ The audit process of transition should be completed before 14th Sept. 2018 to avoid expiry of existing ISO 9001:2008 certificate.
 - ✓ The Transition audit will be a two stage audit even though if it's a surveillance audit. During the audit the unclosed non conformances from previous audit will be reviewed and evaluated with reference to ISO 9001:2015.
 - ✓ AITF will schedule the transition audit duration as:
 - In case of transition during surveillance: audit duration will be equal to recertification audit man-day plus 0.5 man-day.
 - In case of transition during recertification: audit duration will be additional 0.5 man-day.
 - ✓ AITF will consider following points during transition audit:
 - Quality Management System records will be verified to ensure compliance of system to new standard and the client expected to implement the requirement as per ISO 9001:2015 for minimum period of six months prior to the transition audit.
 - Ensures that identified the risk and opportunities, as well the mitigation action for risk will be verified.
 - Whether management system covers the context of organization.
 - ✓ If organization fails to comply ISO 9001:2015 during transition audit but compliance to ISO 9001:2008 then till 14th Sept. 2018 ISO 9001:2008 certification will be valid.
- TRANSITION PLAN FOR NEW CLIENT:
 - ✓ New clients can apply either to ISO 9001:2008 or ISO 9001:2015 but application for ISO 9001:2008 will be accepted till 31st Mar 2017 only.
 - ✓ If client apply for ISO 9001:2008 during transition period and compiled to the standard then the validity of certificate will be till 14th Sept. 2018, So client have to transit to ISO 9001:2015 during surveillance auditor also can go through special audit for transition.
 - ✓ If client apply for ISO 9001:2015 then the management system of organization will be verified as per new standard and if client comply for it then ISO 9001:2015 certificate will be issued with three years validity.