



ISO 9001:2015 Transition Plan Milestones

This template is provided to help ASACB clients develop a transition timeline of their Quality Management System from ISO 9001:2008 to ISO 9001:2015. The items marked as “Required” are mandatory planning activities and must be completed to achieve the required readiness for transition. ASACB requires submission of each completed planning activity to ensure all transition deadlines will be achieved. ASACB is requiring all of its certified organizations to be transitioned by 6/15/2018 to ensure no certification will be placed in jeopardy of being withdrawn.

Client Target Transition Date: _____

Transition Period	Required	Milestone	Scheduled Date	Completion Date
33 months 9/15/2015 – 6/15/2018	√	Identify organizational gaps that need to be addressed to meet new requirements.		
		Submit evidence to ASACB for review & approval	<input type="checkbox"/> Approved	
	√	Develop an implementation plan		
		Submit evidence to ASACB for review & approval	<input type="checkbox"/> Approved	
	√	Provide appropriate training and awareness for all parties that have an impact on the effectiveness of the organization		
		Submit evidence to ASACB for review & approval	<input type="checkbox"/> Approved	
	√	Update the existing quality management system (QMS) to meet the revised requirements and provide verification of effectiveness.		
		Submit evidence to ASACB for review & approval	<input type="checkbox"/> Approved	
	√	Perform internal audits of newly implemented updates/revisions.		
		Submit evidence to ASACB for review & approval	<input type="checkbox"/> Approved	
	√	Perform management review once all internal audits of newly implemented updates/revisions complete		
		Submit evidence to ASACB for review & approval	<input type="checkbox"/> Approved	