



# Tutorial 17 management of changes



Understanding

Has the organization, when the need for change is determined to their management systems, carried this out in a planned manner?

*“This ISO 9001:2015 chapter 6.3 expect two mandatory actions”*

In this tutorial, we will focus on the determine part, check ISO year plan & planning tutorial for managing these changes.



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Understanding

**Determine possible changes to your current management system**

**based on ISO plan & planning**

**by monitoring the big 5.**

**based on audits.**

**based on yearly process owners meetings.**

**based on management reviews.**

**based on changes in your management staff.**

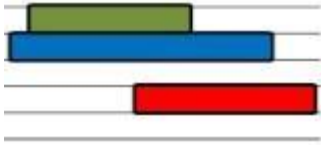


# 17 management of changes



Understanding

## planning



- create minutes of meeting template.
- organise two yearly meeting.

**PLANNING**

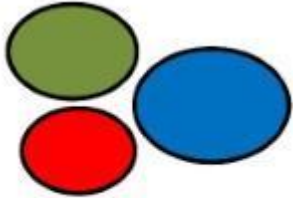


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Understanding

## activities



ACTIVITIES

- Execute changes in your current management system by responsible owners.
- Follow up and reporting ISO coördinator.
- Update status in the ISO planning by responsible owners.



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Understanding

## Step 6 Records



**RECORDS**

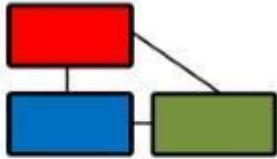
- Define expected evidence documentation.
- Create records templates.
- Create records.
- Closed status after approval records.
- Store records in archive.



# Tutorial 17 management of changes



Understanding



PROCEDURES /  
INSTRUCTIONS

Create MOC management system procedure.

- Chooses standard procedure template.
- Describe activity steps and used documents
- Save procedure in ISO procedures in tdkmoms folder.
- Connect the procedure to your log file (index).



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Understanding

Finally Remember:

- focus on the determine part
- Beware of changes in your management staff.
- If you want more info about this subject please contact.