

Required Documentation for ISO 55001:2014

NOTE *The requirements for documented information in italics (in the table below) relate to those that are stipulated in the ISO Annex SL Harmonised Structure (HS) [previously the High Level Structure (HLS)] core text. These requirements are therefore present, in similar forms, in all ISO management system standards based upon the HLS.*

Clause	Title	(Shall) Requirement	Notes
4.3	<i>Determining the scope of the asset management system</i>	<i>The scope shall be available as documented information.</i>	<i>Periodically (typically annually) reviewed statement of the scope of the management system.</i> <i>This can be on the same document as the policy.</i>
5.2	<i>Policy</i>	<i>The asset management policy shall:</i> <i>- be available as documented information.</i>	<i>Periodically (typically annually) reviewed statement of the policy of the management system.</i>
6.2.1	<i>Asset management objectives</i>	<i>The organization shall retain documented information on the asset management objectives.</i>	<i>Periodically reviewed statement of the objectives of the management system and records of their attainment.</i> <i>The statement of the objectives can be on the same document as the policy.</i>
7.2	<i>Competence</i>	<i>The organization shall:</i> <i>- retain appropriate documented information as evidence of competence;</i>	<i>Training needs analysis,</i> <i>Records of training delivered/received</i> <i>Tests of effectiveness of training.</i>
7.5	<i>Information requirements</i>		<i>See 7.6.1 below.</i>
7.6 7.6.1	<i>Documented information</i> <i>General</i>	<i>The organization's asset management system shall include:</i> <i>- documented information as required by this International Standard;</i> <i>- documented information for applicable legal and regulatory requirements;</i> <i>- documented information determined by the organization as being necessary for the effectiveness of the asset management system, as specified in 7.5.</i>	<i>Clauses 7.5 above stipulates requirements that clearly require documentation, but does not itself explicitly require documentation.</i> <i>Clause 7.6.1 stipulates three requirements for documentation, the second and third of which, apply to Clause 7.5 above.</i>

Clause	Title	(Shall) Requirement	Notes
8.1	<i>Operational planning and control</i>	<i>- keeping documented information to the extent necessary to have confidence and evidence that the processes have been carried out as planned;</i>	
9.1	<i>Monitoring, measurement, analysis and evaluation</i>	<i>The organization shall retain appropriate documented information as evidence of the results of monitoring, measurement, analysis and evaluation.</i>	<i>Monitoring, and appropriate metrics to evaluate the operation of processes of the Asset management system and attainment of (policy) objectives.</i>
9.2	<i>Internal audit</i>	<i>9.2.2 The organization shall: (e) retain documented information as evidence of the results of the implementation of the audit programme and the audit results.</i>	<i>Records of internal audits, including any nonconformities, potential nonconformities, opportunities for improvement etcetera and consequential actions (see 10.2 below.)</i>
9.3	<i>Management review</i>	<i>The organization shall retain documented information as evidence of the results of management reviews.</i>	<i>Typically minutes of meetings, but management review could consist of other mechanisms, in addition to, or even instead of, meetings.</i>
10.1	<i>Nonconformity and corrective action</i>	<i>The organization shall retain documented information as evidence of: - the nature of the nonconformities or incident and any subsequent actions taken; - the results of any corrective action.</i>	<i>Records of nonconformities and consequential corrective actions, both arising from audits (see 9.2 above) and unrelated to audits.</i>