CHECKLIST

QHSE document control checklist

For ISO 9001, ISO 14001, ISO 45001 and VCA: what to record for every procedure and instruction, and ten checks before your next audit.

1. Fields to record per controlled document

Field	What to record	Why it matters
Document ID	A unique number	Refer to it without confusion
Type	Policy, procedure, work instruction, form, safety instruction	The right review and approval route
Owner	One named person	Someone keeps it up to date
Version and status	Draft, in review, approved, effective, withdrawn	Only the effective version is used
Approval	Who approved it, and when	Evidence for the auditor
Review date	When it must be checked again	Documents do not silently age
Who must read it	Roles, sites, subcontractors	Changes reach the right people
Standard and clause	ISO 9001, 14001, 45001, VCA requirement	Show what covers which requirement
Retention	How long records are kept	Evidence available, then disposed of

2. Ten checks before your next audit

- [ ] **1.** All procedures and instructions are in one place.
- [ ] **2.** People only see the current, approved version.
- [ ] **3.** Every document has one owner.
- [ ] **4.** Approval before publication is recorded.
- [ ] **5.** Every document has a review date, and reviews happen.
- [ ] **6.** A change triggers read-and-understand for the people it affects.
- [ ] **7.** External documents (standards, legislation, customer and supplier documents) are identified and controlled.
- [ ] **8.** Records kept as evidence are protected against changes and kept for a defined period.
- [ ] **9.** Nonconformities and incidents lead to corrective actions that are followed up and closed.
- [ ] **10.** You can show audit evidence without an extra preparation week.

3. One system for quality, environment and safety

ISO 9001 (quality), ISO 14001 (environment) and ISO 45001 (health and safety) share the same high-level structure, including a clause on documented information (7.5). VCA, the safety, health and environment checklist for contractors, also asks for evidence such as safety instructions, toolbox meetings and incident registration. Managing all of this in one system avoids three separate document sets.

4. ISO 9001:2026: what to review now

ISO 9001:2026 was published on 16 September 2026. According to ISO it brings clearer wording, a stronger focus on leadership and quality culture, more clarity on risks and opportunities, a new Annex A explaining key terms, and closer alignment with other management system standards. Check your quality policy, your risk approach and the documents that describe them.

5. Five questions before your next audit

1	Can we show the current version of every procedure within a minute?
2	Who has read the last change, and who has not?
3	Which corrective actions are still open, and since when?
4	Which supplier certificates expire in the coming months?
5	Are the safety instructions up to date on every site and for every subcontractor?

A separate QMS or one system?

Separate quality tools add another place to look. M-Files for Quality keeps procedures, nonconformities, corrective actions, audits and training next to your contracts, supplier files and project documents, inside Microsoft 365. It runs in the M-Files Cloud.

More information and a one-hour demo: softadvice.eu/m-files/quality-management