BSA INTERNATIONAL CERTIFICATION CO. PRIVATE LIMITED

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Approved by	Mr. M. Babuji – Managing Director

CONTROLLED POLICY DOCUMENT

TRANSITION FROM ISO 9001:2015 TO ISO 9001:2026

BSA QMS TRANSITION POLICY

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Transition from ISO 9001:2015 to ISO 9001:2026

1. PURPOSE AND OBJECTIVE

This policy establishes the activities, responsibilities, controls and target dates that BSA International Certification Co. Pvt. Ltd. (BSA), acting as a conformity assessment body (CAB), will use to manage the transition of its certification operations and certified clients from ISO 9001:2015,including Amendment 1:2024 to ISO 9001:2026.

It provides a planned route for the transition, identifies the personnel and functions involved, and describes the methods and evidence needed to carry out the change in a controlled, consistent and effective manner.

2. SCOPE OF THE TRANSITION PLAN

This plan addresses the following matters:

- Training, qualification and competence verification of auditors and relevant BSA personnel.
- BSA's arrangements for communicating transition information to existing clients, applicants and other relevant parties.
- Target dates for transitioning existing certified clients and applicants, including the cut-off date for accepting applications against the earlier edition.
- Audit arrangements for evaluating conformity to ISO 9001:2026, including whether the evaluation is combined with a routine audit or conducted as a separate transition audit.
- Controls to maintain client conformity to ISO 9001:2015 during the transition period.
- Review and use of audit results or other evaluation activities conducted against the revised International Standard.
- Actions for clients that have not completed transition within the applicable transition period.

This policy shall be implemented alongside BSA's applicable certification procedures, audit procedures, impartiality controls, decision-making processes, accreditation requirements and other transition documents issued or approved for this purpose.

3. PRINCIPAL AREAS OF CHANGE

ISO 9001:2026 is intended to strengthen and clarify the quality management system (QMS) framework. In preparing for the revised edition, BSA will focus its awareness and transition activities on the following themes, as applicable to the published requirements:

- Stronger quality management: a structured approach to controlling and continually improving processes, products and services.
- Customer focus: consistently determining, understanding and addressing customer needs and applicable requirements.
- Operational effectiveness: systematic control of processes, resources and performance to improve organizational results.
- Process consistency: establishing, maintaining and improving consistent processes across relevant functions and activities.
- Risk-based management: identifying and addressing risks and opportunities that may affect intended QMS outcomes.
- Evidence-based decisions: using relevant information, monitoring and performance evaluation to support sound decisions.
- Continual improvement: identifying opportunities to improve the suitability, adequacy and effectiveness of the QMS.
- Organizational resilience: responding to changes in internal and external issues while maintaining effective operations.
- External-provider control: systematically managing externally provided processes, products and services.
- Demonstration of quality commitment: providing stakeholders with evidence that the organization operates a QMS aligned with internationally recognized requirements.

The above themes are an awareness summary, not a substitute for the complete published standard. BSA personnel and clients must use the official ISO 9001:2026 text when determining specific requirements.

4. BSA TRANSITION ROADMAP

BSA will manage the transition through defined workstreams. Each workstream shall be assigned to a responsible function, supported by documented evidence and reviewed periodically by management. Implementation status may be tracked as completed, in progress or planned, using the status convention adopted in BSA's transition tracker.

4.1 Obtain and review the revised standard

BSA shall obtain an authorized copy of ISO 9001:2026 and ensure that the personnel responsible for transition planning have access to it. The standard shall be reviewed to understand its requirements, terminology, structure and changes from ISO 9001:2015. Access and use shall comply with the applicable copyright and licensing conditions.

4.2 Auditor training and qualification

Before assigning auditors to ISO 9001:2026 transition audits, BSA shall establish and retain evidence of their competence. Auditor qualification may be completed through the following controlled steps:

1. Prepare a self-study package explaining the new edition, its terminology, structure and relevant changes. The package shall be reviewed and approved by competent personnel (Certification Manager and Managing Director) before release.

2. Communicate the study requirements, assessment process and submission deadlines to all QMS auditors.
3. Provide the learning material from 1st November 2026 to auditors and retain distribution or acknowledgement records.
4. Final Evaluation date deciding: Each auditor has been shared with the Examination link post studying the self- study material and the auditor may choose to appear for an online examination on any of the days till 20thDecember 2026.
5. Final Examination: The auditor will appear for an exam by clicking the link and answering the questions provided. At the end of the exam, the link will close and the auditors will be prompted to submit their responses, which will be received through the MS form.
6. Online Examination has been prepared by the Training team under the guidance of Managing Director / Certification Manager (Who acquires knowledge of standard requirements, terminology, and layout and Accreditation Procedure).
7. For maintaining online exam confidentiality, Auditor Qualification Officers (i.e. Certification Manager & Managing Director) are authorized. The requirement to maintain confidentiality for every BSA employee is addressed through Confidentiality Statement which is being signed by each BSA's employee.
8. The online examination consists of 25 Multiple-choice questions, with a total of 25 marks. Each question carries 1 mark, and there is no negative marking. The exam is auto evaluated, and auditors can view results immediately upon completion. A minimum of 70% marks is required to qualify for the exam.
9. Retain examination questions, responses, results, assessor details and qualification decisions as controlled records. Access to assessment materials shall be restricted to authorized personnel.
10. Review transition-course certificates submitted by auditors from external providers. BSA shall verify the provider, course content, duration, assessment evidence and relevance to the applicable competence criteria before recognizing the training and approve that auditor (if Approved).
11. **Training Auditors upon New Template:**Conduct a Train-the-Auditor session on revised audit methods, reporting expectations and the updated audit templates. Use a presentation and practical examples where appropriate.
12. Evaluate auditor knowledge and skills, including risk analysis, mitigation approaches, risk-based thinking and the ability to audit the applicable QMS requirements.
13. Authorize auditors only after the designated competent reviewer (Certification Manager & Managing Director) confirms that the established qualification criteria have been met.

BSA shall aim to have the majority of its active QMS auditor pool qualified for ISO 9001:2026 by 31 December 2026, subject to the applicable accreditation requirements and the documented competence-evaluation process.

4.3 Training and qualification of BSA staff

BSA shall train personnel involved in application review, contract review, audit planning, auditor allocation, technical review, certification decisions, certificate issuance, complaints and appeals, and other relevant certification functions. Training shall explain the transition arrangements and the revised standard's relevant requirements.

Personnel understanding shall be evaluated through a questionnaire, interview, case study or other documented method. Records shall identify the participant, training date, trainer, evaluation method, result and any follow-up action.

Certification decision reviewers and designated technical panels shall complete appropriate calibration or awareness activities for ISO 9001:2026. BSA shall ensure that certification decisions are made only after applicable audit findings and corrective-action evidence have been reviewed in accordance with BSA procedures and accreditation requirements.

4.4 Communication with clients and applicants

BSA shall communicate transition arrangements at the earliest appropriate opportunity through direct email, its website or client portal, formal notices, quotations, application documents and other suitable channels. Communications shall explain the benefits and implications of the revised edition, the planned audit routes, applicable cut-off dates and the need to complete transition within the permitted period.

For new applicants, BSA is making the clients aware with the 3-year transition period. BSA is ensuring that no certificate of QMS contains the expiry date later than 30 Sep 2029 as all the ISO 9001:2015 certificates will be invalid after this date i.e.,

30 Sep 2029. If a client still opts for ISO 9001:2015 Surveillance or Re-Certification, transition to new standard i.e., ISO 9001:2026 will be required in between to keep the certificate valid. However, BSA appreciates & encourages current users of ISO 9001: 2015 to implement ISO 9001: 2026 at an early stage.

Clients continuing with ISO 9001:2015 surveillance or recertification during the transition period shall be informed whether and when a transition audit is required to maintain certification. BSA shall encourage timely preparation and early transition rather than waiting until the end of the permitted period.

BSA shall inform clients that failure to complete transition by the applicable deadline may result in loss or withdrawal of certification under the relevant rules. Where transition is not completed within the permitted period, a new initial certification process, including Stage 1 and Stage 2 audits where applicable, may be required.

The audit scheduling function shall coordinate with clients to arrange transition audits early enough to avoid last-minute scheduling problems. Transition activities may be combined with a routine surveillance audit or recertification audit, or carried out through a separate transition audit, where permitted by applicable requirements.

4.5 Transition dates and BSA operational cut-offs

The following dates reproduce the planning milestones stated in the supplied reference policy, adapted as proposed BSA targets.

Activity / milestone	Proposed target / cut-off
ISO 9001:2026 publication date stated in the reference	16 September 2026
Target for majority of BSA auditors to be qualified	31 December 2026
Target for BSA to be ready to conduct ISO 9001:2026 surveillance audits	1 April 2027
Last surveillance audit accepted against ISO 9001:2015	30 September 2028
Last initial audit accepted against ISO 9001:2015 for fresh applicants	30 September 2028
Last BSA auditor-allocation document (BSA/FMT/AAFS1/01) orequivalent under ISO 9001:2015	30 September 2028
Target deadline for client corrective-action-plan closure	31 March 2029
Target to complete transition of all BSA clients	31 March 2029
End of proposed grace period / escalation point for unresolved clients	30 June 2029
End of transition period stated in the reference; ISO 9001:2015 certificates expire	30 September 2029

4.6 Existing clients: surveillance and recertification

BSA shall issue transition notices to existing clients, summarizing the main changes, transition process, available audit options and required completion dates. The notice shall be accompanied by an implementation roadmap or client guidance note.

Subject to confirmation against the applicable accreditation policy, BSA proposes to accept surveillance audits to ISO 9001:2015 up to 30 September 2028. From 1 April 2027, BSA aims to be operationally ready to conduct surveillance audits against ISO 9001:2026 for clients that request transition and meet the applicable conditions.

For clients that continue to be audited against ISO 9001:2015 during the earlier part of the transition period, auditors shall not raise nonconformities solely against requirements that are not yet applicable to that audit edition. Relevant matters may be recorded as observations where allowed by BSA's approved procedure and the applicable accreditation policy.

For the later transition period, findings shall be classified and handled strictly in accordance with the applicable NABCB transition policy and BSA's approved procedures. BSA shall not automatically downgrade a finding or classify a nonconformity as minor merely to preserve certification status unless the applicable rules expressly permit that treatment.

BSA proposes to require clients to close their transition corrective-action plans by 31 March 2029 and to complete the transition programme by that date wherever practicable. All communications shall make clear the final binding deadline once confirmed from the official applicable policy.

4.7 Fresh enquiries and initial certification applications

Where an organization has already invested effort in implementing ISO 9001:2015 but has not yet been certified, BSA may consider an initial audit against the earlier edition only while permitted by the applicable accreditation transition rules. Applicants shall be informed that certification to the earlier edition may have a shortened validity period and may require transition before the final deadline.

The proposed BSA cut-off for accepting initial certification applications against ISO 9001:2015 is 30 September 2028, subject to verification and approval. After that cut-off, application-review and auditor-allocation records, including BSA/FMT/AAFS1/01or its BSA equivalent, shall use ISO 9001:2026.

Where a certificate to ISO 9001:2015 is issued after publication of the revised edition, its expiry date shall comply with the applicable transition rules. If a client completes the transition successfully, certificate validity shall be amended or reissued only in accordance with the applicable certification and accreditation requirements.

4.8 Clients with recertification audits in 2029

A client whose recertification is due in early 2029 should assess readiness against ISO 9001:2026 and discuss the preferred audit route with BSA. Where the client is ready and the rules permit, the transition audit may be combined with the recertification audit. Alternatively, the client may undergo recertification against ISO 9001:2015 and complete a separate transition audit before the final permitted date, if that route remains allowed.

BSA shall advise clients not to postpone transition until the end of the transition period. Audit planning shall consider auditor availability, the scope and complexity of the QMS, corrective-action time and the time needed for technical review and certification decision.

4.9 Requirements for transition audit evaluation

During transition activities, BSA shall:

- Identify all issues requiring action to demonstrate conformity to the new requirements and record them clearly as documented findings.
- Verify that corrective actions have been implemented and are effective before recommending certification to ISO 9001:2026.
- Review evidence that findings from earlier transition activities have been evaluated and addressed before a certification decision is made.
- Ensure that evaluation of the new requirements does not undermine or interrupt the client's ongoing conformity to ISO 9001:2015 while that edition remains applicable.
- Ensure that the certification decision-maker considers the validity, scope and results of any relevant evaluation activity performed against the International Standard.
- Retain audit records, evidence reviewed, findings, corrective-action verification and decision records in accordance with BSA's documented procedures.

4.10 Audit duration and audit approach

BSA proposes a single-visit approach for transition evaluation, subject to the applicable accreditation requirements and the client's circumstances. For a transition combined with surveillance or recertification, BSA shall plan the normal applicable audit duration plus at least 0.5 additional auditor-day. For a separate transition audit, BSA shall plan at least one additional auditor-day.

These are proposed minimum planning values taken from the reference policy and shall be checked against current NABCB requirements, BSA's audit-duration procedure, the client's scope, complexity, locations and other relevant factors. Any required longer duration shall be applied.

4.11 Clients that do not complete transition

BSA shall monitor transition status and contact clients with outstanding actions well before the final deadline. The reference policy describes a three-month grace period through the end of June 2029, followed by escalation to senior management and withdrawal where no concession is granted. BSA may use a similar escalation route only if it is consistent with the binding transition rules.

Under the proposed arrangement, cases still unresolved by 30 June 2029 shall be escalated to the Managing Director/Chief Executive and the person responsible for accreditation and assurance for review. Any concession must be documented, justified and permitted by the applicable policy. Where transition is not completed and no permitted concession applies, BSA shall take the required action, including suspension or withdrawal as applicable. ISO 9001:2015 certificates shall not remain valid beyond the final date established by the applicable transition rules.

4.12 Amendments to BSA documents and forms

BSA shall review and revise all relevant procedures, forms, templates and records to reflect ISO 9001:2026 and the transition process. The initial priority documents shall include:

- Questionnaire Form: (BSA/FMT/QUF/01/26 Rev 0 Issue 08 DT: 01/11/2026).
- Contract (Application) Review: (BSA/FMT/CRF/01 REV 1 Issue 02 DT: 01/11/2026).
- Application For Registration: (BSA/FMT/APR/01 Rev 0 Issue 8 DT: 01/11/2026).
- Quotation/Contract/ Agreement: (BSA/FMT/QUT/01 Rev0 Issue 9 DT: 01/11/2026).
- Contract Terms and Scheme for Registration: (BSA/FMT/CTR/01 Rev01 Issue 03 DT: 01/11/2026).
- Audit Programme for Initial Cycle: (BSA/FMT/APRG/01 Rev 0 Issue 7 DT: 01/11/2026).
- Stage-1 Auditor Allocation Form: (BSA/FMT/AAFS1/01 Rev 0 Issue 7 DT: 01/11/2026).
- Stage-1 Audit Plan: (BSA/FMT/APLS1/01 Rev 01 Issue 0 DT: 01/11/2026).
- Stage-1 Notes: (BSA/FMT/NOEST1/01 Rev 0 Issue 09 DT: 01/11/2026).
- Stage-1 Registration Assessment Report: (BSA/FMT/ST1/01 Rev 1 Issue 06 DT: 01/11/2026).
- Stage-2 Auditor Allocation Form: (BSA/FMT/AAFS2/01 Rev 0 Issue 9 DT: 01/11/2026).
- Stage-2 Audit Plan: (BSA/FMT/APLS2/01 Rev 01 Issue 02 DT: 01/11/2026).
- Stage-2 Notes: (BSA/FMT/NOEST2/01 Rev 01 Issue 0 DT: 01/11/2026).
- Stage-2 Registration Assessment Report: (BSA/FMT/ST2/01 Rev 1 Issue 05 DT: 01/11/2026).
- Non-Conformity Report: (BSA/FMT/CAPA/01 Rev 0 Issue 07 DT: 01/11/2026).
- Advance surveillance notices and client communication template.

The document owner shall record revisions, obtain required approval, withdraw obsolete versions and communicate updated formats to relevant personnel. The document amendment status shall be monitored until all required changes are completed.

4.13 Certificate stationery and certification documents

BSA shall ensure that certificate stationery, certificate templates, scopes, annexes and related certification documents are suitable for the revised edition. New or amended stationery shall be controlled, approved and made available only after the required technical and accreditation checks are complete.

5. RESPONSIBILITIES

Role / function	Principal responsibility
Managing Director / Certification Manager	Approve the transition policy, provide resources, review escalated cases and authorize decisions within assigned authority.
Certification Manager	Coordinate the transition plan, verify accreditation requirements, monitor milestones, control records and report progress to management.
Certification Manager	Prepare study materials, deliver training, administer evaluations and retain training and competence records.
Certification Manager	Control assessments, evaluate results, review external training evidence and maintain auditor qualification records.
Audit planning and scheduling	Coordinate client notices, allocate qualified auditors and schedule transition audits in sufficient time.
Auditors and technical experts	Apply the approved audit criteria, document findings, verify corrective actions and report evidence accurately.
Technical reviewers / Certification Manager	Review audit files, transition evidence, outstanding findings and decision requirements before approval.
Document control / administration	Revise forms, templates, certificate stationery, notices and controlled records.
All relevant BSA personnel	Complete assigned training, follow approved transition controls and protect confidential information.

6. RECORDS AND MONITORING

BSA shall maintain documented evidence of implementation, including the transition tracker, standard review records, auditor training and examination results, staff competence evaluations, client communications, application and audit records, audit-duration justification, findings and corrective-action verification, decision records, document revisions, certificate amendments and escalation decisions.

The Certification Manager/ Managing Director shall periodically review progress against the milestones, identify overdue actions and report risks to management. The review should include the proportion of auditors qualified, staff trained, clients notified, clients transitioned, outstanding corrective-action plans and unresolved cases approaching the final deadline.

7. VERSION HISTORY

Version	Date	Approved by	Description
Issue 01 Rev 00	01 November 2026	M.Babuji	Transition from ISO 9001:2015 to ISO 9001:2026.

8. APPROVAL

Prepared by	Reviewed by	Approved by
Name: Mr.P.M. Gopuji Designation: Certification Manager Signature: Date: 01/11/2026	Name: Mr. R. Swaminathan Designation: Certification Manager Signature: Date: 01/11/2026	Name: Dr. M. Babuji Designation: Managing Director Signature: Date: 01/11/2026