

<NAME OF YOUR COMPANY>	P_001_SWOT_STAKEHOLDERS_PLANNING	<DATE> Rev.00
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### **1. Scope of the procedure**

This procedure concerns the identification of risks and opportunities as meant in Clause 4.1 of the ISO 2015:2015 Standard, the identification of the needs and expectations of interested parties as meant in Clause 4.2 of the same Standard, as well as how to include the information gathered based on these identifications in the organization's planning activities, in accordance with Section 6 of the ISO 9001:2015 Standard.

### **2. Goal**

The goal of this procedure is to ensure that risk based thinking forms part of the overall planning activities of the organization when setting its objectives (targets, goals, Key Performance Indicators), and that the needs and expectations of interested parties are taken into account when planning as well.

### **3. Related documents**

- F\_001\_SWOT\_ANALYSIS\_FORM
- F\_002\_STAKEHOLDER\_ANALYSIS\_FORM

### **4. Registrations**

Document - Record	Responsible person	Location	Retention period
Completed SWOT analysis form	Top Management	F_001_SWOT_ANALYSIS_FORM	At least 10 years
Completed stakeholder analysis form	Top Management	F_002_STAKEHOLDER_ANALYSIS_FOR M	At least 10 years