

Facility Change of Location Planning Guide

A 16-Point QMS Checklist for Relocating Without Losing Compliance

A facility move is one of the largest changes your quality management system will ever absorb. Equipment, records, tooling, and work in progress all travel at once, and your certification travels with them. This 16-point checklist walks you through the move in four phases so nothing falls through the cracks.

PHASE 1: BEFORE THE MOVE - PLANNING & COMMUNICATION

1. Management Review

Hold a management review as soon as a move is being considered, not after the decision is final. Put the changes, risks, resource needs, and timeline for the move on the agenda and record the decisions made.

2. Communication

Inform both your customers and your registrar of your intention to move. Early notice keeps certificates, contracts, and audit schedules aligned with your moving timeline.

3. Resources

Walk the new facility and confirm that adequate power, gas, water, compressed air, and networking are available at each point of use before equipment arrives.

4. Work Flow

Plan the layout of the new facility before the trucks roll. Keep Lean manufacturing principles in mind: a move is a rare opportunity to design the material and work flow you have always wanted.

PHASE 2: PROTECTING THE SYSTEM DURING THE MOVE

5. Document Control

Recall all QMS documents per the distribution list and reissue them at the new facility. Update the distribution list to reflect the new facility's distribution scheme.

6. Records Control

Plan how records will be transported and where they will be stored at the new facility. Records must remain protected in transit, and your records procedure or records table must be updated to show the new locations.

7. Identification & Traceability

Plan how identification and traceability will be maintained throughout the move. Be sure to include work in progress, which is the easiest place to lose traceability.

8. Customer Property

Inventory customer property before and after the move, including materials, parts, and tooling, and make sure it is protected during transport.

9. Tooling Control

Perform and record an inspection or condition check of both company-owned and customer-owned tooling once it is in storage at the new facility.

10. Preservation of Product

Preserve all materials during transport, including shelf-life products. Store shelf-life items in a manner that assures first in, first out.

PHASE 3: RESTARTING PRODUCTION

11. Validation of Production Equipment

Run a first piece on every production machine to validate that it still performs properly after the move.

12. First Article Inspection (Aerospace)

For aerospace organizations, the first production run of every part at the new location requires a new First Article Inspection Report (FAIR).

13. Calibrated Equipment

Package and transport calibrated equipment so it remains in tolerance, and visually inspect every item as it is unpacked at the new facility. Recalibration before use is recommended, though not required.

PHASE 4: CLOSING THE LOOP

14. Communication, Round Two

Notify your customers and your registrar once the move is complete. Aerospace organizations must also update their OASIS account to reflect the new facility location.

15. Internal Audit

Once the facility is up and running, perform an internal audit to verify the system is effectively in place at the new location.

16. Management Review, Round Two

Hold a follow-up management review to discuss the move, review the internal audit results, and close out any remaining action items.

Planning a facility move?

Let's start with a conversation - no jargon, no pressure. We'll help you plan the move, protect your certification, and keep production running from day one at the new location. Call (844) MY-ISO-PRO or email Sales@MyISOFamily.com.

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