

# ISO 9001 Readiness Checklist

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Use this checklist to assess your readiness for ISO 9001:2015 certification. Tick each item your organisation has implemented and documented. Items left unticked are likely audit gaps.

## 1. Context & Leadership (Clauses 4–5)

- Internal and external issues identified and documented
- Interested parties and their requirements recorded
- Scope of the QMS defined in writing
- Quality policy approved by top management
- Roles, responsibilities, and authorities assigned

## 2. Planning (Clause 6)

- Risks and opportunities register maintained
- Quality objectives set, measurable, and tracked
- Plan for changes to the QMS documented

## 3. Support (Clause 7)

- Resources identified (people, infrastructure, environment)
- Competence records and training matrix in place
- Awareness of policy/objectives evidenced
- Documented information controlled (version, approval, distribution)

## 4. Operation (Clause 8)

- Operational planning and control documented
- Customer requirements review process in place
- Design & development controls (if applicable)
- Supplier evaluation and approved supplier list
- Production / service provision controls and traceability
- Control of nonconforming outputs (NCR) procedure

## 5. Performance Evaluation (Clause 9)

- Monitoring & measurement plan defined
- Customer satisfaction monitored
- Internal audit programme and reports
- Management review held with documented minutes

## 6. Improvement (Clause 10)

- Corrective action procedure with root-cause analysis
- Continual improvement evidence (actions closed, trends reviewed)

**Next steps**

Close gaps quickly with the AuditReadyHub ISO 9001 Starter Pack — fully drafted policies, procedures, registers, and audit checklists. Visit [auditreadyhub.com/templates/iso-9001-starter-pack](https://auditreadyhub.com/templates/iso-9001-starter-pack)