

ISO 9001:2026 Readiness Checklist

Company name

Completed by

Date

Review your quality management arrangements for first-time ISO 9001:2026 certification or transition from ISO 9001:2015. Mark what is in place and what needs further work. This checklist is general guidance and does not guarantee certification.

Requirement	Have it	Review	Need help	N/A
Context and scope				
We understand the internal and external issues that affect our ability to deliver quality	☐	☐	☐	☐
We know which interested parties matter and what they need from us	☐	☐	☐	☐
The scope of our quality management system is defined and documented	☐	☐	☐	☐
Our key processes are identified, with their inputs, outputs, owners and how they interact	☐	☐	☐	☐
Leadership and culture				
Top management actively leads the quality management system and takes accountability for it	☐	☐	☐	☐
We have a quality policy that's communicated and understood	☐	☐	☐	☐
Leadership promotes a quality culture and ethical behaviour, and we can show how	☐	☐	☐	☐
Roles, responsibilities and authorities are assigned and communicated	☐	☐	☐	☐
Planning				
We have identified the risks to our processes and products and have plans to address them	☐	☐	☐	☐
We have identified opportunities for improvement separately and have plans to pursue them	☐	☐	☐	☐
We have measurable quality objectives with plans to achieve them	☐	☐	☐	☐
Changes to the quality management system are planned, with their purpose, consequences and resources considered	☐	☐	☐	☐
Support				
We have the people, equipment, environment and measuring equipment we need	☐	☐	☐	☐
We know what competence each role needs and keep records to show it	☐	☐	☐	☐
People understand the quality policy, their part in it and the importance of quality and ethical behaviour	☐	☐	☐	☐
Documents and records are controlled, current and accessible	☐	☐	☐	☐

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Operation				
We confirm customer requirements before we commit to supplying	☐	☐	☐	☐
Design and development is controlled, where it applies to us	☐	☐	☐	☐
External suppliers and subcontractors are selected, monitored and evaluated	☐	☐	☐	☐
Work is carried out under controlled conditions, with release checks before delivery	☐	☐	☐	☐
Nonconforming products or services are identified and controlled	☐	☐	☐	☐
Performance evaluation				
We monitor customer satisfaction	☐	☐	☐	☐
We analyse data on quality performance	☐	☐	☐	☐
We have completed at least one full internal audit	☐	☐	☐	☐
Top management has carried out a management review	☐	☐	☐	☐
Improvement				
Nonconformities and complaints are investigated and corrective actions tracked to closure	☐	☐	☐	☐
We can show continual improvement of the system	☐	☐	☐	☐

Need help preparing for ISO 9001?

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