ISO 9001:2015

Readiness checklist

A practical overview of key quality management system (QMS) requirements.

ORGANISATION	REVIEW DATE	RESPONSIBLE PERSON

How to use: tick practices already in place; record gaps in the action plan.

01 Context and scope

Clause 4

- [ ] We identified internal and external issues and relevant interested parties.
- [ ] The QMS scope and any non-applicable requirements are justified.
- [ ] We mapped key processes, their interactions, measures and owners.

02 Leadership and customer focus

Clause 5

- [ ] Top management is accountable for the effectiveness of the QMS.
- [ ] The quality policy and responsibilities are defined and communicated.
- [ ] Customer and applicable legal and regulatory requirements are addressed.
- [ ] Leaders support the process approach and ensure suitable resources.

03 Planning and quality objectives

Clause 6

- [ ] We identified risks and opportunities affecting QMS outcomes.
- [ ] Actions to address risks and opportunities are planned and reviewed.
- [ ] Measurable quality objectives are set for relevant functions and processes.
- [ ] Quality objectives have owners, resources, targets and review measures.
- [ ] Changes to the QMS are planned and implemented in a controlled manner.

What does a ticked item mean?

The practice is implemented, maintained and supported by evidence in day-to-day work.

Implementation and follow-up

Review the remaining QMS practices and plan next steps.

04 Support and documented information

Clause 7

- [ ] People, infrastructure, working conditions and knowledge are provided.
- [ ] Competence, awareness and necessary communications are managed.
- [ ] Required documented information is controlled and retained as evidence.

05 Operational control

Clause 8

- [ ] We plan delivery and review customer requirements before commitment.
- [ ] Design and development are controlled where applicable.
- [ ] External providers, suppliers and outsourced processes are controlled.
- [ ] Outputs are checked before release; nonconforming outputs are controlled.

06 Performance evaluation

Clause 9

- [ ] We monitor process results and customer satisfaction.
- [ ] Internal audits are planned, completed and followed up.
- [ ] Management reviews performance, resources, risks and improvement needs.

07 Improvement

Clause 10

- [ ] We address nonconformities and verify the effectiveness of corrective action.
- [ ] We use results and feedback to improve the QMS continually.

LATEST STANDARD EDITION	TRANSITION FOR 2015 CERTIFICATES
ISO 9001:2026	**30 SEP 2029**

ISO 9001:2015 was replaced in September 2026. Confirm transition plans with your certification body.

NEXT ACTION	OWNER / DUE DATE

ISO 9001:2015 (official ISO page) | ISO/TC 176: transition guidance

Informational self-assessment; not a substitute for the standard or a certification audit.