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.

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.

What does a ticked item mean?

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

Next steps and resources

Record outstanding actions, assign owners and plan the transition where relevant.

CURRENT EDITION / TRANSITION

ISO 9001:2026

Transition deadline for existing ISO 9001:2015 certificates

30 SEP 2029

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

ACTION PLAN

NEXT ACTION	OWNER / DUE DATE

HOW BLUE OCTOPUS CAN SUPPORT YOUR WORK

Context analysis
Structure assessments such as SWOT and PESTLE.

Risks and opportunities
Record, assess and prioritise risks and opportunities.

Responsibilities
Assign owners to identified risks and actions.

Actions and improvements
Connect priorities with tasks and track follow-up.

Documentation
Keep supporting information linked to assessments.

Management overview
See open actions, owners and key findings in one place.

Ready to take the next steps?

Explore Blue Octopus →

Organise risks, actions and supporting information.
blue-octopus.eu

OFFICIAL SOURCES

ISO 9001:2015 (official ISO page)

ISO/TC 176: transition guidance

Self-assessment only; not a substitute for the standard or a certification audit.