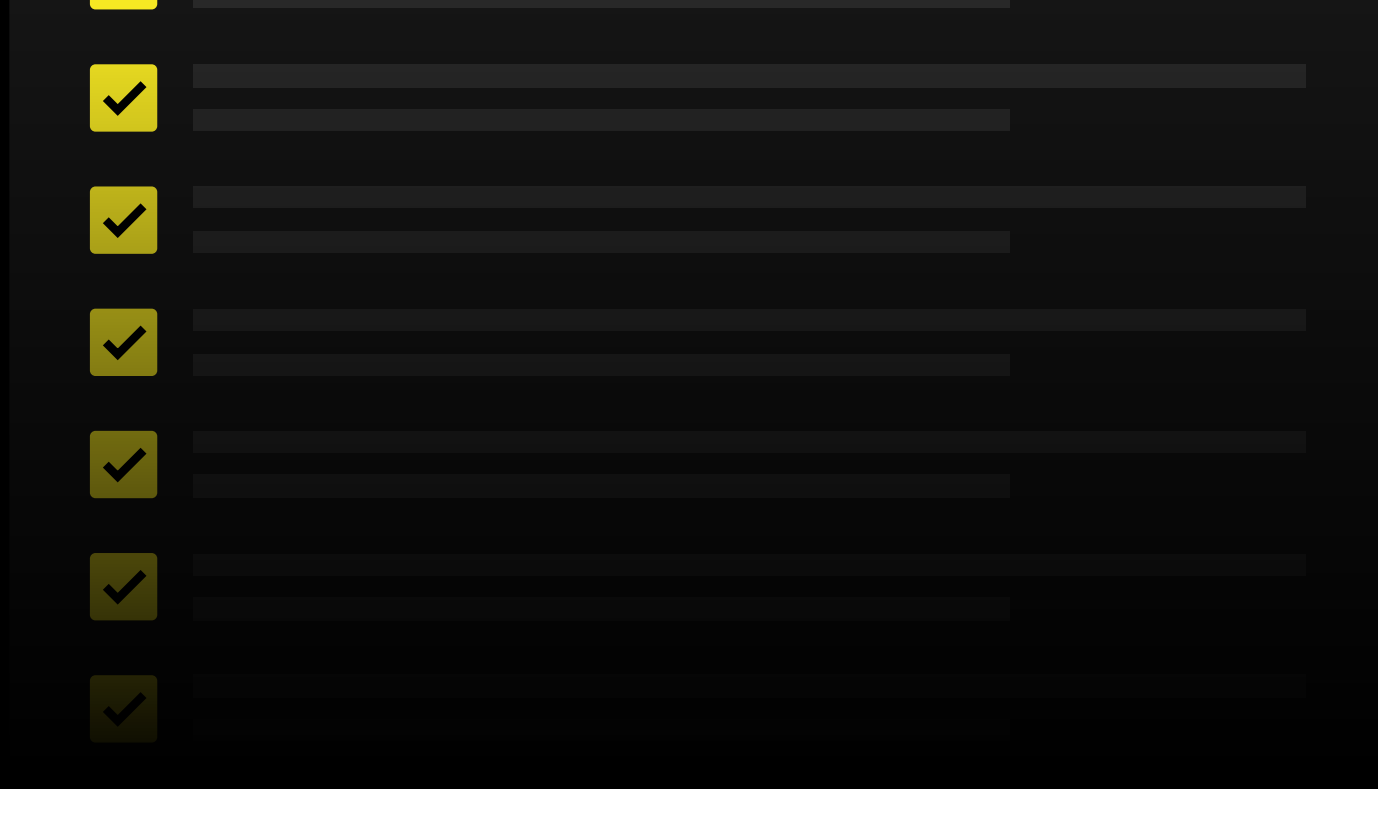


# Hicomply's Ultimate ISO 27001 Compliance Checklist

Connect, Collect and Automate your ISO 27001 Journey



## Ready to take on ISO 27001?

We're here to make sure you smash it—helping you save time and keep things simple along the way.

- Our ISO 27001 compliance checklist is your go-to tool for building a rock-solid Information Security Management System (ISMS) that ticks every box for ISO27001:2022 standards.
- We've broken down the essentials—scoping, risk assessment, control monitoring, and audit prep—into easy, actionable steps.
- With Hicomply's automation and intuitive platform, you can define your ISMS scope, spot risks, manage policies and ensure continuous compliance, without in-depth ISO expertise.

Let's get compliant, **the Hicomply way!**

Step 1

### Pick Your ISO 27001 Compliance Squad

- Identify Leadership Support:** Get top management on board to secure resources, align strategy, and create a culture of continuous improvement. Don't worry, it's not a heavy lift for your C Team with Hicomply.
- Pick an ISMS Team:** Add your ISMS Team to Hicomply with role-based access so that they can administer and contribute to the ISMS as appropriate.
- Set the Team Up for Success:** We always recommend doing this with our advanced user management tools via SCIM or HR Platform Integration. This will sync your workforce with Hicomply, for automated user management and InfoSec onboarding.

10% completed

Step 2

### Build Your ISO 27001 Certification Plan

- Build Your Plan:** Hicomply's task management module lays out a simple, step-by-step project plan with clear owners, timelines, and instructions. The built-in tasks guide you seamlessly from ISMS implementation to ongoing maintenance and maturity. Plus, you can add your own custom tasks to keep everything on track. Adopting this plan is a no-brainer—our customers boast a 100% audit success rate, with some achieving certification in as little as two months from sign-up.
- Manage Your InfoSec Objectives:** Once you agree your objectives, add them to the Hicomply tasks feature to provide visibility, track progress and ensure priority.

20% completed

Step 3

### Build Your ISMS "Scope"

- Build Your Scope:** The scope document is your foundation for ISO 27001, defining the ISMS boundaries across units, processes, locations, and key stakeholders. With Hicomply's predefined lists, you can quickly select and customise, making scoping faster and easier than ever.
- Identify Legal/Regulatory Requirements:** Review legal, regulatory, and contractual obligations. Hicomply offers regulatory suggestions, so you can simply select what applies and keep things compliant.
- Assess Any Exclusions or Business Specific Issues:** Identify and justify any exclusions from the scope of your ISMS.
- Continuous Review:** Review your ISMS scope at each monthly team meeting to stay aligned. Hicomply compiles your scope into one easy-to-share document, ready for stakeholders at any time.

30% completed

Step 4

### Create Your Digital Asset Register

- Identify and Schedule your Assets:** Jump into Hicomply's Asset Library to build your data asset register—covering both primary and component levels. Each asset you import comes with auto-generated, prebuilt risk assessments already linked, so you're one step ahead from the start.

40% completed

Step 5

### Complete Your First ISO 27001 Risk Assessment

- Select a Risk Framework:** Hicomply supports ISO 27001 compliant risk methodologies as standard, which can be customised if needed. And we automatically pull in all the assets you add to your asset register saving you days of effort. Dump that crazy excel document!
- Identify Risks:** Build solid risk assessments with Hicomply's best-practice risk assessment library, pre-linked to the right clauses and controls. Need to add organisation-specific risks? You've got the flexibility to customise as needed.
- Evaluate Risks:** Assess likelihood and impact of initial and residual risks and when the risk assessment is due again, simply re-assess with the click of a button.
- Create Your Risk Treatment Plan:** Create risk mitigation actions linked directly to specific risks and controls. Then, keep everything on track with Hicomply's task feature.
- Publish and Share Your Risk Register:** Download your risk register to share with stakeholders.

50% completed

Step 6

### Choose Your Security Controls and Collect Evidence

- Build Your Statement of Applicability (SoA):** Hicomply makes this easy with an auto-generated SoA listing all ISO 27001 controls. Just pick the ones that apply to your business, and Hicomply will help you embed compliance across your organisation.
- Automate Evidence Collection:** Hicomply integrates with hundreds of your favourite business tools, cloud services, and project management platforms. Connect seamlessly to HR systems, IT service providers, and software applications, bringing all compliance-relevant data into one organised hub.

Once connected, Hicomply **automatically collects** the required evidence for each control—security logs, access records, policy acknowledgments, and more. The system continuously pulls data from your integrated sources, keeping everything audit-ready without any manual work. It's compliance on autopilot!

- Start Compliance Monitoring:** Hicomply's **Continuous Control Monitor** takes the hassle out of compliance by **automating real-time monitoring**. Instantly catch any drifts or issues, while the system continuously gathers and reviews evidence to keep everything documented and up to date. With Hicomply, stakeholders stay informed, and your compliance stays rock-solid—all without the manual effort.

60% completed

Step 7

### Create or Migrate Your Policies and Procedures

- Create Mandatory Policies and Procedures:** Hicomply offers best-practice templates for all required policies and procedures, plus plenty of advisory options if you need extra guidance. Each template is pre-linked to relevant documents, clauses, and controls, with automated features like version control and approvals. Just review, edit to match your organisation's culture and risk appetite, then approve and publish—it's that easy.
- Set Up a Reading Compliance Regime:** Ensure the right people read, accept, and can easily access the latest versions of relevant policies and procedures. With Hicomply's document management feature, it's all fully automated, keeping you compliant with zero hassle.

70% completed

Step 8

### Prepare for and Carry Out Your ISO 27001 Internal Audit

- Scope, Plan, and Conduct Audits:** Schedule your internal audits easily through Hicomply's audit interface. Whether it's a full control audit or smaller periodic checks, our audit feature includes all the guidance you need to conduct audits in-house with confidence.

- Undertake Audit Reporting:** Use Hicomply's task management feature to document findings, track remediation, and report on non-conformances and improvements. Then, generate an automated audit report to keep stakeholders in the loop—all with just a few clicks.

80% completed

Step 9

### Prepare For and Carry Out an External ISO 27001 Audit

- Pick Your Auditor:** Hicomply can recommend independent auditors from our trusted partner network. Book your audit firm early to keep everything on track.
- Carry Out Stage 1 Audit:** Gather feedback, address any corrective actions, and check your readiness for Stage 2.
- Carry Out Stage 2 Audit:** Implement the guidance and any final corrective actions from Stage 2.
- Celebrate Your ISO 27001 Certification:** Time to celebrate! With Hicomply, you're in good hands—we're proud of our customers' 100% pass rate!

90% completed

Step 10

### Maintain and Mature your ISMS

- Years 2 and 3: Elevate Your ISMS:** As you progress in your audit cycle, focus on maintaining, improving, and maturing your ISMS.

Hicomply's automated workflows handle routine tasks like policy reviews, risk assessments, and incident tracking, keeping everything consistent and freeing up time for strategic improvements. With real-time monitoring and automated reporting, you'll catch threats faster and manage compliance effortlessly. This means you can focus on proactive security measures that align with business goals and drive the continuous improvement and maturity of your ISMS.

100% completed

Ready to Protect and Grow Your Organisation with **ISO 27001** Compliance?

[Book a demo](#)