

ISO 9001 Readiness Check

A high-level snapshot of your organisation's readiness for ISO 9001

How to use this checklist

For each question, select the option that best reflects your current situation:

Yes – this is in place and working

Partial – some elements exist, but it's not fully implemented

No – this is not in place yet

There are no right or wrong answers, the goal is to highlight gaps and priorities, not to achieve a perfect score.

This checklist provides a high-level self-assessment against key ISO 9001 requirements and does not replace a full gap analysis or implementation plan.



Readiness Checklist

Clause Area	Response			
Clause 4 - Context of the Organisation	Yes	Partial	No	Notes
Have internal and external issues relevant to the organisation's purpose been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are interested parties and their requirements understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the scope of the Quality Management System defined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clause 5 - Leadership	Yes	Partial	No	Notes
Is top management actively involved in the Quality Management System?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a quality policy established and communicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are roles, responsibilities, and authorities clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Clause 6 - Planning	Yes	Partial	No	Notes
Are risks and opportunities that could affect the QMS identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are quality objectives established and aligned with business goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are changes to the QMS planned in a controlled manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clause 7 - Support	Yes	Partial	No	Notes
Are adequate resources provided to operate the QMS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are personnel competent based on education, training, or experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is awareness of quality requirements and objectives ensured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are internal and external communications defined and managed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is documented information controlled and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clause 8 - Operation	Yes	Partial	No	Notes
Are operational processes planned and carried out under controlled conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are customer requirements reviewed before acceptance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are design or development activities controlled (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are external providers (suppliers) evaluated and monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are nonconforming outputs identified and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Clause 9 - Performance Evaluation	Yes	Partial	No	Notes
Are monitoring and measurement activities defined for the QMS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is customer satisfaction monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are internal audits planned and conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are management reviews performed at planned intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clause 10 - Continual Improvement	Yes	Partial	No	Notes
Are nonconformities addressed when they occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are corrective actions implemented and reviewed for effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is continual improvement of the QMS actively promoted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

What Do Your Results Mean?

Mostly Yes - Your organisation may be well positioned to begin ISO 9001 implementation.

Several Partially - Some key elements are in place, but gaps likely exist that should be reviewed in more detail.

Multiple No - A structured gap analysis and implementation plan is strongly recommended before pursuing certification.

This checklist is intended to highlight areas of potential risk and readiness only.



For a full clause-by-clause gap analysis, scoring, action planning, and ready-to-use ISO 9001 templates, see the Compliso ISO 9001 Implementation Toolkit.