

# ISO Certification Roadmap Checklist

## 1. Commitment & Planning

- Confirm the applicable ISO standard(s) [ ]
- Define certification scope (activities, sites, boundaries) [ ]
- Identify key stakeholders and leadership responsibilities [ ]
- Establish project timeline and resource allocation [ ]

## 2. Gap Analysis

- Conduct structured gap analysis against ISO requirements [ ]
- Document strengths, weaknesses, and risks [ ]
- Prioritise actions using risk-based thinking [ ]
- Present findings and recommendations to leadership [ ]

## 3. System Design & Documentation

- Develop or refine policies aligned to strategic direction [ ]
- Map and document core processes [ ]
- Define objectives, KPIs, and performance measures [ ]
- Establish roles, responsibilities, and authorities [ ]
- Implement document control and record-keeping structure [ ]

## 4. Implementation & Competence

- Roll out new or updated processes [ ]
- Deliver awareness and role-specific training [ ]
- Maintain competence and training records [ ]
- Ensure operational controls are implemented and evidenced [ ]

## 5. Internal Audit & Management Review

- Conduct internal audit(s) covering full scope [ ]
- Record findings and assign corrective actions [ ]
- Verify effectiveness of corrective actions [ ]
- Hold a management review covering performance, audit results, risks, resources, and improvements [ ]

## **6. Certification Audit**

- Select an accredited Certification Body [ ]
- Complete Stage 1 Audit (documentation & readiness) [ ]
- Address Stage 1 findings [ ]
- Complete Stage 2 Audit (implementation & effectiveness) [ ]
- Close out any nonconformities [ ]
- Receive certification [ ]

## **7. Ongoing Compliance & Improvement**

- Conduct annual internal audits [ ]
- Hold regular management reviews [ ]
- Maintain evidence of compliance and improvement [ ]
- Prepare for annual surveillance audits [ ]
- Prepare for recertification every three years [ ]

*Please note: This downloadable resource may not include all items or updates.*