

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.