

# ISO 9001:2015 Readiness Checklist

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This checklist helps organizations self-assess their readiness for ISO 9001:2015 certification. It covers key clauses of the standard and gives your team a chance to identify any gaps before the certification audit.



## Instructions

For each item, select Yes, No, or Partial. Use the "Comments" column to explain or elaborate if needed.

Clause	Requirement	Yes	No	Partial	Comments
4.1	Have you determined external and internal issues relevant to your purpose and strategic direction?				
4.2	Have you identified all relevant interested parties and their needs?				
4.3	Is the scope of your QMS clearly defined and documented?				
4.4	Are processes required for the QMS established, implemented, and maintained?				
5.1	Is top management demonstrating leadership and commitment to the QMS?				
5.2	Is your Quality Policy appropriate, communicated, and understood across the organization?				
6.1	Have risks and opportunities been identified and addressed?				
6.2	Are quality objectives measurable and aligned with the policy?				
7.1	Are necessary resources (people, infrastructure, environment) available and managed?				
7.2	Are personnel competent and properly trained for their roles?				
7.5	Are documents and records controlled effectively?				
8.2	Are customer requirements reviewed before commitments are made?				

Clause	Requirement	Yes	No	Partial	Comments
8.4	Are externally provided processes/products controlled?				
8.7	Is nonconforming output identified and controlled?				
9.1	Is performance monitored, measured, analyzed, and evaluated?				
9.2	Are internal audits conducted at planned intervals?				
9.3	Is management review conducted and documented regularly?				
10.2	Are corrective actions taken to address nonconformities?				
10.3	Is continual improvement evident in your QMS?				