Brixey & Meyer

ISO Certification Resource Readiness Checklist

Use this checklist to evaluate if your organization has the resources and systems in place to begin the ISO certification journey. Checking off these items will help you identify gaps and areas to strengthen before starting.

1. Leadership Commitment

- Leadership understands the value of ISO certification and is committed to supporting the process.
- A champion or project leader has been designated to oversee the certification process.
- Resources (time, budget, and personnel) have been allocated for ISO implementation.

2. Current Systems and Documentation

- Key business processes are already documented (e.g., procedures, workflows, or policies).
- Records of current performance metrics or KPIs are available.
- There is an existing quality management system or equivalent framework in place.

3. Employee Readiness

- Employees understand the importance of ISO certification and their roles in achieving it.
- Training programs are available to upskill employees on ISO standards and requirements.
- Team members are ready to participate in internal audits and provide input during the process.

4. Compliance and Risk Management

- The organization complies with all applicable regulatory requirements for its industry.
- Risk assessments are conducted regularly, and mitigation plans are in place.
- A system exists to track and address customer complaints and non-conformities.

5. Internal Audits and Continual Improvement

- Internal audits are performed regularly to evaluate the effectiveness of processes.
- There is a culture of continuous improvement, with documented corrective actions.
- A management review process is in place to monitor performance and address issues.

6. Resource Availability

- Adequate personnel are available to manage the additional workload of ISO implementation.
- Necessary tools, software, or infrastructure are in place to support documentation and reporting.
- A budget has been set for consulting, training, and certification audits.

7. Communication Systems

- Clear communication channels exist for sharing information about ISO progress and updates.
- Employees can easily access documented procedures and records.
- Feedback mechanisms are in place to collect employee and customer insights.

Scoring Your Readiness

- 21–25 Checks: Ready to Roll! You're in great shape to begin your ISO certification process.
- 15–20 Checks: Almost There! Addressing a few gaps will set you up for success.
- <15 Checks: Room for Improvement. Consider working with a consultant to streamline your readiness.

Next Steps

- Review any unchecked items and prioritize actions to address them.
- Schedule a consultation or site visit to get expert advice on closing readiness gaps.

Need help assessing your readiness? Contact us for a free resource evaluation!