

Free ISO 9001:2026 Transition Checklist

A practical checklist for reviewing the 2026 revision, identifying genuine gaps, updating the QMS where needed, and checking readiness.

Use this with the official standard. This is independent 8Dflow guidance and does not reproduce or replace ISO 9001.

1. Confirm the basis

- ☐ Use the final published ISO 9001:2026 edition as the source of truth once it is available.
- ☐ Confirm the official transition arrangements rather than assuming the previous three-year model will apply.
- ☐ Check that the scope of the QMS still reflects the organization as it operates today.

3. Update only what needs to change

- ☐ Keep processes and controls that already work. Do not rewrite them just because wording or clause numbering changed.
- ☐ Update clause references where renumbering or restructuring makes them stale or misleading.
- ☐ Update awareness or training only where the revision changes what people need to understand or do.
- ☐ Add missing change-control elements such as communication, effectiveness checking, or review of results.
- ☐ Give each internal audit a clear objective where this is not already evident.

2. Review the changes

- ☐ Decide what the new quality-culture and ethical-behavior emphasis means for leadership and awareness in your organization.
- ☐ Check that risks and opportunities are both evaluated, acted on, and followed through where they matter.
- ☐ Check how organizational changes are communicated, verified, and reviewed after implementation.
- ☐ Confirm that the 2024 climate-change amendment has already been addressed and that the assessment is still current.
- ☐ Check which interested-party requirements the QMS actually addresses and whether that is clear in practice.
- ☐ Check customer communication for disruptions that could affect products or services.

4. Check readiness

- ☐ Confirm that revised controls are actually in use before closing transition actions.
- ☐ Use internal audit or another suitable check to verify the changes that matter to your QMS.
- ☐ Use management review to deal with material gaps, unresolved actions, and readiness where appropriate.
- ☐ Agree certification timing and evidence expectations with your certification body once formal arrangements are confirmed.
- ☐ Keep transition records proportionate to the size, complexity, and risk of the QMS.

Before certification: confirm the current transition requirements and audit timing with your certification body.