



# Checklist ISO 9001 – Certification for Your Quality Management System



With our checklist, you can quickly and easily find out whether your business is properly prepared for certification according to ISO 9001:2015 for successful quality management.

## ISO 9001:2015 - Evaluate your business correctly

The following questions are arranged according to the basic structure of management system standards. If you can answer a question with yes, mark it with a check. That way

you can see instantly which areas of your company already comply with **ISO 9001 certification** requirements, and which areas require more work.

## Context of the organization

Have you identified the relevant internal topics (such as targets, employees, strengths and weaknesses, compliance)?

Have you identified the relevant external topics (such as markets, target audiences, competitors)?

Have you defined measurable company targets?

Have you determined how your most important business processes are managed and regularly checked?

Do you know and understand the expectations and requirements of interested parties?

Do you have a procedure for checking your records and documents?

Are you able to check products/services from suppliers?

## Management

Have you defined the active management and verifiable duties that your company managers must perform in relation to your QM system?

Have you included your customer focus in your business strategy?

Have you defined all relevant roles (e.g. management representative and their deputy) and assigned responsibilities and permissions to these persons?

Have you defined how management will check the QM system, and at what intervals it will do so?

Do you have specific training plans and documentation?

## Planning

Do you have defined measures for handling risks and opportunities?

Are you able to assess the effectiveness of your measures?

Do you have documented quality targets for all relevant areas and processes?

Have you defined quality targets that are consistent with your quality policy?

Have you defined measures for achieving your targets?

## Support

Are you able to define and provide the resources required for the quality management system?

Are you able to provide the persons and infrastructure required for the implementation and control of your quality management system?

Are you able to provide a suitable environment (consisting of social, psychological and physical factors)?

Do you teach the necessary knowledge at your company?

Do you make sure that all persons at your company have the necessary knowledge and skills?

Do you make sure that all relevant persons have the necessary awareness (e.g. in terms of quality policy, quality targets and possible effects)?

Do you have defined communication strategies?

Do you have a strategy for handling documented information?

Do you have a method for ensuring that your documentation is always up to date, and for checking and protecting that documentation?

### Operation

Do you have a strategy for communicating with your customers?

Do you have a method for obtaining customer feedback (to determine satisfaction and perception)?

Have you determined how customer property should be handled?

Do you have a strategy for emergency measures (special requirements, unforeseeable events)?

Have you defined the requirements for your products and services in detail?

Have you made sure that your products and services meet all legal and regulatory requirements?

Do you have a method for checking, documenting and forwarding information about changes to products and services?

Do you have a defined development process to assure subsequent production / service provision?

Have you defined all design process steps and ensured verification by suitable employees?

Have you made sure that outsourced processes and services meet your specific requirements?

Do you document your process results during production and service provision?

Have you specified how to select suppliers and check their services?

Do you have comprehensible documentation for releasing products and services?

Do you have a defined strategy for controlling non-compliant process results?

**We help you successfully certify your quality management system in accordance with ISO 9001:2015. Contact our experts today!**

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