

ISO 9001:2026 — Clause Coverage & Audit-Readiness Worksheet

A blank working document for quality managers preparing for certification or surveillance audit

Every certification audit comes down to the same question: can you show the evidence? This worksheet lists the ISO 9001 clauses most commonly examined and gives you space to record what you actually hold against each one — before an auditor asks. Print it, work through it, and you will know where you stand.

Organization:	_____	Report date:	_____
Prepared by:	_____	Standard:	ISO 9001:2026
Scope / site:	_____	Auditor / cert. body:	_____

CLAUSE	REQUIREMENT	EVIDENCE ON FILE	STATUS	NOTES / GAPS
4 Context of the Organization				
4.1	Understanding the organization & its context (incl. climate)			
4.2	Needs & expectations of interested parties			
4.3	Scope of the QMS			
4.4	QMS & its processes			
5 Leadership				
5.1	Leadership & commitment — incl. quality culture & ethics			
5.2	Quality policy			
5.3	Roles, responsibilities & authorities			
6 Planning				
6.1	Actions to address risks & opportunities			
6.1.2	Risk treatment			
6.1.3	Opportunity pursuit			
6.2	Quality objectives & planning			
6.3	Planning of changes			
7 Support				
7.1.5	Monitoring & measuring resources			
7.2	Competence			
7.3	Awareness — incl. quality culture & ethics			
7.5	Documented information			

CLAUSE	REQUIREMENT	EVIDENCE ON FILE	STATUS	NOTES / GAPS
8 Operation				
8.4	Control of external providers			
8.5	Production & service provision			
8.7	Control of nonconforming outputs			
9 Performance Evaluation				
9.1.2	Customer satisfaction			
9.2	Internal audit			
9.3	Management review			
10 Improvement				
10.2	Nonconformity & corrective action			
10.3	Continual improvement			

How to use this worksheet. Work down the clause list and record what evidence your organization actually holds for each requirement — the records, not the intention. Mark status as *Implemented* where records exist, or *No Records* where they do not. The gaps you find are your audit-preparation list.

About the 2026 revision. ISO 9001:2026 is expected to publish in 2026 with a three-year transition window; ISO 9001:2015 remains valid until then. The climate-change consideration in Clause 4.1 is already in force via Amendment 1:2024. Clause numbering shown reflects the anticipated structure — verify against the published standard before citing clause numbers in a formal audit.

Note on conformance. The presence of records is evidence of implementation and does not by itself constitute a determination of conformance, which remains the auditor's judgment.

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