

ISO 9001:2026 Gap Analysis Playbook

A practical worksheet to find where your current ISO 9001:2015 system may need work for the 2026 revision — quality culture, climate considerations, and clearer risk–opportunity linkage. Use after you obtain the published standard.

Organisation: _____ Completed by: _____

Date: _____ Certifier / CAB: _____

Confirm transition rules with your certification body. This playbook does not replace the official ISO 9001:2026 text and does not guarantee certification outcomes.

HOW TO USE THIS PLAYBOOK

- & Obtain ISO 9001:2026 after 16 September 2026 and read it against your current QMS scope.
- & Mark each row Met / Partial / Gap — do not mark Met without named evidence.
- & Raise CARs for Partial/Gap items so owners, due dates and verification are tracked.
- & Confirm transition timing with your certification body before booking the transition audit.

CLAUSE 5.1 — QUALITY CULTURE & ETHICS

Auditors will look for demonstrated leadership behaviour and awareness — not only a signed quality policy.

- & Policy / manual language shows how top management promotes quality culture and ethical behaviour.
- & Management review inputs include culture / ethics / behavioural topics where relevant.
- & Awareness / induction covers expected behaviour and how people escalate concerns.
- & Evidence of leadership communication exists (toolbox talks, town halls, minutes).
- & Roles that influence quality outcomes know how culture expectations apply to their work.

Evidence: policy revision, MR minutes, induction slides, communication records.

CLAUSES 4.1 & 6.1 — CLIMATE & PLANNING

Climate-related issues belong in organisational context and planning where they are relevant.

- & Context register considers climate-related external issues that affect your QMS scope.
- & Interested-party needs capture climate-related requirements where they apply.
- & Planning (6.1) links climate-related issues to risks, opportunities and actions — or documents why not applicable.
- & Actions have owners, due dates and review points.
- & Management review covers climate-related issues when they are material.

Evidence: context register, interested-party register, risk/opportunity records, MR minutes.

CLAUSE 6.1 — RISK & OPPORTUNITY LINKAGE

- & Risks and opportunities are recorded as distinct items.
- & Each item links to actions, controls or opportunities pursued.
- & Actions are tracked to closure with effectiveness / verification where required.
- & Planning outputs are available for internal audit and management review sampling.
- & Changes in context trigger a review of risks and opportunities.

Evidence: risk/opportunity register, action logs, audit samples.

DOCUMENTED INFORMATION & SYSTEM CURRENCY

- & Quality policy, manuals and key procedures are revision-controlled and match practice.
- & Live registers are the system of record — not parallel spreadsheets.
- & Obsolete documents are withdrawn; people can find the current controlled copy.
- & Transition-related document updates are planned with owners and issue dates.

RECOMMENDED TRANSITION SEQUENCE

1. Obtain ISO 9001:2026 after publication and map it to your scope.
2. Complete this gap analysis with named evidence and owners.
3. Update documented information and live registers where gaps sit.
4. Brief leadership and teams on culture / ethics expectations and any climate planning changes.
5. Internal audit against updated 2026-aligned criteria.
6. Management review that includes transition readiness.
7. Book the transition audit with your certification body.

TALK TO PAUL (DRAFT CTA)

Book a short audit-readiness review with Paul Morffew — ISO 9001 Lead Auditor and NATA assessor. Bring this playbook; he will help you prioritise what auditors typically sample next and what can wait.

Book: <https://meetings-ap1.hubspot.com/paul-morffew>

Readiness guide: <https://www.veridianims.com/resources/iso-9001-2026-transition.html>

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