

ISO 9001 Audit-Prep Kit – Quick Start

Norman Quality Tools · Veteran-Owned & Operated

Templates, not regulatory advice. Only an accredited registrar can certify your company; this kit does not guarantee a clean audit.

ISO 9001:2026 was published on 16 September 2026. Existing 2015 certificates stay valid until 30 September 2029, and from 31 March 2028 new certificates are issued only to the 2026 edition. Ask your registrar which edition your next audit will use.

Plan on about 30 days. Do these steps in order:

1. **Open the README first.** Open **00_Start_Here_README.pdf**. It lists every file and gives a 30-day plan.
2. **Find your gaps.** Work through **01_Audit_Readiness_Checklist_ISO9001** line by line. Mark each line Y, P or N. A Y with no record is really an N. Give every P and N an owner and a due date.
3. **Set up the tracker.** Open **06_Excel_Tracker_Workbook.xlsx**. Rows starting with EX- are examples; delete them before use. Log gaps, risks, objectives, NCRs and corrective actions here.
4. **Write down context, risks and goals.** Use **05_Context_Risk_Objectives_and_Management_Review_Templates**. List the issues that affect your shop (clause 4.1), your top risks and what you will do about them (clause 6.1), and a few measurable goals (clause 6.2).
5. **Handle bad parts the same way every time.** Use **04_Nonconformance_Report_NCR_Template**. Describe the problem, contain it, choose a disposition, and get the right approval before using a part as-is (clause 8.7).
6. **Fix problems so they stay fixed.** Use **03_Corrective_Action_Form**. Find the real root cause, act on it, then check later that it worked (clause 10.2).
7. **Run one internal audit.** Use **02_Internal_Audit_Plan_and_Report_Templates**. Pick a process, follow a real job through it, and write findings with evidence (clause 9.2).
8. **Hold a management review.** Use the agenda in file 05. Review results, risks and open actions, and record decisions (clause 9.3).
9. **Get ready for audit day.** Recheck the checklist. Make sure records are easy to find. Answer only what the auditor asks, and show the record.

Stuck? See normanqualitytools.com for support options. For gaps you can't close yourself, bring in a qualified consultant or auditor.

Independent guidance. Not affiliated with or endorsed by SAE International, IAQG, or ISO. Clause references are for navigation only; buy the standards from ISO or ANSI (webstore.ansi.org). Your contract and registrar decide what applies. Does not guarantee certification.

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