



FREE PRACTICAL SELF-ASSESSMENT

UAE ISO Readiness Checklist

A practical self-assessment before gap analysis, implementation or an independent certification audit.

Use this checklist to identify strengths, missing evidence and decisions that need management attention. It can support an initial review for ISO 9001, ISO 14001, ISO 45001, ISO/IEC 27001, ISO 22000 and integrated management systems.

ASSESSMENT DETAILS

Organisation _____	Legal entity _____
Locations in scope _____	Products or services in scope _____
Target standard(s) _____	Reason for certification _____
Target external-audit date _____	Completed by / date _____

HOW TO SCORE

0 - NOT STARTED

No agreed approach or reliable evidence.

1 - DEVELOPING

Partly implemented, informal or inconsistent.

2 - IN PLACE

Implemented, owned and supported by current evidence.

This is not a clause-by-clause audit, legal opinion or guarantee of certification. Confirm the current edition of the applicable standard and obtain an authorised copy where required.

Readiness checklist - foundations

Tick one score for every statement. Record uncertainties as 0 or 1 and treat them as discussion points for the readiness review.

1. Business case and scope

No.	Readiness statement	0	1	2
1	We can explain why the organisation is pursuing this standard.			
2	The intended scope identifies the legal entity, activities, services and locations to be covered.			
3	Important boundaries, interfaces and outsourced activities are understood.			
4	We have deliberately chosen either a single-standard or integrated-system approach.			

2. Leadership and ownership

No.	Readiness statement	0	1	2
5	A senior sponsor is accountable for the project and its outcomes.			
6	Process owners understand their responsibilities and decision authority.			
7	Management has agreed meaningful objectives and measures.			
8	Time, people, budget and implementation milestones have been assigned.			

3. Requirements and risk

No.	Readiness statement	0	1	2
9	We understand the needs of important customers, regulators, workers, suppliers and other relevant parties.			
10	Applicable legal, regulatory, contractual and customer requirements are identified and monitored.			
11	Significant business, quality, safety, environmental, food-safety or information-security risks have been assessed as relevant.			
12	Important actions and controls have named owners and due dates.			

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Readiness checklist - operation

Look for evidence generated by normal work. A polished document without consistent implementation should not receive a score of 2.

4. Processes and evidence

No.	Readiness statement	0	1	2
13	Core processes and their handovers are understood.			
14	Existing policies, software, forms and records have been reviewed before creating anything new.			
15	Essential documents are approved, current, accessible and protected from unintended change.			
16	Normal operations produce records that demonstrate controls are working.			

5. People and operational control

No.	Readiness statement	0	1	2
17	Required competence has been identified for roles that affect the management system.			
18	People understand the controls, objectives and records relevant to their work.			
19	Operational controls are used consistently across applicable teams, shifts and locations.			
20	Relevant suppliers, contractors and outsourced providers are selected and monitored appropriately.			

MINIMUM EFFECTIVE DOCUMENTATION

Review existing software, forms, procedures and records before creating anything new. The goal is reliable control and evidence, not the largest document pack.

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Readiness checklist - assurance

Complete the internal checks before relying on an external audit date. Consultancy and certification decisions must remain separate.

6. Check and improve

No.	Readiness statement	0	1	2
21	Performance and agreed objectives are reviewed using useful data.			
22	A competent and sufficiently objective internal audit has been planned or completed.			
23	Management has reviewed the system's performance, risks, resources and improvement needs.			
24	Complaints, incidents and nonconformities are recorded, investigated, assigned and checked for effective closure.			

7. Independent certification planning

No.	Readiness statement	0	1	2
25	The system will have enough operating evidence before the external audit is scheduled.			
26	Relevant internal-audit, management-review and corrective-action work will be completed before certification.			
27	Potential certification bodies are being assessed for appropriate accreditation, standard scope and sector competence.			
28	Consultancy and certification responsibilities are clearly separated.			

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TOTAL SCORE: _____ / 56

RESULT GUIDE

0-18	Foundations required	Clarify the business reason, scope, sponsor and implementation ownership before seeking an audit date.
19-33	System developing	Useful elements exist, but inconsistent controls or missing evidence could create significant findings.
34-45	Substantial progress	Prioritise internal audit, management review and verified closure of remaining actions.
46-56	Formal readiness review appropriate	Confirm standard-specific requirements, sampling and audit sequencing before engaging the certification body.

A high score does not guarantee certification. Treat unresolved issues involving scope, applicable obligations, internal audit, management review or corrective-action effectiveness as priorities.

Turn the score into an action plan

Use the result to focus management attention and prepare a more efficient gap analysis.

EVIDENCE TO GATHER

☐ Trade licence and legal-entity details	☐ Organisation chart and role responsibilities
☐ Proposed scope and location list	☐ Process map or core-process list
☐ Customer, contract and tender requirements	☐ Applicable-obligation records
☐ Risk and opportunity records	☐ Objectives and performance information
☐ Current policies, procedures and forms	☐ Representative operational records
☐ Competence and training evidence	☐ Supplier and contractor controls
☐ Complaint, incident and NCR records	☐ Internal-audit and management-review records
☐ Previous external-audit reports, if applicable	☐ Certification-body proposal or target dates

THREE PRACTICAL NEXT STEPS

1. VALIDATE THE SCOPE

Confirm the legal entity, sites, activities, exclusions and target standard edition.

2. ASSESS THE GAPS

Review existing controls and evidence against authorised, standard-specific criteria.

3. CLOSE AND VERIFY

Assign owners, implement controls, complete internal checks and verify corrective actions.

DISCUSS YOUR RESULT

Send the completed checklist to sales@letaadvisory.ae or WhatsApp +971 58 596 8708. LETA can validate the intended scope, identify priority gaps and define a practical implementation route with minimum effective documentation.

INDEPENDENCE AND SOURCES

LETA Advisory is the ISO consultancy division of LETA INTERNATIONAL (FZE). LETA provides gap analysis, implementation support, internal audits, training and corrective-action support. LETA is not a certification body, does not issue ISO certificates and cannot guarantee a certification decision. Certification is performed independently by a certification body.

ISO management-system standards: <https://www.iso.org/management-system-standards.html>

ISO conformity assessment: <https://www.iso.org/conformity-assessment.html>

ISO 19011:2026 auditing guidance: <https://www.iso.org/standard/19011>

EIAC certification-body accreditation: <https://eiac.gov.ae/services/certification-bodies/>

Prepared and reviewed by LETA Advisory on 17 August 2026. Verify current standard editions and certification arrangements before making audit commitments.