ISO 9001:2026 transition checklist

Moving from the 2015 edition to 2026, in 20 steps. The new edition was published on 16 September 2026. Certified businesses have until around September 2029 to move across, and your certifier sets your own date.

GET READY

- ☐ **1.** Buy your own copy of ISO 9001:2026. Work from the standard itself, not summaries.
- ☐ **2.** Ask your certifier when your transition audit will be, and get it in writing. Usually at a surveillance or recertification visit.
- ☐ **3.** Name one person to own the transition. Give them time, not just the title.
- ☐ **4.** Brief your leadership team on what changed. Twenty minutes using the list below is enough.

FIND THE GAPS

- ☐ **5.** Compare your system with the 2026 edition, clause by clause. Start with the changed areas below.
- ☐ **6.** Write an action plan with an owner and a date for each gap. Work back from your transition audit date.

UPDATE THE SYSTEM

- ☐ **7.** Leadership (5.1.1): leaders promote a quality culture and ethical behaviour, and look for opportunities as well as risks. In practice: raise it at team meetings, back people who flag problems. Auditors ask leaders what they do.
- ☐ **8.** Awareness (7.3): staff know the quality culture and ethical behaviour expected. In practice: a short briefing, added to induction, with a record.
- ☐ **9.** Risks (6.1.2): assess each risk, plan proportionate actions with owners, and check they worked. In practice: likelihood and impact ratings, owners, dates and an effectiveness note.
- ☐ **10.** Opportunities (6.1.3): handle them separately from risks, with actions, owners and a check they worked. In practice: a separate register with real ideas, not a spare column.
- ☐ **11.** Changes (6.3): plan each change, tell people, check it worked and review the result. In practice: a one-page change log for each significant change.
- ☐ **12.** Context and interested parties (4.1, 4.2): record whether climate change is relevant, and which interested party requirements your system will address. In practice: a dated climate decision and a new column in your interested parties list.
- ☐ **13.** Knowledge (7.1.6): make sure know-how the business relies on is kept, used and shared. In practice: capture what lives in one person's head with procedures, checklists or cross-training.
- ☐ **14.** Management review (9.3.2): add changes in interested parties' needs, and give actions on risks and actions on opportunities their own agenda items. In practice: update the agenda template once and use it every time.
- ☐ **15.** Documents: update clause references in your manual, procedures and forms. In practice: the old 10.3 is now part of 10.1. No new mandatory documents.

PROVE IT WORKS

- ☐ **16.** Update your internal audit checklist and plan to the 2026 edition, with an objective for each audit (9.2.2). In practice: add an objective line to the audit plan template.
- ☐ **17.** Run a full internal audit against the 2026 edition. Ideally 8 to 12 weeks before the certifier.
- ☐ **18.** Close the findings. Leave time for a corrective action to show it worked.
- ☐ **19.** Hold a management review using the new agenda.
- ☐ **20.** Confirm the transition audit date with your certifier.

Want a second pair of eyes? A fixed-price transition review finds your gaps and gives you a prioritised action plan before your next surveillance visit. Book a free 20-minute call: 027 232 5421 · matt@clauseten.co.nz · clauseten.co.nz

Clause numbers checked against ISO 9001:2026 (AS/NZS ISO 9001:2026), November 2026. This checklist paraphrases the standard and is general guidance, not a guarantee of any audit outcome. © Clause Ten 2026.