ISO 27001:2022 · STAGE 1

Stage 1 Readiness Checklist

Documentation Review under ISO 27001:2022 — 40-point check

VERSION	DATE	LICENCE
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How to Fill In This Checklist

This checklist structures your Stage 1 preparation (documentation review) under ISO 27001:2022. Stage 1 verifies whether your ISMS documentation is complete and conformant with the standard. Each row represents a core review document. Use the Status column to record your readiness assessment.

Legend

1. Status: Ready = complete; Gap = gap identified; N/A = not applicable with justification
2. Evidence Location: path, ticket ID, or URL to the document
3. Notes: short comment on readiness or ownership

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Clause 4 — Context of the Organisation

û	Ref.	Document / Evidence	Status	Evidence Location
☐	4.1	Internal and external issues identified and documented	☐ Ready ☐ Gap ☐ N/A	
☐	4.2	Interested parties and their requirements captured	☐ Ready ☐ Gap ☐ N/A	
☐	4.3	ISMS scope statement formally approved, with justification for exclusions	☐ Ready ☐ Gap ☐ N/A	
☐	4.4	ISMS documented as a process model	☐ Ready ☐ Gap ☐ N/A	

Clause 5 — Leadership

û	Ref.	Document / Evidence	Status	Evidence Location
☐	5.1	Top management commitment statement in place	☐ Ready ☐ Gap ☐ N/A	
☐	5.2	Information security policy approved and communicated	☐ Ready ☐ Gap ☐ N/A	
☐	5.3	Roles and responsibilities assigned (CISO, ISMS manager, internal auditors)	☐ Ready ☐ Gap ☐ N/A	

Clause 6 — Planning

û	Ref.	Document / Evidence	Status	Evidence Location
☐	6.1.1	Risks and opportunities assessed, treatment planning documented	☐ Ready ☐ Gap ☐ N/A	
☐	6.1.2	Risk methodology captured in writing with acceptance criteria	☐ Ready ☐ Gap ☐ N/A	
☐	6.1.2	Risk register complete, with owners and assessment dates	☐ Ready ☐ Gap ☐ N/A	
☐	6.1.3 d	Statement of Applicability (SoA) covering all 93 Annex A controls	☐ Ready ☐ Gap ☐ N/A	
☐	6.1.3	Risk Treatment Plan with controls, owners, and deadlines	☐ Ready ☐ Gap ☐ N/A	
☐	6.2	Information security objectives defined and made measurable	☐ Ready ☐ Gap ☐ N/A	

Clause 7 — Support

û	Ref.	Document / Evidence	Status	Evidence Location
☐	7.1	Resources for ISMS implementation provided	☐ Ready ☐ Gap ☐ N/A	
☐	7.2	Competence evidence for ISMS roles documented	☐ Ready ☐ Gap ☐ N/A	
☐	7.3	Awareness activities carried out and documented	☐ Ready ☐ Gap ☐ N/A	
☐	7.4	Communication plan for internal and external communication in place	☐ Ready ☐ Gap ☐ N/A	
☐	7.5	Document control established (versioning, approval, retention)	☐ Ready ☐ Gap ☐ N/A	

Clause 8 — Operation

û	Ref.	Document / Evidence	Status	Evidence Location

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û	Ref.	Document / Evidence	Status	Evidence Location
☐	8.1	Operational planning and control documented	☐ Ready ☐ Gap ☐ N/A	
☐	8.2	At least one completed risk-assessment cycle	☐ Ready ☐ Gap ☐ N/A	
☐	8.3	Risk treatment implementation started and verifiable	☐ Ready ☐ Gap ☐ N/A	

Clause 9 — Performance Evaluation

û	Ref.	Document / Evidence	Status	Evidence Location
☐	9.1	KPIs for monitoring and measurement defined	☐ Ready ☐ Gap ☐ N/A	
☐	9.2	Internal audit plan approved, at least one audit performed	☐ Ready ☐ Gap ☐ N/A	
☐	9.2	Internal audit report with findings available	☐ Ready ☐ Gap ☐ N/A	
☐	9.3	At least one management review cycle fully minuted	☐ Ready ☐ Gap ☐ N/A	

Clause 10 — Improvement

û	Ref.	Document / Evidence	Status	Evidence Location
☐	10.1	Nonconformity and corrective action process documented	☐ Ready ☐ Gap ☐ N/A	
☐	10.1	At least one closed nonconformity with effectiveness check	☐ Ready ☐ Gap ☐ N/A	
☐	10.2	Continual improvement verifiable (lessons learned, CIP tickets)	☐ Ready ☐ Gap ☐ N/A	

Annex A — Documentation Prerequisites

û	Ref.	Document / Evidence	Status	Evidence Location
☐	A.5.1	Information security policies approved and distributed	☐ Ready ☐ Gap ☐ N/A	
☐	A.5.2	Roles and responsibilities formally assigned	☐ Ready ☐ Gap ☐ N/A	
☐	A.5.9	Asset inventory complete with owner and classification	☐ Ready ☐ Gap ☐ N/A	
☐	A.5.19	Supplier register with risk rating for critical suppliers	☐ Ready ☐ Gap ☐ N/A	
☐	A.5.24	Incident management plan documented	☐ Ready ☐ Gap ☐ N/A	
☐	A.6.3	Awareness and training records for all employees	☐ Ready ☐ Gap ☐ N/A	
☐	A.6.6	NDA templates for employees and suppliers	☐ Ready ☐ Gap ☐ N/A	
☐	A.8.13	Backup concept documented, restore test scheduled	☐ Ready ☐ Gap ☐ N/A	
☐	A.8.32	Change management process documented	☐ Ready ☐ Gap ☐ N/A	

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