

ISO 9001:2026 Gap Analysis Template

Quality Management Systems - Requirements | Practical readiness and transition worksheet

Resource Type	Gap Analysis Template	Standard	ISO 9001:2026
Prepared For	Website users and organizations preparing QMS transition	Organization	Pacific Certifications
Use	Internal readiness review, supplier preparation, certification planning, and transition planning	Contact	support@pacificcert.com

Important Use Note

This document is a practical support tool for ISO 9001:2026 readiness review. It does not reproduce the full ISO standard and should not be treated as a replacement for the official ISO 9001:2026 publication. Organizations should use it together with their own documented information, process evidence, applicable statutory/regulatory requirements, and certification planning records.

- ISO 9001:2026 is the current edition of the quality management system requirements standard and replaces ISO 9001:2015.
- The revised edition retains the familiar management system structure while improving clarity and usability.
- Key focus areas include leadership, quality culture, accountability, improved understanding of risks and opportunities, and better alignment with other ISO management system standards.
- Organizations already certified to ISO 9001:2015 should plan transition activities based on their certification body and accreditation transition arrangements.

Gap Rating Method

Rating	Meaning	Typical Action
0 - Not Started	Requirement not addressed or no reliable evidence available.	Define process, assign owner and create implementation plan.
1 - Partially Implemented	Some activity exists, but coverage, consistency or evidence is weak.	Strengthen controls, update records and train relevant personnel.
2 - Implemented	Requirement is addressed and evidence is available.	Maintain controls and monitor effectiveness.
3 - Effective	Requirement is consistently implemented and supports measurable performance.	Use data for continual improvement and transition confidence.

ISO 9001:2026 Gap Analysis Worksheet

Area	Readiness Review Question	Evidence to Check	Rating 0-3	Actions / Owner / Due Date
4. Context of the organization	Internal/external issues, interested parties, QMS scope, process interaction and boundaries are reviewed against the current organizational context.	Context register, interested-party analysis, scope statement, process map, process owners, outsourcing/externally provided process controls.		
5. Leadership	Top management shows active ownership of the QMS, quality culture, customer focus, policy direction, accountability and role clarity.	Quality policy, leadership review records, objectives deployment, role descriptions, communication records, evidence of quality culture initiatives.		
6. Planning	Risks and opportunities are identified, evaluated and acted upon. Quality objectives are measurable, monitored and aligned with strategic priorities.	Risk/opportunity register, action plans, quality objectives, KPI records, change plans, transition plan from ISO 9001:2015 to ISO 9001:2026.		

Area	Readiness Review Question	Evidence to Check	Rating 0-3	Actions / Owner / Due Date
7. Support	Resources, competence, awareness, communication and documented information are controlled and suitable for QMS performance.	Competence matrix, training records, infrastructure/equipment records, calibration records, communication plan, document control procedure, retained documented information.		
8. Operation	Operational planning, customer requirements, design/development where applicable, externally provided processes, production/service provision and release controls are defined and consistently applied.	Order review records, design files, supplier evaluations, work instructions, service delivery records, inspection/release evidence, nonconforming output controls.		
9. Performance evaluation	Monitoring, measurement, customer satisfaction, internal review activities, data analysis and management review are effective and decision-oriented.	KPI dashboard, customer feedback, complaint trends, internal review program, management review inputs/outputs, data analysis records.		
10. Improvement	Nonconformity control, corrective action and continual improvement are used to strengthen performance and prevent recurrence.	Corrective action records, root cause analysis, improvement log, lessons learned, effectiveness checks, process improvement evidence.		
Transition readiness	The organization has reviewed ISO 9001:2026 changes and identified updates required to policies, process controls, objectives, forms and training.	Transition gap plan, action tracker, awareness records, revised process documents, leadership approval and target completion dates.		

Transition Planning Tracker

Transition Activity	Current Status	Required Update	Owner	Target Date
Confirm ISO 9001:2026 standard access and internal awareness				
Review quality policy and quality objectives for alignment				
Review leadership accountability and quality culture expectations				
Update risk and opportunity method and process-level planning				
Review process map, scope and interested-party requirements				
Update documented information and forms where needed				
Train process owners and personnel on changed expectations				
Complete internal review and management review for transition readiness				