
SELF-ASSESSMENT WORKSHEET

Integrated Management Systems

Work through each clause, record what you do today, rate where you are and agree the actions that close the gap.

ORGANISATION

COMPLETED BY

DATE

How to rate: 0 = nothing in place 1 = partly in place 2 = in place, little evidence 3 = in place and evidenced
Fill in on screen or print. Always work from the current published standard.

How to complete this worksheet

- 1 Get the right people together**
Ask the person who runs each area to help. Allow 1–2 hours per sitting; you don't have to finish in one go.
- 2 Read each clause and the evidence prompt**
The grey box tells you what an auditor will look for. The examples underneath show the kind of records that count.
- 3 Write what you actually do today**
Describe the real practice, not what you'd like to happen. Name the document, system or record and where it's kept, e.g. 'Training matrix — SharePoint/HR, updated monthly'.
- 4 Rate honestly from 0 to 3**
0 nothing in place · 1 partly in place or informal · 2 in place but little written proof · 3 in place, followed and evidenced with records. If you can't show it, it isn't a 3.
- 5 Agree actions, owners and due dates**
For anything rated 0–2, write the next practical step, who will do it and by when. Small, specific actions get done.
- 6 Summarise and review**
List your top three priorities on the final page. Revisit the worksheet every few months to track progress.

What counts as good evidence?

- Good evidence is current, approved, dated and actually used — a policy nobody follows isn't evidence.
- Records beat documents: a completed checklist proves more than the procedure that describes it.
- Photos, screenshots, emails and system exports all count if they show the activity happening.
- Leave a box blank rather than guess — blanks show you where to look first.

STRUCTURE**Harmonised structure**

Most ISO management standards share the same clauses 4-10, so quality, environment, safety and security can run as one system.

Evidence to look for: One manual, one risk method, one audit programme.

Examples of suitable evidence

- ✓ Copies of current ISO standards used by the organisation
- ✓ Integrated management system manual showing the shared clause structure
- ✓ Clause mapping table linking requirements across adopted standards
- ✓ Diagram showing shared processes and topic-specific controls

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3
CLAUSES 4-7**Shared foundations**

Context, leadership, planning and support are combined, with topic-specific risks and objectives.

Evidence to look for: A combined issues register and objectives table.

Examples of suitable evidence

- ✓ Business context register covering interested parties and their requirements
- ✓ Signed integrated policy covering quality, environment, health and safety, and information security
- ✓ Integrated risk register and objectives tracker, with topic-specific entries
- ✓ Staff training matrix covering roles across all adopted standards

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

CLAUSE 8

Topic-specific operations

Operational controls stay specific to each standard — quality controls, environmental aspects, safety hazards, security controls.

Evidence to look for: Keep the operational sections separate but cross-referenced.

Examples of suitable evidence

- ✓ Completed product inspection records against agreed quality specifications
- ✓ Waste transfer notes linked to the environmental aspects register
- ✓ Task risk assessments and completed machinery safety checklists
- ✓ User access review log showing approved permissions and removed accounts

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

CLAUSES 9-10

Shared evaluation and improvement

Internal audit, management review and corrective action run once for all standards.

Evidence to look for: Combined audits and a single management review agenda.

Examples of suitable evidence

- ✓ Integrated internal audit programme covering all adopted standards
- ✓ Completed integrated audit reports recording findings against each standard
- ✓ Management review minutes covering performance across all adopted standards
- ✓ Corrective action log recording root causes and effectiveness checks

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

Summary and next steps

Top three priorities

Resources or support needed

Target date for certification or review

Want a second pair of eyes?

Send your completed worksheet to our success team for a free review call.

success@isology.co.uk · www.isology.co.uk/contact