Compliance Task List

ISO MATTERS
COMPREHENSIVE BUSINESS SOLUTIONS

Maintaining compliance with your certified standards requires regular attention and proactive management.

To support your efforts, we've developed this **Compliance Task List**, designed to guide you through the essential activities that keep your management system effective, up-to-date, and aligned with regulatory requirements.

By following these tasks each month, you can ensure ongoing compliance, address potential risks early, and continuously improve your processes, safeguarding the long-term success of your business.

Task	Description	Frequency
Review Objectives and KPIs	• Evaluate the performance of your management system, ensure objectives are aligned with business goals. • Adjust KPIs if necessary. • Review long-term trends to identify emerging opportunities or risks.	Monthly
Internal Audit Follow-Up	• Check the progress on corrective actions from previous internal audits. • Schedule next audits as needed. • Close out pending corrective actions. • Track ongoing corrective actions for high-priority findings and ensure deadlines are met.	Monthly
Update Documentation	• Review and update policies, procedures, and records to reflect any changes in regulations or processes. • Ensure document control systems are current. • Review access control (quarterly) to ensure only authorised personnel can edit or approve documents.	Monthly
Employee Training Check	• Ensure all required training sessions have been scheduled, conducted, and logged. • Identify any new training needs, especially for new hires. • Track and schedule refresher training as needed. • Assess the effectiveness of completed training programs.	Monthly
Risk Management Review	• Assess the current risk register, adding new risks and updating controls for existing risks. • Review high-priority risks and preventive actions. • Periodically review the effectiveness of preventive actions and update them as necessary.	Monthly

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Customer Feedback Monitoring	• Collect and review customer feedback to identify any quality or service issues. • Implement improvements based on feedback. • Analyse long-term trends in customer feedback to identify systemic issues or areas for improvement.	Monthly
Supplier and Partner Review	• Evaluate supplier performance and compliance with your management system standards. • Schedule audits or meetings if needed. • Conduct risk-based supplier evaluations and prioritise audits based on the criticality of each supplier.	Quarterly
Prepare for External Audits	• Ensure all documentation and records are up-to-date and audit-ready. • Confirm completion of audit-related tasks. • Conduct periodic internal audits to assess audit readiness and address any gaps.	Ongoing