G5 CYBER SECURITY ISO27K CARIBBEAN

ISO 27001 preparation checklist

Use this checklist before your first ISO 27001 scoping discussion.
Tick each box when you have the information ready.

01 Scope and responsibilities

- [ ] **Define the scope**
  Identify the services, teams, locations and information in scope.
- [ ] **Assign responsibility**
  Name your executive sponsor and information security management system (ISMS) owner.
- [ ] **Identify requirements**
  List customer, contractual and legal requirements.
- [ ] **Review third-party involvement**
  Identify suppliers and outsourced activities.

02 Evidence and planning

- [ ] **Collect existing documents**
  Gather policies, asset lists and risk registers.
- [ ] **Find past assessments**
  Gather previous audit and assessment reports.
- [ ] **Plan dates and staff time**
  Set target dates and confirm how much staff time is available.
- [ ] **Clarify budget and certification arrangements**
  Confirm the budget and any arrangements with an independent certification body.

Notes for your discussion

This checklist is informal guidance. A certification body carries out the certification assessment.

Discuss your next step with G5