[Company Name & Logo]

**Mandatory ISMS Documentation Checklist**

**Ensuring compliance with ISO 27001 through essential documentation.**

**Version: [v1.0]**

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| Prepared by | |
| Name |  |
| Title |  |

[dd/mm/yyyy]

# Checklist Details

This table provides a comprehensive checklist of mandatory ISMS documents aligned with the ISO/IEC 27001:2022 standard

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| --- | --- | --- | --- | --- | --- |
|  | Document Name | Clause Number | Description | Last Updated | Responsible Person |
| ☐ | Gap Assessment | Clause 9.3 | Highlights gaps against ISO standards. | [dd/mm/yyyy] | [Person Responsible] |
| ☐ | Statement of Applicability-SoA | Clause 6.1.3 | Outlines the controls selected based on risk assessment. |  |  |
| ☐ | Risk Register | Clause 6.1.2 | Identifies, assesses, and manages risks. |  |  |
| ☐ | Scope and Context Definition | Clause 4.3 | Defines boundaries of the ISMS. |  |  |
| ☐ | Asset Inventory | Clause Annex A.5.9 | Catalogs assets and security controls. |  |  |
| ☐ | Business Continuity Plan & Disaster Recovery Procedures | Clause A.5.28 | Steps for maintaining business resilience. |  |  |
| ☐ | Policy and Procedures for Information Security | Clause 5.2 | Standardized security policies and protocols. |  |  |
| ☐ | Awareness and Training Plan | Clause A.5.7 | Outlines the employee awareness and training. |  |  |
| ☐ | Management Review Meeting | Clause 9.3 | Records meetings regarding ISO 27001 implementation. |  |  |
| ☐ | Internal Audits | Clause 9.2 | Checklist for internal audit compliance. |  |  |
| ☐ | Return on Investment (ROI) Analysis | Clause 7.4 | Assesses costs vs. benefits of ISMS implementation. |  |  |