

Policy Management Readiness & Assessment Checklist

A structured checklist to assess policy management readiness — framework, development, communication, acknowledgement, monitoring, and integration.

[ISO Standards](#) • [GDPR](#) • [POPIA](#) • [King V](#)

Use this checklist to run a structured policy management assessment end to end — from framework setup and policy development through communication, acknowledgement tracking, compliance monitoring, and continuous improvement.

A Policy Framework

- ☐ Define policy management framework
- ☐ Establish policy hierarchy (policies, standards, procedures)
- ☐ Assign policy ownership
- ☐ Define approval workflows

B Policy Development

- ☐ Identify required policies
- ☐ Draft policies aligned to standards
- ☐ Review and approve policies
- ☐ Ensure consistency across policies

C Policy Communication

- ☐ Communicate policies to employees
- ☐ Ensure accessibility of policies
- ☐ Track policy distribution
- ☐ Maintain awareness programmes

D Policy Acknowledgement

- ☐ Capture employee acknowledgements
- ☐ Track acceptance status
- ☐ Send reminders for non-acknowledgement
- ☐ Maintain audit trail

E Policy Management

- ☐ Version control policies
- ☐ Review policies periodically
- ☐ Update policies as required
- ☐ Archive obsolete policies

F Compliance & Monitoring

- ☐ Monitor policy compliance
- ☐ Link policies to controls and risks
- ☐ Track non-compliance
- ☐ Report on policy effectiveness

G Integration

- ☐ Link policies to risks
- ☐ Link policies to controls
- ☐ Integrate with compliance modules
- ☐ Align with audit processes

H Continuous Improvement

- ☐ Review policy framework
- ☐ Improve policy processes
- ☐ Update governance structures
- ☐ Ensure ongoing monitoring