



ISO 27001 Documentation Toolkit

<https://advisera.com/27001academy/iso-27001-documentation-toolkit/>

Note: The documentation should preferably be implemented in the order in which it is listed here. The order of implementation of documentation related to Annex A is defined in the Risk Treatment Plan.

| No. | Document code | Document name | Relevant clauses in ISO 27001 | Mandatory according to ISO 27001 |
|-----|---------------|--|--------------------------------------|----------------------------------|
| | 00 | Document Management | | |
| 1 | 00 | Procedure for Document and Record Control | ISO/IEC 27001 7.5 | |
| | 01 | Preparations for the Project | | |
| 2 | 01 | Project Plan | | |
| | 02 | Identification of Requirements | | |
| 3 | 02 | Procedure for Identification of Requirements | ISO/IEC 27001 4.2, A.18.1.1 | |
| 4 | 02.1 | Appendix 1 – List of Legal, Regulatory, Contractual and Other Requirements | ISO/IEC 27001 4.2, A.18.1.1 | ✓* |
| | 03 | ISMS Scope | | |
| 5 | 03 | ISMS Scope Document | ISO/IEC 27001 4.3 | ✓ |
| | 04 | General Policies | | |
| 6 | 04 | Information Security Policy | ISO/IEC 27001 5.2, 5.3 | ✓ |
| | 05 | Risk Assessment and Risk Treatment | | |
| 7 | 05 | Risk Assessment and Risk Treatment Methodology | ISO/IEC 27001 6.1.2, 6.1.3, 8.2, 8.3 | ✓ |
| 8 | 05.1 | Appendix 1 – Risk Assessment Table | ISO/IEC 27001 6.1.2, 8.2 | ✓ |
| 9 | 05.2 | Appendix 2 – Risk Treatment Table | ISO/IEC 27001 6.1.3, 8.3 | ✓ |

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|-----|---------------|---|---|----------------------------------|
| 10 | 05.3 | Appendix 3 – Risk Assessment and Treatment Report | ISO/IEC 27001 8.2, 8.3 | ✓ |
| | 06 | Applicability of Controls | | |
| 11 | 06 | Statement of Applicability | ISO/IEC 27001 6.1.3 d) | ✓ |
| | 07 | Implementation Plan | | |
| 12 | 07 | Risk Treatment Plan | ISO/IEC 27001 6.1.3, 6.2, 8.3 | ✓ |
| | 08 | Annex A – Security Controls** | | |
| | A.6 | Organization of Information Security | | |
| 13 | A.6.1 | Bring Your Own Device (BYOD) Policy | ISO/IEC 27001 A.6.2.1, A.6.2.2, A.13.2.1 | |
| 14 | A.6.2 | Mobile Device and Teleworking Policy | ISO/IEC 27001 A.6.2 A.11.2.6 | |
| | A.7 | Human Resource Security | | |
| 15 | A.7.1 | Confidentiality Statement | ISO/IEC 27001 A.7.1.2, A.13.2.4, A.15.1.2 | ✓* |
| 16 | A.7.2 | Statement of Acceptance of ISMS Documents | ISO/IEC 27001 A.7.1.2 | ✓* |
| | A.8 | Asset Management | | |
| 17 | A.8.1 | Inventory of Assets | ISO/IEC 27001 A.8.1.1, A.8.1.2 | ✓* |

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|-----|---------------|--|--|---|
| 18 | A.8.2 | IT Security Policy | ISO/IEC 27001 A.6.2.1, A.6.2.2, A.8.1.2, A.8.1.3, A.8.1.4, A.9.3.1, A.11.2.5, A.11.2.6, A.11.2.8, A.11.2.9, A.12.2.1, A.12.3.1, A.12.5.1, A.12.6.2, A.13.2.3, A.18.1.2 |  * |
| 19 | A.8.3 | Information Classification Policy | ISO/IEC 27001 A.8.2.1, A.8.2.2, A.8.2.3, A.8.3.1, A.8.3.3, A.9.4.1, A.13.2.3 | |
| | A.9 | Access Control | | |
| 20 | A.9.1 | Access Control Policy | ISO/IEC 27001 A.9.1.1, A.9.1.2, A.9.2.1, A.9.2.2, A.9.2.3, A.9.2.4, A.9.2.5, A.9.2.6, A.9.3.1, A.9.4.1, A.9.4.3 |  * |
| 21 | A.9.2 | Password Policy (Note: it may be implemented as part of Access Control Policy) | ISO/IEC 27001 A.9.2.1, A.9.2.2, A.9.2.4, A.9.3.1, A.9.4.3 | |
| | A.10 | Cryptography | | |
| 22 | A.10 | Policy on the Use of Encryption | ISO/IEC 27001 A.10.1.1, A.10.1.2, A.18.1.5 | |
| | A.11 | Physical and Environmental Security | | |
| 23 | A.11.1 | Clear Desk and Clear Screen Policy (Note: it may be implemented as part of IT Security Policy) | ISO/IEC 27001 A.11.2.8, A.11.2.9 | |

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|-----|---------------|--|---|----------------------------------|
| 24 | A.11.2 | Disposal and Destruction Policy (Note: it may be implemented as part of Security Procedures for IT Department) | ISO/IEC 27001 A.8.3.2, A.11.2.7 | |
| 25 | A.11.3 | Procedures for Working in Secure Areas | ISO/IEC 27001 A.11.1.5 | |
| | A.12 | Operations Security | | |
| 26 | A.12.1 | Security Procedures for IT Department | ISO/IEC 27001 A.8.3.2, A.11.2.7, A.12.1.1, A.12.1.2, A.12.3.1, A.12.4.1, A.12.4.3, A.13.1.1, A.13.1.2, A.13.2.1, A.13.2.2, A.14.2.4 | ✔ * |
| 27 | A.12.2 | Change Management Policy (Note: it may be implemented as part of Security Procedures for IT Department) | ISO/IEC 27001 A.12.1.2, A.14.2.4 | |
| 28 | A.12.3 | Backup Policy (Note: it may be implemented as part of Security Procedures for IT Department) | ISO/IEC 27001 A.12.3.1 | |
| | A.13 | Communications Security | | |
| 29 | A.13 | Information Transfer Policy (Note: it may be implemented as part of Security Procedures for IT Department) | ISO/IEC 27001 A.13.2.1, A.13.2.2 | |
| | A.14 | System Acquisition Development and Maintenance | | |

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|-----|---------------|---|--|----------------------------------|
| 30 | A.14 | Secure Development Policy | ISO/IEC A.14.1.2, A.14.1.3, A.14.2.1, A.14.2.2, A.14.2.5, A.14.2.6, A.14.2.7, A.14.2.8, A.14.2.9, A.14.3.1 | ✓* |
| 31 | A.14.1 | Appendix 1 – Specification of Information System Requirements | ISO/IEC 27001 A.14.1.1 | ✓* |
| | A.15 | Supplier Relationships | | |
| 32 | A.15.1 | Supplier Security Policy | ISO/IEC 27001 A.7.1.1, A.7.1.2, A.7.2.2, A.8.1.4, A.14.2.7, A.15.1.1, A.15.1.2, A.15.1.3, A.15.2.1, A.15.2.2 | |
| 33 | A.15.2 | Security Clauses for Suppliers and Partners | ISO/IEC 27001 A.7.1.2, A.14.2.7, A.15.1.2, A.15.1.3 | ✓* |
| | A.16 | Information Security Incident Management | | |
| 34 | A.16 | Incident Management Procedure | ISO/IEC 27001 A.7.2.3, A.16.1.1, A.6.1.2, A.16.1.3, A.16.1.4, A.16.1.5, A.16.1.6, A.16.1.7 | ✓* |
| 35 | A.16.1 | Appendix 1 – Incident Log | ISO/IEC 27001 A.16.1.6 | |
| | A.17 | Business Continuity | | |
| 36 | A.17 | Disaster Recovery Plan | ISO/IEC 27001 A.17.1.2 | ✓* |
| | 09 | Training & Awareness | | |

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|-----|---------------|--|--------------------------------|----------------------------------|
| 37 | 09 | Training and Awareness Plan | ISO/IEC 27001 7.2, 7.3 | ✓ |
| | 10 | Internal Audit | | |
| 38 | 10 | Internal Audit Procedure | ISO/IEC 27001 clause 9.2 | |
| 39 | 10.1 | Appendix 1 – Annual Internal Audit Program | ISO/IEC 27001 clause 9.2 | ✓ |
| 40 | 10.2 | Appendix 2 – Internal Audit Report | ISO/IEC 27001 clause 9.2 | ✓ |
| 41 | 10.3 | Appendix 3 – Internal Audit Checklist | ISO/IEC 27001 clause 9.2 | |
| | 11 | Management Review | | |
| 42 | 11.1 | Measurement Report | ISO/IEC 27001 clauses 6.2, 9.1 | |
| 43 | 11.2 | Management Review Minutes | ISO/IEC 27001 clause 9.3 | ✓ |
| | 12 | Corrective Actions | | |
| 44 | 12 | Procedure for Corrective Action | ISO/IEC 27001 clause 10.1 | |
| 45 | 12.1 | Appendix 1 – Corrective Action Form | ISO/IEC 27001 clause 10.1 | ✓ |

*The listed documents are only mandatory if the corresponding controls are identified as applicable in the Statement of Applicability.

**Folder “Annex A” does not include a separate folder for ISO 27001 section “A.18 – Compliance” because the documentation that covers controls from this section can be found in these folders:

- 02 – Procedure for Identification of Requirements
- 08, A.8 – Asset Management
- 08, A.10 – Cryptography