

2027 COMPLIANCE READINESS CHECKLIST

A practical self-assessment for electronics manufacturers.

KNOW YOUR EXPOSURE. CLOSE YOUR DATA GAPS. DEFEND YOUR CONCLUSION.

HOW TO USE THIS CHECKLIST

Use this checklist to plan process improvements for 2027 across the products and markets in scope. Choose one status per area. If either answer is Gap, select Gap; otherwise select Unknown for an unverified answer. Needs work per partial implementation, or Ready when both questions are supported by current evidence. Select N/A only when the entire area does not apply, and record the reason on page 2.

Ready	Needs work	Gap	Unknown	N/A
Both answers evidenced	Partly implemented	Required process absent	An answer is unverified	Entire area does not apply

1

REGULATORY MONITORING
Stay ahead of changing requirements.

- Do you have a consistent process to monitor regulatory changes across key jurisdictions?
- Are new or revised substance lists and requirements evaluated for potential impact on your products?

☐ Ready ☐ Needs work ☐ Gap ☐ Unknown ☐ N/A

2

PRODUCT / BOM VISIBILITY
Understand what you need to assess.

- Do you have accurate, consolidated bill of materials (BOM) data for the products in scope?
- Can you quickly identify which products, components, or materials may be affected by a new requirement?

☐ Ready ☐ Needs work ☐ Gap ☐ Unknown ☐ N/A

3

SUPPLIER DATA QUALITY
Get the data you need, in a usable form.

- Are supplier declarations checked for the correct part, revision, applicable requirements, and supporting evidence?
- Are you able to identify missing, stale, or conflicting supplier data?

☐ Ready ☐ Needs work ☐ Gap ☐ Unknown ☐ N/A

4

EVIDENCE AND TRACEABILITY
Show how you reached your conclusion.

- Can you link each compliance conclusion to source documents, supplier outreach, dates, and decision history?
- Is evidence stored in a way that is easy to retrieve and audit?

☐ Ready ☐ Needs work ☐ Gap ☐ Unknown ☐ N/A

5

REPORTING READINESS
Be prepared when it's time to report.

- Can you generate accurate reports without recreating data from scratch?
- Do you have a defined process and owner for the declarations, disclosures, and submissions required for the products and markets in scope?

☐ Ready ☐ Needs work ☐ Gap ☐ Unknown ☐ N/A

6

SCALABILITY
Manage complexity as you grow.

- Can you current process handle more products, suppliers, and jurisdictions without breaking down?
- Can you reuse relevant, validated research and supplier responses without unnecessarily repeating work for similar parts?

☐ Ready ☐ Needs work ☐ Gap ☐ Unknown ☐ N/A

AI GOVERNANCE
AI not used in your process? Select N/A.

- Do you have guidelines for how AI is used in your compliance process?
- Are material AI-generated outputs checked against current source documents and approved by a named subject-matter reviewer?

☐ Ready ☐ Needs work ☐ Gap ☐ Unknown ☐ N/A

CONTINUOUS MONITORING
Keep your conclusions current.

- Do you monitor the changes that should trigger a reassessment (e.g., new supplier data, part changes, regulatory updates)?
- Can you easily identify which prior conclusions may need to be revisited?

☐ Ready ☐ Needs work ☐ Gap ☐ Unknown ☐ N/A

Results describe process readiness and do not establish product compliance. This is not legal advice.

Turn Findings into Action

Use your responses to identify process strengths, investigate uncertainty, and select your next actions.

1. VERIFY

Review every Gap, Needs work, and Unknown response. Identify the missing process or evidence.

2. PRIORITIZE

Consider applicable obligations, deadlines, affected products, and evidence needed.

3. ASSIGN

Choose a next action, name an owner, and set a due date. Keep track of unresolved items.

TIP

Address time-sensitive obligations and consequential evidence gaps first. A strength in one area does not resolve a gap in another.

RECORD YOUR FIRST THREE ACTIONS

Include N/A reasons in the gap column. Continue unresolved items in your team's action tracker.

Area	Gap / N/A reason	Evidence needed	Next action	Owner	Due date

WHERE TO FOCUS NEXT

1

Regulatory monitoring

Track regulatory changes and evaluate product-level impact early.

2

Product / BOM visibility

Consolidate and normalize BOM data to identify affected products and components.

3

Supplier data quality

Check declaration coverage and address missing, outdated, or conflicting evidence.

4

Evidence and traceability

Connect conclusions to source documents, outreach, and decision history.

5

Reporting Readiness

Define a process, owner, and timeline for each applicable declaration or submission.

6

Scalability

Reuse validated research and evidence; investigate new or changed requirements.

7

AI governance

Set AI-use guidelines; verify material outputs against sources and record expert approval.

8

Continuous monitoring

Monitor key changes and define triggers for reassessing prior conclusions.



NEXT STEP

Go Deeper with the 2027 Compliance Readiness Playbook.

Read the playbook for guidance on turning regulatory change into product-level action.

Get the Playbook

Request a Demo

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