

SOC 2 Readiness Checklist



Structured Guide for Audit Preparation






01

Define Report Type Based on Business Requirements

Type 1 vs Type 2 – align with client and regulatory expectations

Selecting the appropriate report type is critical to avoid delays and rework. The decision should be based on contractual obligations, sales pipeline expectations, and internal readiness.

Action

-  Review client contracts and agreements for SOC 2 requirements
-  Identify whether clients require **Type 2** or accept **Type 1** initially
-  Evaluate upcoming deals and compliance expectations from prospects
-  Map audit timelines against business and onboarding deadlines
-  Finalize report type and align with internal stakeholders






02

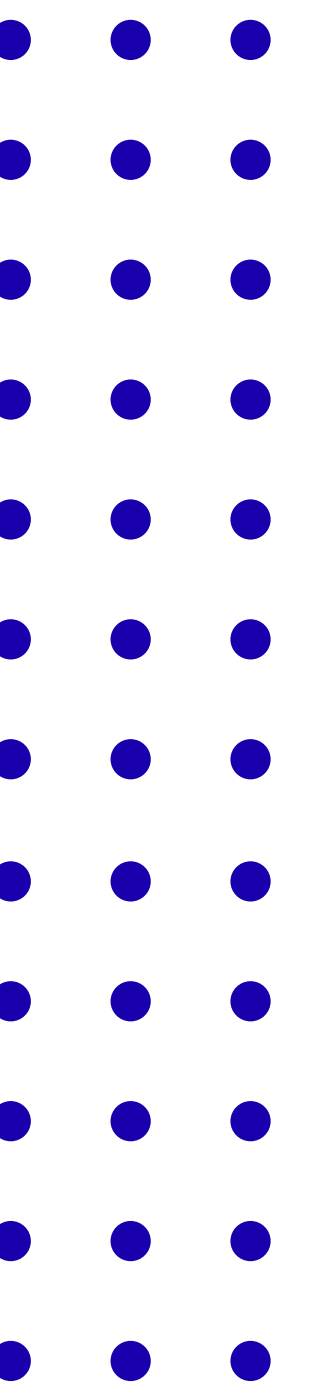
Determine Scope — Trust Service Criteria (TSC)

Define scope based on services, systems, and data handled

Scoping correctly ensures the audit is meaningful and meets stakeholder expectations without unnecessary delays.

Action

-  Include Security (mandatory)
-  Assess need for Availability based on service uptime commitments
-  Include Confidentiality for sensitive business or client data
-  Evaluate Processing Integrity if system accuracy is critical
-  Consider Privacy if personal data is collected or processed








03

Align Internal Teams on Compliance Ownership

Establish clear accountability across the organization

SOC 2 compliance requires coordination across multiple teams. Lack of ownership can lead to delays in evidence collection and control implementation.

Action

-  Appoint a SOC 2 owner / compliance lead
-  Define roles and responsibilities across departments
-  Create a RACI matrix for control ownership
-  Conduct internal awareness sessions on audit requirements
-  Establish a centralized repository for audit evidence






04

Perform Gap Assessment (Readiness Assessment)

Evaluate current controls against SOC 2 requirements

A gap assessment helps identify areas that require improvement before the audit begins.

Action

-  Review existing policies, procedures, and controls
-  Map current practices to SOC 2 Trust Service Criteria
-  Identify missing controls
-  Assess access management, logging, and monitoring practices
-  Evaluate third-party/vendor risk management processes






05

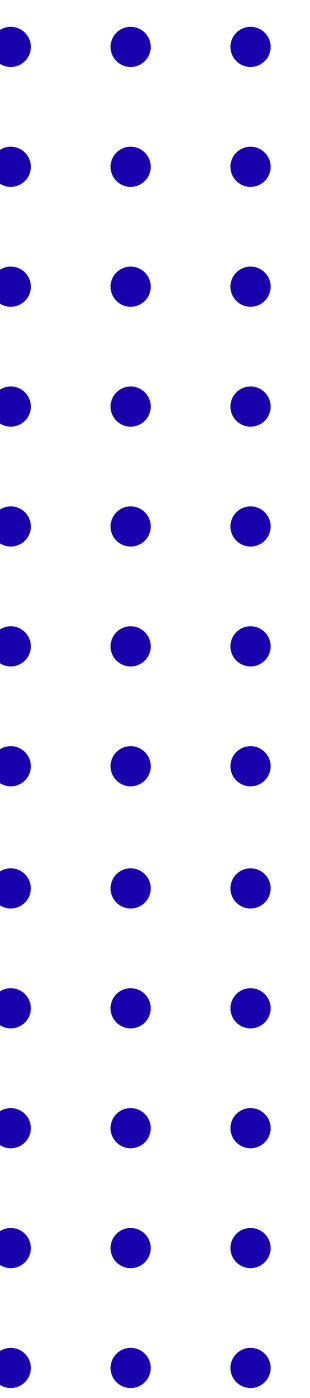
Remediate Control Gaps

Strengthen controls before entering the audit phase

SOC 2 compliance requires coordination across multiple teams. Lack of ownership can lead to delays in evidence collection and control implementation.

Action

-  Develop or update required policies and procedures
-  Implement access control and security measures
-  Enforce data protection practices (encryption, classification, retention)
-  Establish incident response and escalation procedures
-  Document and standardize operational processes



06

Continuous Monitoring & Evidence Collection

Ensure controls operate effectively over time

SOC 2 requires not just implementation, but continuous monitoring and proof of effectiveness.

Action

- ✔ Implement processes for ongoing control monitoring
- ✔ Automate evidence collection where possible
- ✔ Schedule periodic access and compliance reviews
- ✔ Maintain logs and audit trails for key systems
- ✔ Track employee training and policy acknowledgments

07

Select an Independent Auditor

Choose an auditor aligned with your business and industry

An experienced auditor ensures a smoother audit process and more relevant evaluation.

Action

- ✔ Shortlist qualified SOC 2 auditors (CPA firms)
- ✔ Evaluate experience in your industry or service domain
- ✔ Request references or past engagement experience
- ✔ Align on audit scope, timelines, and expectations
- ✔ Finalize engagement and prepare for audit execution

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