

INTERNAL AUDIT CHECKLIST Cum REPORT – ISO 9001

Standard Audited: ISO 9001:2008		
Audit Date:	Auditor:	Auditee

Clause	Requirement	Comply	N/C	OB	Trail Comments
Department Section : Support (Covering projects / calls / quality / Maintenance)					
4.2.3	Control of documents at this section				
4.2.4	Control of records at this section				
5.3	ensure that the quality policy:is communicated and understood within the organization				
6.2.2	Competence, awareness and training for personnel involved in Related Processes				
6.3	Infrastructure includes, as applicable				
6.4	Work environment needed to achieve conformity to product requirements.				
7.1	Process documentation / flow				
7.4.3	Verification of purchased product				
7.5.1	Control of production and service provision				
7.5.2	Validation of processes for production and service provision				
7.5.3	Identification Where appropriate, Product Status & traceability where required				
7.5.4	Customer property where applicable during related processes				
7.5.5	Preservation of product				
7.6	Control of Monitoring and measurement Devices				
8.2.3	Monitoring and measurement of processes				
8.2.4	Monitoring and measurement of product				
8.3	Control of nonconforming product				
8.5.2	Corrective action				

Notes & Comments including Evidences

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Clause	Requirement	Comply	N/C	OB	Trail Comments
Departmnt / Section: Stores & Purchase					
4.2.3	Control of documents at this section				
4.2.4	Control of records at this section				
6.2.2	ompetence, awareness and training for personnel involved in Materials Purchase & Preservation Related Processes				
6.3	Infrastructure , as applicable				
6.4	The work environment needed to achieve conformity to product requirements.				
7.1	Process documentation / flow				
7.4.1	Evaluation & re-evaluation of Suppliers				
7.4.2	Purchasing information				
7.4.3	Verification of purchased product				
7.5.2	Validation of processes for production and service provision (For Out source Activity)				
7.5.4	Identification Where appropriate, Product Status & traceability where required				
7.5.4	Customer property where applicable during material processes				
7.5.5	Preservation of product				
8.3	Control of nonconforming product (To be assessed where Procurement function is responsible for taking disposition actions with the Suppliers).				
8.5.2	Corrective action.				

Notes & Comments Includind Evidences

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Department Section : Management Representative					
4.2.3	Control of documents – (Check a system for Entire organization)				
4.2.4	Control of records(Check a system for Entire organization)				
6.2.2	Competence, awareness and training for personnel involved as Management Representative				
8.2.2	Internal audit				
8.4	Analysis of Data				
8.5.1	Continual improvement				
8.5.2	Corrective action				
8.5.3	Preventive action				

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Department Section : HR & Training					
4.2.3	Control of documents at this section				
4.2.4	Control of records at this section				
6.2.1	General Personnel performing work affecting product quality shall be competent on the basis of appropriate education, training, skills and experience				
6.2.2	Competence, awareness and training Check that the organization a) determine the necessary competence for personnel performing work affecting product quality, b) provide training or take other actions to satisfy these needs, c) evaluate the effectiveness of the actions taken, d) ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives, and e) maintain appropriate records of education, training, skills and experience .				
8.5.2	Corrective action				

Notes & Comments Includind Evidences