<NAME OF YOUR COMPANY>	**F_008_AUDIT_REPORT_ FORM**	<DATE> Rev.00

AUDIT REPORT- GENERAL CHECKLIST

ISO 9001:2015

Audit date:	
Scope/process:	
Location:	
Auditor:	

Outstanding issues from previous audits if any:			
Audit report of:	**Outstanding issue or required action:**	**Clarification:**	**Reference if any (e.g. action request)**

Clarification of codes:	
C	**Compliant with standard/procedure etcetera – No action needed**
NC	**Minor or major non-compliance – Action needed**
OBS	**Observation – Action may be necessary**
OFI	**Opportunity for improvement – Advice only**
NA	**Not applicable so no action needed**

Standard	**Requirement in short**	**Conclusion**	**Code**	**Scope/process**
ISO 9001				
4	**Context of the organization**			
4.1	Has your organization determined **internal and external issues** (positive and negative) that may affect your organization (SWOT analysis)			
4.2.a)	Has your organization determined the **interested parties (stakeholders)** that are relevant to your quality			

	management system (QMS)			
4.2.b)	Has your organization determined the **relevant needs and expectations** of these interested parties; Have you kept **documented information** on these needs and expectations			
4.3	Has your organization **determined the scope** of its quality management system (taking into consideration the issues found under 4.1 and the needs and expectations of the stakeholders found under 4.2) in terms of its activities, products and services, and have you also indicated which parts of the ISO 9001:2015 do not apply to your organization (e.g. in many organizations, design and development do not form part of the system, because these organizations merely produce products and services) without jeopardizing the quality of your products and services			
4.4	Has your organization **established, implemented, maintained a quality management system** that is improved continually			
4.4.1.	Has your organization determined the **necessary processes** for your quality management system and have you:			
4.4.1.a)	Determined the required **inputs and outputs (results)** for these processes			
4.4.1.b)	Established the **sequence and the interactions** of these processes (which process comes first, and how do these processes relate to each other, this can also be included in a simple graphic overview)			
4.4.1.c)	Established **criteria and methods** necessary for the effective performance and control/management of these processes, including the use of monitoring, measuring and performance indicators			
4.4.1.d)	Established and provided the **resources** needed for the processes of your organization (e.g. equipment, employees)			
4.4.1.e)	**Allocated the responsibilities and**			

5.3.b)	That your organization's processes **deliver the appropriate output** (results)			
5.3.c)	**Reporting to top management** in particular is facilitated, on your quality management system and opportunities for improvement (e.g. by putting this is the job descriptions of middle management)			
5.3.d)	**Customer focus is enhanced** throughout the entire organization (this again refers to "awareness", see Section 7, Clause 7.3)			
5.3.e)	The **functioning and coherence** of your quality management system are **maintained in case of any changes** within your quality management system (this might include changing the organization chart, as well as the job descriptions)			
6	**Planning**			
6.1	Has your organization, while planning, taken into consideration the important **issues** named under 4.1 and the **needs and expectations** named under 4.2, and has it determined the **risks and opportunities** that shall be managed to ensure that:			
6.1.1.a)	Your quality management system will **achieve its intended outcomes** (e.g. objectives, targets, goals)			
6.1.1.b)	Desired effects are **increased**			
6.1.1.c)	Undesired effects are **prevented or reduced**			
6.1.1.d)	Your quality management system achieves **improvement** in general			
6.1.2.a)	Has your organization **planned actions to manage/control the risks and opportunities** as determined by your organization (this should form part of your overall planning/setting of objectives/goals/targets)			
6.1.2.b)	Has your organization 1) planned **how to integrate and implement its planned actions** into its quality management processes (see also 4.4), basically how are these actions being "interwoven" into your daily processes, and 2)			

	recurrence of the same, also elsewhere; By reviewing and analyzing the deviation/nonconformity; By establishing its cause; And by establishing if similar deviations/nonconformities occur or might occur			
10.2.1.c)	(Subsequently) **implement the necessary measures**			
10.2.1.d)	**Review the effectiveness** of the corrective actions taken			
10.2.1.e)	**Actualize the risks and opportunities** that have been established during its planning phase, if necessary			
10.2.1.f)	If necessary, **amending the Quality Management System**			
10.2.2.	Does your organization keep **documented information** to prove:			
10.2.2.a)	**The nature of deviations/nonconformities** and the subsequent actions taken			
10.2.2.b)	The **results of corrective actions**			
10.3.	Does your organization **continually improve** the fitness, appropriateness and effectiveness of its Quality Management System, and does it take into account the results of the analysis and evaluation of the outputs (results) of its management reviews in order to determine if there are any needs or opportunities that might be dealt with within the context of continual improvement			

Audit findings (In case of NC/OBS/OFI insert amount of each category found):		
C		**Compliant with standard/procedure etcetera – No action needed**
NC		**Minor or major non-compliance – Action needed**
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Approval of document by	**Date of approval**	**Revision**