



AUDIT CHECKLIST TEMPLATE

#	Audit Criteria	Evidence/Comments
1	Context of the Organization (Clause 4) 1.1 Understanding the organization and its context 1.2 Understanding the needs and expectations 1.3 Determining the scope of the quality management 1.4 Quality management system and its processes	
2	Leadership (Clause 5) 2.1 Leadership and Commitment 2.2 Quality policy 2.3 Roles, responsibilities, and authorities	
3	Planning (Clause 6) 3.1 Actions to address risks and opportunities 3.2 Quality objectives and planning to achieve them	
4	Support (Clause 7) 4.1 Resources 4.2 Competence 4.3 Awareness 4.4 Communication 4.5 Documented information	
5	Operation (Clause 8) 5.1 Operational planning and control 5.2 Determining requirements for products and services 5.3 Design and development of products and services 5.4 Control of externally provided processes, products, and services	
6	Performance Evaluation (Clause 9) 6.1 Monitoring, measurement, analysis, and evaluation 6.2 Internal audit 6.3 Management review	
7	Improvement (Clause 10) 7.1 General 7.2 Incident investigation 7.3 Continual improvement	
8	Additional Requirements (if applicable)	
9	Overall Summary and Recommendations	