



INTERNAL AUDIT CHECKLIST TEMPLATE

Checklist Sections:

1. **Context of the Organization (Clause 4)**
2. **Leadership (Clause 5)**
3. **Planning (Clause 6)**
4. **Support (Clause 7)**
5. **Operation (Clause 8)**
6. **Performance Evaluation (Clause 9)**
7. **Improvement (Clause 10)**

Section 1: Context of the Organization (Clause 4)

No.	Audit Question	Yes/No	Findings/Observations	Comments
1.1	Has the organization determined external and internal issues relevant to its purpose and strategic direction?			
1.2	Are the needs and expectations of interested parties identified and addressed?			
1.3	Is the scope of the FMS established and documented?			
1.4	Are the processes needed for the FMS identified, implemented, and maintained?			

Section 2: Leadership (Clause 5)

No.	Audit Question	Yes/No	Findings/Observations	Comments
2.1	Is there evidence of top management's commitment to the FMS?			



2.2	Is the food safety policy established, communicated, and understood within the organization?			
2.3	Are roles, responsibilities, and authorities clearly defined and communicated?			
2.4	Is there an FMS team leader appointed with the necessary authority and competence?			

Section 3: Planning (Clause 6)

No.	Audit Question	Yes/No	Findings/Observations	Comments
3.1	Are risks and opportunities that need to be addressed to achieve intended outcomes identified?			
3.2	Are objectives for the FMS established and consistent with the food safety policy?			
3.3	Is there a plan to achieve the FMS objectives?			
3.4	Are changes to the FMS planned and managed effectively?			

Section 4: Support (Clause 7)

No.	Audit Question	Yes/No	Findings/Observations	Comments
4.1	Are resources necessary for the establishment, implementation, maintenance, and continual improvement of the FMS provided?			
4.2	Are personnel competent on the basis of appropriate education, training, or experience?			
4.3	Is awareness regarding the food safety policy, objectives, and			



	relevant FMS procedures maintained?			
4.4	Are communication processes established and maintained?			
4.5	Is documented information required by the FMS controlled and maintained?			

Section 5: Operation (Clause 8)

No.	Audit Question	Yes/No	Findings/Observations	Comments
5.1	Have you established, implemented, and maintained processes to meet the requirements of the Facility Management System (FMS)?			
5.2	How does the organization ensure effective communication and coordination with interested parties, such as employees, service providers, and external stakeholders, to support the implementation and continual improvement of the facility management system?			
5.3	How does your organization ensure that all outsourced services are integrated effectively with internal processes to meet the overall facility management objectives?			

Section 6: Performance Evaluation (Clause 9)

No.	Audit Question	Yes/No	Findings/Observations	Comments
6.1	Are monitoring and measurement activities in place to ensure the FMS is performing effectively?			



6.2	Are internal audits conducted at planned intervals?			
6.3	Are management reviews conducted at planned intervals?			

Section 7: Improvement (Clause 10)

No.	Audit Question	Yes/No	Findings/Observations	Comments
7.1	Are there processes for continual improvement of the FMS?			
7.2	Are corrective actions taken to address nonconformities and prevent their recurrence?			
7.3	Are opportunities for improvement identified and acted upon?			

Audit Summary:

- **Strengths Identified:** _____
- **Nonconformities:** _____
- **Opportunities for Improvement:** _____
- **Conclusion and Recommendations:** _____

Audit Signatures:

- **Lead Auditor:** _____
- **Date:** _____
- **Auditee:** _____

This internal audit checklist can be customized to fit the specific needs of your organization and should be used as a tool to help ensure compliance with ISO 41001:2018 requirements.