

ISO 9001:2015 Audit Checklist

Template Information

Template ID	iso-9001-2015-audit-checklist
Version	v1.0
Language	English (en)
Number of Check Items	165
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: Audit your Quality Management System for compliance with ISO 9001:2015. Check your QMS meets ISO standards.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 165 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

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No.	Section	Check Item	Result	Notes / Evidence No.
	Introduction	Please complete all sections starting immediately below. This internal self-assessment will evaluate the compliance of your Quality Management System with ISO 9001:2015. Remember to attach evidence to items where required, and to sign off and complete this assessment in the final section.		
1	4.1 Understanding the organization and its context	Verify how the organization has determined external and internal issues relevant to its purpose and strategic direction.		
2	4.1 Understanding the organization and its context	Verify how these issues affect the ability to achieve the intended result of the QMS.		
3	4.1 Understanding the organization and its context	Verify how the organization monitors and reviews information about these internal and external issues.		
4	4.2 Understanding the needs and expectations of interested parties	Verify how organization determined relevant interested parties to QMS.		
5	4.2 Understanding the needs and expectations of interested parties	Verify how the organization has determined the relevant needs and expectations of interested parties.		
6	4.2 Understanding the needs and expectations of interested parties	Verify how the organization has determined the impact or potential impact of the interested parties.		
7	4.2 Understanding the needs and expectations of interested parties	Verify how the organization monitors and reviews information about interested parties and their relevant requirements.		
8	4.3 Determining the scope of the quality management system	Verify the QMS scope considers the following:		
8	4.3 Determining the scope of the quality management system	↳ External and internal issues.	☐	
8	4.3 Determining the scope of the quality management system	↳ The requirements of relevant interested parties.	☐	
8	4.3 Determining the scope of the quality management system	↳ The products and services of the organization.	☐	
9	4.3 Determining the scope of the quality management system	Verify how the organization has determined how the ISO 9001:2015 standard is applied within the organization.		
10	4.3 Determining the scope of the quality management system	If the organization has determined any of the requirements of the ISO 9001:2015 standard not to be applicable, show me how conformity of products and services are not affected by this.		
11	4.3 Determining the scope of the quality management system	Verify QMS scope is documented.		
12	4.3 Determining the scope of the quality management system	Verify scope states what products and services are covered by the QMS and how it justifies instances where requirements cannot be applied.		
13	4.4 Quality management system and its processes	Show me how the processes have been determined and how they interact.		
14	4.4 Quality management system and its processes	Verify how the processes for the QMS were determine. Verify the inputs and outputs to the processes.		
15	4.4 Quality management system and its processes	Verify the sequence and interaction of of the processes.		

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16	4.4 Quality management system and its processes	Verify the criteria, methods, measurement and related performance indicators needed to operate and control the processes.		
17	4.4 Quality management system and its processes	Verify how resources are determined and allocated.		
18	4.4 Quality management system and its processes	Verify how responsibilities and authorities are determined.		
19	4.4 Quality management system and its processes	Verify how risks and opportunities are considered and what actions are taken to address them.		
20	4.4 Quality management system and its processes	Verify what methods are used to monitor, measure and evaluate processes. Verify changes, if needed, are implemented to achieve intended results.		
21	4.4 Quality management system and its processes	Verify how opportunities for improvement for the QMS and its processes are determined.		
22	4.4 Quality management system and its processes	Reviewed documented information created to support the operation of its processes.		
23	5.1 Leadership and commitment	Top management is identified		
24	5.1 Leadership and commitment	Verify top management demonstrates leadership and commitment by		
24	5.1 Leadership and commitment	↳ Taking accountability for QMS effectiveness	☐	
24	5.1 Leadership and commitment	↳ Ensuring the QMS policy and objectives are established and are compatible with strategic direction and context of organization	☐	
24	5.1 Leadership and commitment	↳ Ensuring the QMS is integrated into organization's business processes	☐	
24	5.1 Leadership and commitment	↳ Promoting the use of the process approach and risk-based thinking	☐	
24	5.1 Leadership and commitment	↳ Ensuring resources are available	☐	
24	5.1 Leadership and commitment	↳ Communicating the importance of effective QMS and of conforming to its requirements	☐	
24	5.1 Leadership and commitment	↳ Ensuring intended outcomes	☐	
24	5.1 Leadership and commitment	↳ Engaging, directing and supporting persons to contribute to the effectiveness of the QMS	☐	
24	5.1 Leadership and commitment	↳ Promoting continuous improvement	☐	
24	5.1 Leadership and commitment	↳ Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility	☐	
25	5.1 Leadership and commitment	Verify how top management demonstrates leadership and commitment with respect to customer focus by ensuring that		
25	5.1 Leadership and commitment	↳ customer and applicable statutory and regulatory requirements are determined, understood and consistently met.	☐	
25	5.1 Leadership and commitment	↳ the risks and opportunities that affect product and service conformity and the ability to enhance customer satisfaction are determined and addressed.	☐	
25	5.1 Leadership and commitment	↳ the focus of enhancing customer satisfaction is maintained.	☐	
26	5.2 Policy	Verify the quality policy ...		
26	5.2 Policy	↳ is appropriate to the purpose and context of the organization and supports its strategic direction.	☐	
26	5.2 Policy	↳ provides a framework for setting quality objectives.	☐	
26	5.2 Policy	↳ includes a commitment to satisfy applicable requirements.	☐	

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No.	Section	Check Item	Result	Notes / Evidence No.
26	5.2 Policy	⌞ includes a commitment to continual improvement of the QMS.	☐	
27	5.2 Policy	Verify QMS Policy is maintained as documented information.		
28	5.2 Policy	Verify QMS Policy is communicated, understood and applied within the organization.		
29	5.2 Policy	Verify QMS Policy is available to relevant interested parties.		
30	5.3 Organizational roles, responsibilities and authorities	Verify responsibilities and authorities for relevant roles are assigned and communicated within the organization		
31	5.3 Organizational roles, responsibilities and authorities	Verify top management assigns responsibility and authority for..		
31	5.3 Organizational roles, responsibilities and authorities	⌞ ensuring the QMS conforms to the ISO 9001:2015 standard.	☐	
31	5.3 Organizational roles, responsibilities and authorities	⌞ ensuring that processes are delivering their intended outputs.	☐	
31	5.3 Organizational roles, responsibilities and authorities	⌞ reporting on the performance of the QMS and on opportunities for improvement, in particular to top management.	☐	
31	5.3 Organizational roles, responsibilities and authorities	⌞ ensuring the promotion of customer focus throughout the organization.	☐	
31	5.3 Organizational roles, responsibilities and authorities	⌞ ensuring the integrity of the QMS is maintained when changes to the QMS are planned and implemented.	☐	
32	6.1 Actions to address risks and opportunities	Verify how the internal and external issues and interested parties are considered when planning for the QMS?		
33	6.1 Actions to address risks and opportunities	Verify how risks and opportunities are determined and addressed so the QMS can achieve its intended results, prevent and reduce undesired effects and achieve continual improvement		
34	6.1 Actions to address risks and opportunities	Verify how actions are planned to address risks and opportunities.		
35	6.1 Actions to address risks and opportunities	Verify how actions are integrated and implemented into the QMS processes.		
36	6.1 Actions to address risks and opportunities	Verify how the organization evaluates the effectiveness of the actions.		
37	6.1 Actions to address risks and opportunities	Verify how actions are taken to address risks and opportunities determined as being appropriate to the potential impact on the conformity of products and services.		
38	6.2 Quality objectives and planning to achieve them	Verify quality objectives are established at relevant functions, levels and processes.		
39	6.2 Quality objectives and planning to achieve them	Verify the quality objectives are..		
39	6.2 Quality objectives and planning to achieve them	⌞ consistent with the quality policy.	☐	
39	6.2 Quality objectives and planning to achieve them	⌞ measurable.	☐	
39	6.2 Quality objectives and planning to achieve them	⌞ taking into account applicable requirements.	☐	
39	6.2 Quality objectives and planning to achieve them	⌞ relevant to the conformity of products and services and to the enhancement of customer satisfaction.	☐	

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No.	Section	Check Item	Result	Notes / Evidence No.
39	6.2 Quality objectives and planning to achieve them	↳ monitored.	☐	
39	6.2 Quality objectives and planning to achieve them	↳ communicated.	☐	
39	6.2 Quality objectives and planning to achieve them	↳ updated as appropriate.	☐	
40	6.2 Quality objectives and planning to achieve them	Verify objectives are documented.		
41	6.2 Quality objectives and planning to achieve them	Verify how the organization determines what will be done, with what resources, when completed and how the results will be evaluated for quality objectives.		
42	6.3 Planning of changes	Verify how QMS changes are planned systematically.		
43	6.3 Planning of changes	Verify how the organization demonstrates the purpose and potential consequences of changes.		
44	6.3 Planning of changes	Verify how the organization considers the integrity of the QMS.		
45	6.3 Planning of changes	Verify how resources are made available.		
46	6.3 Planning of changes	Verify how responsibility and authority is allocated and reallocated.		
47	7.1 Resources	Verify how resources are determined for the organization.		
48	7.1 Resources	Show me how the capabilities and constraints on internal resources are considered.		
49	7.1 Resources	Show me how needs from external providers are considered.		
50	7.1 Resources	Verify how the organization provides persons necessary to consistently meet customer, applicable statutory and regulatory requirements for the QMS including the necessary processes.		
51	7.1 Resources	Verify how the organization determines, provides and maintains the infrastructure for the operation of processes to achieve products and services conformity.		
52	7.1 Resources	Verify how the organization determines, provides and maintains the environment for the operation of processes to achieve products and service conformity.		
53	7.1 Resources	Verify how resources are determined to ensure valid and reliable monitoring and measuring results.		
54	7.1 Resources	Verify how the organization ensures that the resources provided are suitable for the specific type of monitoring and measurement activities being undertaken and that they are maintained to ensure continued fitness of purpose.		
55	7.1 Resources	Verify documented information that shows evidence of fitness for purpose of monitoring and measurement resources.		
56	7.1 Resources	Show me how measurement instruments are verified or calibrated at specific intervals against national or international standards. If no standards, show me documented information which is used as the basis for calibration or verification.		
57	7.1 Resources	Show me how measurement instruments are identified.		
58	7.1 Resources	Show me how measurement instruments are safeguarded from adjustments, damage and deterioration.		
59	7.1 Resources	Verify how the organization determines the validity of previous measurements if you find an instrument to be defective during verification or calibration. Verify any actions taken.		
60	7.1 Resources	Verify how the organization determines the necessary knowledge for the operation of processes and achieves conformity of products and services.		
61	7.1 Resources	Verify how knowledge is maintained and made available to the extent necessary.		
62	7.1 Resources	Verify how the organization determines current knowledge and how it acquires additional knowledge when addressing changing needs and trends.		

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No.	Section	Check Item	Result	Notes / Evidence No.
63	7.2 Competence	Show me how you determine the necessary competence of people doing work under your control that affects quality performance.		
64	7.2 Competence	Show me how you determine competence on the basis of appropriate education, training or experience.		
65	7.2 Competence	Show me how you take actions to acquire necessary competence where applicable and how do you evaluate the effectiveness of those actions.		
66	7.2 Competence	Verify documented information as evidence of competence where appropriate.		
67	7.3 Awareness	Verify people doing work under the organization's control are aware of		
67	7.3 Awareness	^L the quality policy.	☐	
67	7.3 Awareness	^L the relevant quality objectives.	☐	
67	7.3 Awareness	^L their contribution to the effectiveness of the QMS, including the benefits of improved performance.	☐	
67	7.3 Awareness	^L the implications of not conforming with the QMS requirements.	☐	
68	7.4 Communication	Verify internal and external communication process (what, when, with whom and how to communicate).		
69	7.5 Documented information	Verify documented information required by the ISO 9001:2015 standard.		
70	7.5 Documented information	Verify documented information that shows the effectiveness of the QMS.		
71	7.5 Documented information	Show me that your documented information contains appropriate identification, format (language, software version, graphics, ...) and media (paper, electronic, ...).		
72	7.5 Documented information	Show me how the documented information is reviewed and approved for suitability and adequacy.		
73	7.5 Documented information	Show me how you control documented information and make it available and suitable for use. Tell me how you protect your documented information.		
74	7.5 Documented information	Verify how the organization controls the distribution, access, retrieval, use, storage, preservation, legibility, control of changes, retention and disposition of documented information.		
75	7.5 Documented information	Verify documented information of external origin is identified, as appropriate, and controlled.		
76	8.1 Operational planning and control	Verify how the organization has planned, implemented and controlled processes needed to meet the requirements of products and services.		
77	8.1 Operational planning and control	Verify how requirements for products and services are determined.		
78	8.1 Operational planning and control	Verify how criteria for processes and acceptance for products and services are determined.		
79	8.1 Operational planning and control	Verify how resources are determined.		
80	8.1 Operational planning and control	Verify how process control is implemented.		
81	8.1 Operational planning and control	Show me documented information that demonstrates processes have been carried out as planned and can demonstrate conformity of products and services.		
82	8.1 Operational planning and control	Determine how output from the planning process is suitable for operations.		
83	8.1 Operational planning and control	Verify how planned changes are controlled. Verify how unintended changes are reviewed and what actions are taken to mitigate any adverse effects, as necessary.		
84	8.1 Operational planning and control	Verify how outsourced processes are controlled.		
85	8.2 Determination of requirements for products and services	Verify processes created for communicating with customers on information relating to products, services, enquiries, contracts, order handling, customer views, perceptions and complaints, handling or treatment of customer property and specific requirements for contingency actions.		

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No.	Section	Check Item	Result	Notes / Evidence No.
86	8.2 Determination of requirements for products and services	Verify process to determine the requirements for products and services to be offered to potential customers and how the process is established, implemented and maintained.		
87	8.2 Determination of requirements for products and services	Verify how product and service requirements including statutory and regulatory requirements are defined. Verify that the organization has the ability to meet the defined requirements and substantiate any claims for its products and services.		
88	8.2 Determination of requirements for products and services	Verify how the organization reviews..		
88	8.2 Determination of requirements for products and services	↳ customer requirements for delivery and post-delivery.	☐	
88	8.2 Determination of requirements for products and services	↳ requirements necessary for customer's specified or intended use, where known.	☐	
88	8.2 Determination of requirements for products and services	↳ statutory and regulatory requirements applicable to the products and services.	☐	
88	8.2 Determination of requirements for products and services	↳ other contract or order requirements.	☐	
89	8.2 Determination of requirements for products and services	Show me that the review is conducted prior to the organization's commitment to supply products and services to the customer.		
90	8.2 Determination of requirements for products and services	Verify how the organization resolves differences in the contract or order requirements from those previously defined.		
91	8.2 Determination of requirements for products and services	Verify how the organization confirms customer requirements where the customer doesn't provide a documented statement.		
92	8.2 Determination of requirements for products and services	Verify documented information of reviews describing new or changed requirements to products and services.		
93	8.2 Determination of requirements for products and services	Verify documented information of amended reviews and how relevant personnel are made aware of those changes.		
94	8.3 Design and development of products and services	Verify how the design and development process is established, implemented and maintained.		
95	8.3.2 Design and development planning	In determining the stages and control for design and development, verify the organization considers..		
95	8.3.2 Design and development planning	↳ the nature, duration and complexity of the activities.	☐	
95	8.3.2 Design and development planning	↳ the requirements that specify particular process stages including applicable reviews.	☐	
95	8.3.2 Design and development planning	↳ required verification and validation.	☐	
95	8.3.2 Design and development planning	↳ responsibilities and authorities.	☐	
95	8.3.2 Design and development planning	↳ how interfaces are controlled between individuals and parties.	☐	
95	8.3.2 Design and development planning	↳ the need for involvement of customer and user groups.	☐	
96	8.3.2 Design and development planning	Verify documented information that confirms design and development requirements have been met.		
97	8.3.3 Design and development inputs	In determining requirements essential for the type of products and services being designed and developed, the organization shall consider..		

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No.	Section	Check Item	Result	Notes / Evidence No.
97	8.3.3 Design and development inputs	↳ functional and performance requirements.	☐	
97	8.3.3 Design and development inputs	↳ information derived from previous similar design and development activities.	☐	
97	8.3.3 Design and development inputs	↳ statutory and regulatory requirements.	☐	
97	8.3.3 Design and development inputs	↳ standard or codes of practice that the organization has committed to implement.	☐	
97	8.3.3 Design and development inputs	↳ potential consequences of failure due to the nature of the products and services.	☐	
98	8.3.3 Design and development inputs	Verify that the inputs are complete and unambiguous.		
99	8.3.3 Design and development inputs	Verify documented information on design and development inputs are retained.		
100	8.3.4 Design and development controls	Verify the organization applies controls to the design and development process to ensure that..		
100	8.3.4 Design and development controls	↳ the results to be achieved are defined.	☐	
100	8.3.4 Design and development controls	↳ reviews are conducted to evaluate the ability of the results of design and development to meet requirements.	☐	
100	8.3.4 Design and development controls	↳ verification activities are conducted to ensure that the resulting products and services meet the requirements for the specified application or intended use.	☐	
100	8.3.4 Design and development controls	↳ validation activities are conducted to ensure that the resulting products and services meet the requirements of the specified application or intended use.	☐	
100	8.3.4 Design and development controls	↳ any necessary actions are taken on problems determined during the reviews, or verification and validation activities.	☐	
101	8.3.4 Design and development controls	Verify documented information of these activities are retained.		
102	8.3.5 Design and development outputs	Verify the organization ensures the design and development outputs..		
102	8.3.5 Design and development outputs	↳ meet the input requirements.	☐	
102	8.3.5 Design and development outputs	↳ are adequate for the subsequent processes for the provision of products and services.	☐	
102	8.3.5 Design and development outputs	↳ include or reference monitoring and measuring requirements, as appropriate , and acceptance criteria.	☐	
102	8.3.5 Design and development outputs	↳ specify the characteristics of the products and services that are essential for their intended purpose and their safe and proper provision.	☐	
103	8.3.5 Design and development outputs	Verify documented information on design and development outputs are retained.		
104	8.3.6 Design and development changes	Verify the organization identifies, reviews and controls changes made during, or subsequent to, the design and development of products and services, to the extent necessary to ensure that there is no adverse impact on conformity to requirements.		
105	8.3.6 Design and development changes	Verify documented information on design and development changes, the result of reviews, the authorization of changes and the actions taken to prevent adverse impacts are retained.		
106	8.4 Control of externally provided processes, products and services	Verify how the organization ensures externally provided processes, products and services conform to specified requirements.		
107	8.4 Control of externally provided processes, products and services	Verify controls applied to externally provided processes, products and services when products and services are intended for incorporation into the organization's own products and services, products and services are provided directly to the customer or a process, or part of a process, is provided by an external provider as a result of a decision by the organization.		

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108	8.4 Control of externally provided processes, products and services	Verify how the organization determines and applies criteria for the evaluation, selection, monitoring of performance and re-evaluation of external providers.		
109	8.4 Control of externally provided processes, products and services	Verify documented information of activities and actions arising from the evaluations.		
110	8.4 Control of externally provided processes, products and services	Verify how the organization determines controls applied to the external provision of processes, products and services and the resulting output.		
111	8.4 Control of externally provided processes, products and services	Verify how the organization considers the potential impact of the external provided processes, products and services on its ability to meet customer and applicable statutory and regulatory requirements.		
112	8.4 Control of externally provided processes, products and services	Verify the effectiveness of the controls applied by the external provider.		
113	8.4 Control of externally provided processes, products and services	Verify how the organization determines the verification, or other activities, necessary to ensure the externally provided processes, products and services meet requirements.		
114	8.4 Control of externally provided processes, products and services	Verify the organization communicates to external providers its requirements for..		
114	8.4 Control of externally provided processes, products and services	↳ the processes, products and services to be provided.	☐	
114	8.4 Control of externally provided processes, products and services	↳ the approval of product and services; methods, processes and equipment; and the release of products and services.	☐	
114	8.4 Control of externally provided processes, products and services	↳ competence, including any required qualification of persons.	☐	
114	8.4 Control of externally provided processes, products and services	↳ the external providers' interactions with the organization.	☐	
114	8.4 Control of externally provided processes, products and services	↳ control and monitoring of the external providers' performance to be applied by the organization.	☐	
114	8.4 Control of externally provided processes, products and services	↳ verification or validation activities that the organization, or its customer, intends to perform at the external providers' premises.	☐	
115	8.5.1 Control of production and service provision	Verify the organization has documented information that defines the characteristics of the products to be produced, the services to be provided or the activities to be performed and the results to be achieved.		
116	8.5.1 Control of production and service provision	Verify the availability and use of suitable monitoring and measuring resources.		
117	8.5.1 Control of production and service provision	Verify the implementation of monitoring and measuring activities at appropriate stages to verify that criteria for control of processes or outputs, and acceptance criteria for products and services, have been met.		
118	8.5.1 Control of production and service provision	Verify the use of suitable infrastructure and environment for the operation of processes.		
119	8.5.1 Control of production and service provision	Verify the appointment of competent persons, including any required qualification.		
120	8.5.1 Control of production and service provision	Verify the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement.		

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121	8.5.1 Control of production and service provision	Verify the implementation of actions to prevent human error (i.e. poke yoke, visual locations, checklist, emergency stops, templates, document control, ...)		
122	8.5.1 Control of production and service provision	Verify the implementation of release, delivery and post-delivery activities.		
123	8.5.2 Identification and traceability	Verify how organization identifies outputs from the process to ensure conformity.		
124	8.5.2 Identification and traceability	How does the organization identify the status of process outputs.		
125	8.5.2 Identification and traceability	Verify how the organization controls the unique identification of process outputs when traceability is required. Verify documented information of traceability, where required.		
126	8.5.3 Property belonging to customers or external providers	What care is provided to customers' or external providers' property?		
127	8.5.3 Property belonging to customers or external providers	Verify how the organization identifies, verifies, protects and safeguards customers' or external providers' property which is provided for use or incorporation into the organization's products or services.		
128	8.5.3 Property belonging to customers or external providers	Verify retained documented information for property that is damaged or otherwise found to be unsuitable for use.		
129	8.5.4 Preservation	Verify how the organization ensures preservation of the process outputs to ensure conformity to requirements.		
130	8.5.5 Post-delivery activities	Verify the organization considers the following to meet post-delivery activities.		
130	8.5.5 Post-delivery activities	↳ statutory and regulatory requirements	☐	
130	8.5.5 Post-delivery activities	↳ potential undesired consequences associated with its products and services	☐	
130	8.5.5 Post-delivery activities	↳ the nature, use and intended lifetime of its products and services	☐	
130	8.5.5 Post-delivery activities	↳ customer requirements	☐	
130	8.5.5 Post-delivery activities	↳ customer feedback	☐	
131	8.5.6 Control of changes	Verify how the organization reviews and controls changes for production or service provision.		
132	8.5.6 Control of changes	Verify retained documented information describing the results of the review of changes, the person(s) authorizing the change and any necessary actions arising from the review.		
133	8.6 Release of products and services	Verify at appropriate stages product and service requirements have been met.		
134	8.6 Release of products and services	Verify products and services are not released to the customer until the planned arrangements have been satisfactorily completed, unless otherwise approved by relevant authority and, as applicable, by the customer.		
135	8.6 Release of products and services	Verify retained documented information that shows evidence of conformity with acceptance criteria and traceability to person(s) authorizing the release.		
136	8.7 Control of nonconforming outputs	Verify that outputs that do not conform to requirements are identified and controlled.		
137	8.7 Control of nonconforming outputs	Verify appropriate action is taken for nonconforming products and services (also include after delivery of product or during/after the provision of services).		
137	8.7 Control of nonconforming outputs	↳ Correction	☐	
137	8.7 Control of nonconforming outputs	↳ Segregation, containment, return or suspension of provision of products and services	☐	

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137	8.7 Control of nonconforming outputs	↳ Informing the customer	☐	
137	8.7 Control of nonconforming outputs	↳ Obtaining authorization for acceptance under concession	☐	
138	8.7 Control of nonconforming outputs	Verify conformity to the requirements when nonconforming outputs are corrected.		
139	8.7 Control of nonconforming outputs	Verify retained documented information that describes the nonconformity, describes actions taken, describes any concessions obtained and identifies the authority deciding the action in respect of the nonconformity.		
140	9.1 Monitoring, measurement, analysis and evaluation	Verify the organization has determined what needs to be monitored and measured, the methods to be used, when it will be performed, analyzed and evaluated.		
141	9.1 Monitoring, measurement, analysis and evaluation	Verify the organization evaluates the performance and effectiveness of its QMS.		
142	9.1 Monitoring, measurement, analysis and evaluation	Review retained appropriate documented information		
143	9.1 Monitoring, measurement, analysis and evaluation	Verify the organization monitors customers' perceptions of the degree to which their needs and expectations have been fulfilled.		
144	9.1 Monitoring, measurement, analysis and evaluation	Verify the organization analyzes and evaluates:		
144	9.1 Monitoring, measurement, analysis and evaluation	↳ conformity of products and services.	☐	
144	9.1 Monitoring, measurement, analysis and evaluation	↳ the degree of customer satisfaction.	☐	
144	9.1 Monitoring, measurement, analysis and evaluation	↳ the performance and effectiveness of the QMS.	☐	
144	9.1 Monitoring, measurement, analysis and evaluation	↳ if planning has been implemented effectively.	☐	
144	9.1 Monitoring, measurement, analysis and evaluation	↳ the effectiveness of actions taken to address risks and opportunities.	☐	
144	9.1 Monitoring, measurement, analysis and evaluation	↳ the performance of external providers.	☐	
144	9.1 Monitoring, measurement, analysis and evaluation	↳ the need for improvements the the QMS.	☐	
145	9.2 Internal audit	Verify audits are conducted at planned intervals		
146	9.2 Internal audit	Verify organization has established, implemented, and maintains an internal audit program		
147	9.2 Internal audit	Verify the importance of the process, changes affecting the organization and the results of previous audits are considered		
148	9.2 Internal audit	Verify audit criteria and scope are created for each audit		
149	9.2 Internal audit	Auditors are objective and impartial		
150	9.2 Internal audit	Audit results reported to relevant management		
151	9.2 Internal audit	Verify appropriate correction and corrective actions are taken without delay		
152	9.2 Internal audit	Review retained documented information		
153	9.3 Management review	Verify management reviews QMS at planned intervals		
154	9.3 Management review	Verify inputs to management review includes:		
154	9.3 Management review	↳ status of actions from previous management reviews	☐	

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No.	Section	Check Item	Result	Notes / Evidence No.
154	9.3 Management review	└ changes in external and internal issues relevant to the QMS	☐	
154	9.3 Management review	└ customer satisfaction and feedback from relevant interested parties	☐	
154	9.3 Management review	└ the extent to which quality objectives have been met	☐	
154	9.3 Management review	└ process performance and conformity of products and services	☐	
154	9.3 Management review	└ nonconformities and corrective actions	☐	
154	9.3 Management review	└ monitoring and measurement results	☐	
154	9.3 Management review	└ audit results	☐	
154	9.3 Management review	└ the performance of external providers	☐	
154	9.3 Management review	└ adequacy of resources	☐	
154	9.3 Management review	└ effectiveness of actions taken to address risks and opportunities	☐	
154	9.3 Management review	└ opportunities for improvement	☐	
155	9.3 Management review	Verify outputs to management review includes:		
155	9.3 Management review	└ opportunities for improvement	☐	
155	9.3 Management review	└ any need for changes to the QMS	☐	
155	9.3 Management review	└ resource needs	☐	
156	9.3 Management review	Verify retained documented information		
157	10.1 General	Verify the organization determines and selects opportunities for improvement to improve products and services, corrects, prevents or reduces undesired effects and improves the performance and effectiveness of the QMS.		
158	10.2 Nonconformity and corrective action	Verify how organization reacts to nonconformity, including complaints, by evaluating how it takes action to control and correct it and how it deals with the consequences.		
159	10.2 Nonconformity and corrective action	Verify how the organization evaluates the need for action to eliminate the cause(s) of the nonconformity, in order that it does not recur or occur elsewhere.		
160	10.2 Nonconformity and corrective action	Verify how organization implements necessary actions.		
161	10.2 Nonconformity and corrective action	Verify how organization evaluates the effectiveness of actions taken.		
162	10.2 Nonconformity and corrective action	Verify the organization updates risks and opportunities determined during planning, if necessary.		
163	10.2 Nonconformity and corrective action	Verify any changes made to the QMS, if necessary.		
164	10.2 Nonconformity and corrective action	Verify retained documented information that provides evidence of the nature of the nonconformity and any subsequent actions taken and the results of any corrective actions		
165	10.3 Continual improvement	Verify how the organization continually improves. Does it consider the results of analysis and evaluation and the outputs from management review to determine if there are needs or opportunities that shall be addressed as part of continual improvement?		
	Sign Off	I, the undersigned, have completed this audit in an accurate manner. I have attached evidence as required and declare this assessment complete.		

ISO 9001:2015 Audit Checklist — Scoring & Sign-off

Sign-off

Full name and signature of auditor	
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