Internal audit checklist ISO 9001

Example questions per clause for an internal quality audit (clause 9.2)

Select the clauses and processes in scope for this audit and adapt the questions to your own quality management system. Record evidence (document, record, observation) for every answer. Digital version with photos, findings and a record per audit: https://workinstruction.app/audit

Audit number and date	
Process / department audited	
Auditor(s)	
Auditee(s)	

4 Context of the organisation

No.	Question	Conform	Finding	Evidence / remark
1	Are internal and external issues and interested parties determined and reviewed?			
2	Is the scope of the quality management system documented?			

5 Leadership

No.	Question	Conform	Finding	Evidence / remark
3	Is the quality policy available, understood and applied in this process?			
4	Are roles, responsibilities and authorities clear to the people involved?			

6 Planning

No.	Question	Conform	Finding	Evidence / remark
5	Are risks and opportunities for this process identified and actions planned?			
6	Are quality objectives set, measurable and monitored?			

7 Support

No.	Question	Conform	Finding	Evidence / remark
7	Is the competence of the people in this process determined and recorded (7.2)?			

No.	Question	Conform	Finding	Evidence / remark
8	Are the work instructions in use the current, approved version (7.5)?			
9	Are measuring instruments calibrated or verified where required (7.1.5)?			

8 Operation

No.	Question	Conform	Finding	Evidence / remark
10	Are work instructions available at the point of use and followed (8.5.1)?			
11	Are nonconforming outputs identified and controlled (8.7)?			
12	Is product or service release done by an authorised person and recorded (8.6)?			

9 Performance evaluation

No.	Question	Conform	Finding	Evidence / remark
13	Is process performance monitored and analysed?			
14	Were findings of the previous audit followed up?			

10 Improvement

No.	Question	Conform	Finding	Evidence / remark
15	Are nonconformities handled with root cause analysis and corrective action (10.2)?			
16	Is the effectiveness of corrective actions checked?			

Summary and sign-off

Number of findings (major / minor / observations)	
Agreed follow-up and deadline	
Signature auditor	
Signature auditee	

Template by Work Instruction App – workinstruction.app – free to use and adapt.