

QMS ISO9001:2015 standard Audit Documents Checklist

ISO 9001:2015 Clause No.	Requirements of the Quality System	Evidence
4.1	Understanding the organization and its context	Register of organization and its context
4.2	Understanding the needs and expectations of interested parties.	Register of interested parties
4.3	Determining the scope of the quality management system	Scope of Certification
4.4	Quality management system and its processes	Documented information to the extent necessary to have confidence that the processes are being carried out as planned
5.1	Leadership and commitment	JOINT MANAGEMENT CONSENT IN QMS
5.2	Policy	Quality Policy
5.3	Organizational roles, responsibilities and authorities.	Org. Chart, Job Description,
6.1	Actions to address risks and opportunities	Risk & Opportunities Plan
6.2	Quality objectives and planning to achieve them	Quality Objectives
6.3	Planning of changes	Change Management Form

7.1	Resources	Evidence of fitness for purpose of monitoring and measuring resources 7.1.5.1 Evidence of the basis used for calibration of the monitoring and measurement resources (when no international or national standards exist) 7.1.5.2
7.2	Competence	Evidence of competence of person(s) doing work under the control of the organization that affects the performance and effectiveness of the QMS (clause 7.2)
7.3	Awareness	Training Records / Memo / Poster
7.4	Communication	Email
7.5	Documented information	Master List of Manual, Procedures, Forms, Standards, drawing, spec, BOM, etc
8.1	Operational planning and control	Project Schedule / Procedures
8.2	Requirements for products and services	Results of the review and new requirements for the products and services (clause 8.2.3).
8.3	Design and development of products and services	Records needed to demonstrate that design and development requirements have been met (clause 8.3.2) Records on design and development inputs (clause 8.3.3) Records of design and development outputs (clause 8.3.5) Design and development changes, including the results of the review and the authorization of the changes and necessary actions (clause 8.3.6)
8.4	Control of externally provided processes, products and services	Records of the evaluation, selection, monitoring of performance and re-evaluation of external providers and any and actions arising from these activities (clause 8.4.1)

8.5	Production and service provision	<p>Evidence of the unique identification of the outputs when traceability is a requirement (clause 8.5.2)</p> <p>Records of property of the customer or external provider that is lost, damaged or otherwise found to be unsuitable for use and of its communication to the owner (clause 8.5.3)</p> <p>Records of Post-delivery activities evidence - include actions under warranty provisions, contractual obligations such as maintenance services, and supplementary services such as recycling or final disposal (clause 8.5.5)</p> <p>Results of the review of changes for production or service provision, the persons authorizing the change, and necessary actions taken (clause 8.5.6)</p>
8.6	Release of products and services	Records of the authorized release of products and services for delivery to the customer including acceptance criteria and traceability to the authorizing person(s) (clause 8.6)
8.7	Control of nonconforming outputs	Records of nonconformities, the actions taken, concessions obtained and the identification of the authority deciding the action in respect of the nonconformity (clause 8.7)
9.1	Monitoring, measurement, analysis and evaluation	Results of the evaluation of the performance and the effectiveness of the QMS (clause 9.1.1)
9.2	Internal audit	Evidence of the implementation of the audit programme and the audit results (clause 9.2.2)
9.3	Management review	Evidence of the results of management reviews (clause 9.3.3)

10.1 + 10.2	General + Nonconformity and corrective action	Evidence of the nature of the nonconformities and any subsequent actions taken (clause 10.2.2) Results of any corrective action (clause 10.2.2)
10.1 + 10.3	General + Continual improvement	Management Review Meeting Minutes