

ISO 9001 Certification Audit Checklist

Clause / Requirement	Auditor Focus	Evidence Required	Ready? (Y/N)	Responsible Person
4. Context of the organisation	Have internal/external issues been defined?	Context analysis, interested party records		
5. Leadership	Is there a Quality Policy communicated and followed?	Quality manual, employee awareness evidence		
6. Planning	Are measurable quality objectives established?	Objective logs, monitoring results		
7. Support	Are required resources in place?	Resource allocation, competence matrix		
8. Operation	Are customer requirements consistently met?	Customer contracts, delivery records		
9. Performance Evaluation	Are KPIs monitored and reviewed?	Performance dashboards, meeting minutes		
10. Improvement	Is there evidence of continual improvement?	CAPA records, project reports		