



# ISO 9001 Audit Checklist

THE BRITISH  
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## ✓ **Ensure Commitment**

The process of creating and implementing your quality management system (QMS) and then going forward for assessment will be made easier if there is full commitment from the top to the bottom of the organisation.

## ✓ **Assign a Project Manager**

Although sole responsibility shouldn't fall on one person's shoulders, it is advised to assign a project manager as a spearhead. This needs to be someone who's orderly minded, has the authority to make decisions and has direct access to the managing director or top person.

## ✓ **Preparing for the Audit**

It's well worth taking stock of your current situation. The best way to do this is by monitoring and measuring your current procedures and identifying any legal requirements of your QMS.

## ✓ **Scope of the Audit**

Define the scope of your QMS, this will help prevent you from doing unnecessary work. The scope outlines how much of the organisation the QMS will cover. For example, an organisation may choose to implement a QMS for just one of their sites. Section 4.3 of the ISO 9001 standard details the requirements for determining the scope.

## ✓ **Awareness**

Communication is key, there will be changes that will affect all employees, stakeholders and possibly some members of the supply chain. Everyone should be aware of the new processes and procedures contained in the QMS. Regular updates, and in some cases training, are recommended.

## ✓ **During the Audit**

Your QMS will introduce various procedures including:

- Quality policy
- Document control
- Record management
- Internal audit
- Control of non-conformance
- Corrective action
- Preventative action

## ✓ **Paperwork**

You will need to compile documentation to demonstrate how your QMS works. Our clients say that our online templates and toolkits really help them with this.

## ✓ **Reap the Rewards**

Once your QMS is fully in place and compliant to the ISO 9001 standard, your business can then start seeing the benefits. These include, the opportunity to tender for more work, boosted customer satisfaction and happier staff.

[CLICK HERE FOR THE ISO 9001 ULTIMATE GUIDE](#)