|  |  |  |  |
| --- | --- | --- | --- |
| Area of Assessment | Auditee(s) | Assessor | Date |
|  |  |  |  |

**Table of Abbreviation**

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**Follow-up from the previous audit:**

**Nil**

**Evaluation and conclusion:**

1. Dfgfh
2. fhgj

**Areas for attention:**

**Non Conformity**

|  |  |  |
| --- | --- | --- |
| **No** | **Details** | **ISO Clauses** |
|  |  |  |

**Opportunity for improvements**

|  |  |
| --- | --- |
| **No** | **Details** |
|  |  |

**Audit trails and sources of evidence and samples:**

* xcvbvb

|  |  |  |  |
| --- | --- | --- | --- |
| Auditor  (signature) | | Auditee  (signature) | |
| Name  Date |  | Name  Date |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| QMS Clauses | EMS Clauses | Description | Requirement Audited | NCR (Major/ Minor) | OFI |
| **4** | **4** | **Context of the organization** |  |  |  |
| 4.1 | 4.1 | Understanding the organization and its context | √ |  |  |
| 4.2 | 4.2 | Understanding the needs and expectations of interested parties | √ |  |  |
| 4.3 | 4.3 | Determining the scope of QEMS | √ |  |  |
| 4.4 | 4.4 | QEMS and its processes |  |  |  |
| **5** | **5** | **Leadership** |  |  |  |
| 5.1 | 5.1 | Leadership and commitment | √ |  |  |
| 5.1.1 | - | General | √ |  |  |
| 5.1.2 | - | Customer focus | √ |  |  |
| 5.2 | 5.2 | Policy | √ |  |  |
| 5.2.1 | - | Establishing the QE Policy | √ |  |  |
| 5.2.2 | - | Communicating the QE Policy | √ |  |  |
| 5.3 | 5.3 | Organisational roles, responsibilities and authorities | √ |  |  |
| **6** | **6** | **Planning** |  |  |  |
| 6.1 | 6.1 | Actions to address the risks and opportunities | √ |  |  |
| - | 6.1.1 | General | √ |  |  |
| - | 6.1.2 | Environmental Aspects | √ |  |  |
| - | 6.1.3 | Compliance Obligation | √ |  |  |
| - | 6.1.4 | Planning action | √ |  |  |
| 6.2 | 6.2 | QE Objectives and planning to achieve them | √ |  |  |
| - | 6.2.1 | Environmental objectives | √ |  |  |
| - | 6.2.2 | Planning actions to achieve environmental objectives | √ |  |  |
| 6.3 | - | Planning of changes | √ |  |  |
| **7** | **7** | **Support** |  |  |  |
| 7.1 | 7.1 | Resources | √ |  |  |
| 7.1.1 | - | General | √ |  |  |
| 7.1.2 | - | People | √ |  |  |
| 7.1.3 | - | Infrastructure | √ |  |  |
| 7.1.4 | - | Environment of the operation of processes | √ |  |  |
| 7.1.5 | - | Monitoring and measuring resources | √ |  |  |
| 7.1.6 | - | Organizational knowledge | √ |  |  |
| 7.2 | 7.2 | Competence | √ |  |  |
| 7.3 | 7.3 | Awareness | √ |  |  |
| 7.4 | 7.4 | Communication | √ |  |  |
| - | 7.4.1 | General | √ |  |  |
| - | 7.4.2 | Internal communication | √ |  |  |
| - | 7.4.3 | External communication | √ |  |  |
| 7.5 | 7.5 | Documented information | √ |  |  |
| 7.5.1 | 7.5.1 | General | √ |  |  |
| 7.5.2 | 7.5.2 | Creating and updating | √ |  |  |
| 7.5.3 | 7.5.3 | Control of documented information | √ |  |  |
| **8** | **8** | **Operations** |  |  |  |
| 8.1 | 8.1 | Operational Planning and control | √ |  |  |
| 8.2 | - | Requirements for product and services | √ |  |  |
| - | 8.2 | Emergency preparedness and response | √ |  |  |
| 8.2.1 | - | Customer communication | √ |  |  |
| 8.2.2 | - | Determining the requirements for product and services | √ |  |  |
| 8.2.3 | - | Review the requirements for product and services | √ |  |  |
| 8.2.4 | - | Changes of requirements for product and services | √ |  |  |
| 8.3 | - | Design and development of products and services | N.A | N.A | N.A |
| 8.4 | - | Control of externally provided processes products and services | √ |  |  |
| 8.4.1 | - | General | √ |  |  |
| 8.4.2 | - | Type and extent of control | √ |  |  |
| 8.4.3 | - | Information of the external providers | √ |  |  |
| 8.5 | - | Production and service provision | √ |  |  |
| 8.5.1 | - | Control of production and service provision | √ |  |  |
| 8.5.2 | - | Identification and traceability | √ |  |  |
| 8.5.3 | - | Property belonging to customers or external providers | √ |  |  |
| 8.5.4 | - | Preservation | √ |  |  |
| 8.5.5 | - | Post-delivery activities | √ |  |  |
| 8.5.6 | - | Control of change | √ |  |  |
| 8.6 | - | Release of product and services | √ |  |  |
| 8.7 | - | Control of nonconforming output | √ |  |  |
| **9** | **9** | **Performance evaluation** |  |  |  |
| 9.1 | 9.1 | Monitoring, measurement, analysis and evaluation | √ |  |  |
| 9.1.1 | 9.1.1 | General | √ |  |  |
| 9.1.2 | - | Customer satisfaction | √ |  |  |
| 9.1.3 | - | Analysis and evaluation | √ |  |  |
| - | 9.1.2 | Evaluation of compliance | √ |  |  |
| 9.2 | 9.2 | Internal Audit | √ |  |  |
| - | 9.2.1 | General | √ |  |  |
| - | 9.2.2 | Internal audit programme | √ |  |  |
| 9.3 | 9.3 | Management review | √ |  |  |
| 9.3.1 | - | General | √ |  |  |
| 9.3.2 | - | Management review input | √ |  |  |
| 9.3.3 | - | Management review output | √ |  |  |
| **10** | **10** | **Improvements** |  |  |  |
| 10.1 | 10.1 | General | √ |  |  |
| 10.2 | 10.2 | Nonconformity and corrective actions | √ |  |  |
| 10.3 | 10.3 | Continual improvements | √ |  |  |