



GLOBAL
CERTIFICATION SERVICES

ISO CERTIFICATION & CONSULTANCY



ISO 9001 Audit Checklist (Free Guide 2026)

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By Global ISO Certificates

ISO CERTIFICATION & CONSULTANCY

Section 1: Organization Context (Clause 4)

- ✓ Have you defined your organization's scope?
 - ✓ Have you identified internal and external issues?
 - ✓ Have you identified interested parties (customers, regulators)?
 - ✓ Is your QMS scope documented?
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Section 2: Leadership (Clause 5)

- ✓ Is a quality policy established and communicated?
 - ✓ Are roles and responsibilities clearly defined?
 - ✓ Is top management actively involved in the QMS?
 - ✓ Is customer focus demonstrated?
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Section 3: Planning (Clause 6)

- ✓ Have you identified risks and opportunities?
 - ✓ Are quality objectives set and measurable?
 - ✓ Are plans in place to achieve objectives?
 - ✓ Are changes planned and controlled?
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Section 4: Support (Clause 7)

- ✓ Are employees trained and competent?
 - ✓ Are training records maintained?
 - ✓ Is documented information controlled?
 - ✓ Are communication processes defined?
 - ✓ Are resources adequate (tools, infrastructure)?
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Section 5: Operation (Clause 8)

- ✓ Are processes clearly defined and controlled?
- ✓ Are customer requirements understood?
- ✓ Is supplier evaluation conducted?

- ✓ Are products/services monitored for quality?
 - ✓ Are non-conforming outputs controlled?
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Section 6: Performance Evaluation (Clause 9)

- ✓ Are internal audits conducted regularly?
 - ✓ Are audit results documented?
 - ✓ Is a management review conducted?
 - ✓ Are KPIs monitored and analyzed?
 - ✓ Is customer feedback collected?
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Section 7: Improvement (Clause 10)

- ✓ Are non-conformities identified and corrected?
 - ✓ Are corrective actions implemented?
 - ✓ Is continuous improvement practiced?
 - ✓ Are root causes analyzed?
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Common Audit Red Flags

- ✗ Missing or outdated documents
 - ✗ No internal audit records
 - ✗ Poor document control
 - ✗ Lack of employee awareness
 - ✗ No corrective action tracking
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Quick Audit Readiness Score

Give 1 point for each ✓:

- 30–35 → Ready for certification
 - 20–29 → Needs improvement
 - Below 20 → High audit risk
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Need help passing your ISO 9001 audit?

- 👉 Contact **Global ISO Certificates**
- 👉 Get expert audit support in UAE & Saudi Arabia
- 👉 Fast-track your certification

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