



# TOPCERTIFIER

Governance, Risk & Compliance Consultants

## ISO 9001 INTERNAL AUDIT REPORT



## **INTRODUCTION:**

An ISO 9001 internal audit report is a formal document that outlines the results of an internal audit conducted within an organization to assess its compliance with ISO 9001 quality management system (QMS) standards. This report serves as a critical tool for evaluating the effectiveness of the organization's quality processes, identifying areas for improvement, and ensuring alignment with ISO 9001 requirements.

## **KEY POINTS TO INCLUDE IN AN ISO 9001 INTERNAL AUDIT REPORT:**

- **Audit Details:**  
Begin the report with essential details, including the audit date, auditor's name, and audit reference numbers.
- **Audit Objectives:**  
Clearly state the objectives of the audit, describing what the audit aimed to achieve and which areas it intended to assess.
- **Scope of the Audit:**  
Define the scope of the audit, specifying the processes, departments, or areas of the organization that were included in the audit.
- **Audit Findings:**  
Provide a comprehensive breakdown of the audit findings for each section or process audited. Clearly indicate whether each finding represents a strength or an area needing improvement.
- **Recommendations:**  
Offer actionable and practical recommendations based on the audit findings. These recommendations should guide the organization in addressing non-conformities or areas requiring improvement.
- **Overall Assessment:**  
Summarize the overall assessment of the organization's compliance with ISO 9001, providing an objective evaluation of its adherence to ISO 9001 standards.
- **Conclusion:**  
Sum up the key takeaways from the audit, emphasizing the organization's strengths and areas requiring attention. Conclude with a summary of the audit's overall outcome.
- **Auditor Details:**  
Include the name and signature of the auditor who conducted the audit, along with the date of the audit.

➤ **Attachments and Supporting Documents:**

If applicable, attach any supporting documents, such as checklists, process flowcharts, or additional data used during the audit.

➤ **Corrective Action Plan (Optional):**

- Depending on the organization's policy, you may include a section for a corrective action plan, outlining the steps the organization will take to address the audit findings and recommendations.
- An ISO 9001 internal audit report plays a crucial role in helping organizations continually improve their quality management systems and maintain compliance with ISO 9001 standards. It serves as a valuable reference for organizational stakeholders, including management, to drive quality enhancements and ensure the organization's commitment to excellence.