

The internal audit checklist is just one of the many tools available from the auditor's toolbox. The checklist ensures each audit concisely compares the requirements of ISO 9001:2015 and ISO 14001:2015, and your EQMS against actual business practice.

EQMS Internal Audit Checklist

6.0 Planning

Double click [here](#) to insert your organization's name or logo.

Part 1: EQMS Audit Checklist

Clause No.	Question No.	Audit Question	Audit Findings (Score '1' per box)				Audit Evidence Provide reference to documented information to justify the finding	Opportunities for Improvement (OFI) Provide suggestions for process improvement
			Compliant	OFI	Minor N/C	Major N/C		
6.1.1	61	Has your organization established, implemented and maintained the processes needed to meet the requirements for addressing risk and opportunities?						
6.1.1	62	When planning for the EQMS, has your organization considered the scope of our EQMS 4.3 and 4.4?						
6.1.1	63	When planning for the EQMS, has your organization determined the risks and opportunities as they relate to our environmental aspects (See 6.1.2)?						
6.1.1	64	When planning for the EQMS, has your organization determined the risks and opportunities as they relate to our compliance obligations (See 6.1.)?						
6.1.1	65	Has your organization considered the issues referred to in 4.1 and the requirements referred to in 4.2 and determined the risks and opportunities that need to be addressed to give assurance that the EQMS can achieve its intended results?						
6.1.1	66	Has your organization considered the issues referred to in 4.1 and the requirements referred to in 4.2 and determined the risks and opportunities that need to be addressed to give assurance that the EQMS can enhance desirable effects;						

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Clause No.	Question No.	Audit Question	Audit Findings (Score '1' per box)				Audit Evidence Provide reference to documented information to justify the finding	Opportunities for Improvement (OFI) Provide suggestions for process improvement
			Compliant	OFI	Minor N/C	Major N/C		
6.1.1	67	Has your organization considered the issues referred to in 4.1 and the requirements referred to in 4.2 and determined the risks and opportunities that need to be addressed to give assurance that the EQMS can prevent, or reduce, undesired effects ?						
6.1.1	68	Has your organization considered the issues referred to in 4.1 and the requirements referred to in 4.2 and determined the risks and opportunities that need to be addressed to give assurance that the EQMS can achieve improvement ?						
6.1.1	69	When considering questions 61 to 68, does the output provide assurance that the EQMS can achieve its intended outcomes?						
6.1.1	70	When considering questions 61 to 68, does the output prevent or reduce undesired effects, including the potential for external environmental conditions to affect our organization?						
6.1.1	71	When considering questions 61 to 68, does the output help to achieve continual improvement?						
6.1.1	72	Does the scope of the EQMS demonstrate how your organization has determined potential emergency situations, including those which might have an environmental impact?						

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			Compliant	OFI	Minor N/C	Major N/C		
6.1.1	73	Has your organization maintained documented information of its risk and opportunities that must be addressed?						
6.1.1	74	Has your organization maintained documented information of the processes needed in 6.1.1 to 6.1.4, to the extent that they can be carried out as planned?						
6.1.1	75	Does your organization plan the actions to address these risks and opportunities?						
6.1.2	76	Does your organization plan how to integrate and implement the actions into its EQMS processes (see 4.4)?						
6.1.2	77	When planning for the scope of the EQMS, has your organization determined the environmental aspects of the activities, products and services that it controls and can influence, and their associated environmental impacts when considering the product lifecycle?						
6.1.2	78	When determining applicable environmental aspects, has your organization taken into account potential change, including planned or new developments, and new or modified activities, products and services?						
6.1.2	79	When determining applicable environmental aspects, has your organization taken into account potential abnormal conditions and reasonably foreseeable emergency situations?						

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Part 2: Audit Findings Summary

Manually transfer the audit findings from the audit checklist above into the audit findings summary table below. At the end of the audit, you should transfer any **adverse** findings into the EQMS Compliance Tracker to create charts, summary tables and trend data to paste into your audit report.

Question No	Audit Findings			
	Compliant	OFI	Minor N/C	Major N/C
61				
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Question No	Audit Findings			
	Compliant	OFI	Minor N/C	Major N/C
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Question No	Audit Findings			
	Compliant	OFI	Minor N/C	Major N/C
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Question No	Audit Findings			
	Compliant	OFI	Minor N/C	Major N/C
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Question No	Audit Findings			
	Compliant	OFI	Minor N/C	Major N/C
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Question No	Audit Findings			
	Compliant	OFI	Minor N/C	Major N/C
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