



Audit Team Leader: _____

Audit Date(s): _____
 Audit Team Member(s): _____

Auditee Contact: _____

Additional Auditee(s): _____

Section 1 - Administrative

- 1 Site Name
- 2 Site Address
- 3 # of Associates (headcount) & shift breakdown

_____ Total Shift start/stop time(s):

_____ Operations (Direct) 1st _____

_____ Support (In-Direct) 2nd _____

_____ Contract/Temp/Intern, etc. 3rd _____

- 4 Facility size (sqft)
- 5 Other locations included in this site's QMS scope
- 6 Site QMS contact(s)
- 7 Existing 3rd-party certifications or registrations
- 8 Scope of QMS (including sellable products/services)
- 9 ISO 9001:2015 or IATF 16949 clauses that are N/A
- 10 Processes dependent on offsite or external providers
- 11 Internal audit team members

_____ Sqft Offsite location size (sqft) _____

Section 2 - 1 Documented Policy

#	Tool/Document	Yes	No	N/A	Ranking	Reference Name/#	Notes	Recommended Action	
1	QMS 5.2.1 - Quality policy								
Sub-total					0				

Section 3 - 3 Required Documents

#	Tool/Document	Yes	No	N/A	Ranking	Reference Name/#	Notes	Recommended Action	
A	QMS QMS Scope								
B	QMS Policy								
C	QMS Objectives								
Sub-total					0				

Section 4 - 38 Required Records

NOTE: Internal audit team members may be used to complete the gap assessment of records below.

#	Tool/Document	Yes	No	N/A	Ranking	Reference Name/#	Notes	Recommended Action
0	QMS 4.4 - Confidence (as needed)							
1	QMS 7.1.5.1 - Accurate measurement resources							
2	QMS 7.1.5.2 - Basis used for calibration							
3	QMS 7.2 - Competence of people							
4	QMS 8.2.3 - Requirements review							
5	QMS 8.3.2 - D&D Requirements met							
6	QMS 8.3.3 - D&D Inputs							
7	QMS 8.3.4 - D&D Controls							
8	QMS 8.3.5 - D&D Outputs							
9	QMS 8.3.6 - D&D Changes							
10	QMS 8.4.1 - External provider (supplier) monitoring							
11	QMS 8.5.2 - Unique ID							
12	QMS 8.5.3 - Unsuitable customer or supplier property							
13	QMS 8.5.6 - Changes to product or service							
14	QMS 8.6 - Authorized release							
15	QMS 8.7 - Nonconformity & action authority							

16	QMS	9.1.1 - QMS performance evaluation						
17	QMS	9.2.2 - Audit program results						
18	QMS	9.3.3 - Management Review						
19	QMS	10.2.2 - Nature & action of nonconformities						
20	QMS	10.2.2 - Corrective action results						

**Sub-
total** 0

Assessment Score 0

Notes

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