

Document No:
FRM-QA-02Title:
Internal Audit Report [ISO]

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AUDIT PLAN MATRIX

Report No:

- 1.) Check mark ✓ each section of the standard that is to be audited or has been audited. This will form the audit schedule.
- 2.) Put the number of findings in the NC column, if there are no findings then check mark ✓ in the compliance column.
- 3.) Each NC is to be assigned a CAR # from the log and this is to be recorded in the column marked CAR #.
- 4.) All NC's are to be entered into the CAR log for follow up and closure.

Clauses of the standard	Incorporated Procedures and Records	Audited Sections	Next Audit Plan	CAR # from Log				NC or Compliance
1. Scope								
1.1 General								
1.2 Permissible exclusions								
2. Normative reference								
3. Terms & Definitions								
4. Quality Management System								
4.1 General requirements								
4.2 General documentation requirements								
5. Management Responsibility								
5.1 Management Commitment								
5.2 Customer focus								
5.3 Quality Policy								
5.4 Planning								
5.4.1 Quality Objectives								
5.4.2 Quality planning								
5.5 Administration								
5.5.1 General								
5.5.2 Responsibilities & authority								
5.5.3 Management Representative								
5.5.4 Internal Communication								
5.5.5 Quality Manual								
5.5.6 Control of documents								
5.5.7 Control of Records								
5.6 Management Review								
5.6.1 General								
5.6.2 Review input								
5.6.3 Review output								
6. Resource Management								
6.1 Provision of resources								
6.2 Human resources								
6.2.1 Assignment of personnel								
6.2.2 Training, awareness & competency								
6.3 Facilities								
6.4 Work environment								
				Total NC				
				Total Compliance				

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Clauses of the standard	Incorporated Procedures and Records	Audited Sections	Next Audit Plan	CAR # from Log				NC or Compliance
7. Product Realization								
7.1 Planning of realization processes								
7.2 Customer related processes								
7.2.1 Identification of customer requirements								
7.2.2 Review of product requirements								
7.2.3 Customer communication								
7.3 Design & development								
7.4 Purchasing								
7.4.1 Purchasing control								
7.4.2 Purchasing information								
7.4.3 Verification of purchased product								
7.5 Production & service operations								
7.5.1 Operations control								
7.5.2 Identification & traceability								
7.5.3 Customer property								
7.5.4 Preservation of product								
7.5.5 Validation of processes								
7.6 Control of measuring & monitoring devices								
8. Measurement, analysis & improvement								
8.1 Planning								
8.2 Measurement & monitoring								
8.2.1 Customer satisfaction								
8.2.2 Internal audits								
8.2.3 Measurement & monitoring of processes								
8.2.4 Measurement & monitoring of product								
8.3 Control of nonconformity								
8.4 Analysis of data								
8.5 Improvement								
8.5.1 Planning for continual improvement								
8.5.2 Corrective action								
8.5.3 Preventive action								
				Total NC				
				Total Compliance				

Int. Audit Report #: _____

AUDITOR'S NAME: _____

DATE: _____



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Name and Function of Auditee	Standard Reference or Process	Reviewed Procedures/ Forms/ Records	Notes and Findings	NC/ Compliance/ Investigate