

9001 - Internal Audit

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Overview

The internal audit form allows you to schedule your regular Internal Audits and record the outcomes and follow-ups from each audit. This is a very transparent way of showing how you perform Internal Audits.

Additional features

In the current implementation, it is possible to specify either of the two standards

ISO9001

ISO27001

We also included a list of all clauses already covered by the two standards.

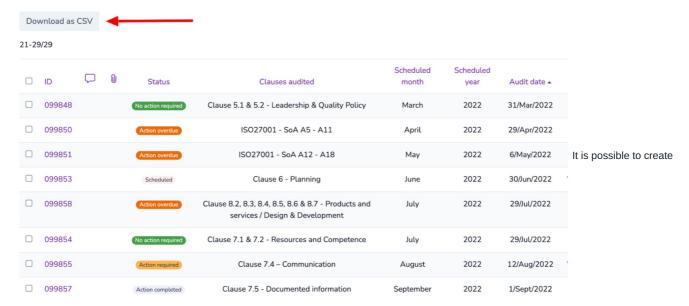
For each clause we have created a few guidelines / for a successful audit:



Listing the clauses will allow the

Clause 5.1 & 5.2 - Leadership & Quality Policy (are top management demonstrating both leadership and commitment to the QMS. Key elements are commitment, formulation of policies and objectives, communication, accountability, contribution to the effectiveness of the QMS) Has the Quality Policy been defined and signed by Top Management and is consistent with the purpose and context of the organisation

display of all scheduled and completed audits. Statuses is a useful addition for a clear visual representation. It is also possible to export the schedule as CSV or use Infocapture components to display the audits in a dashboard.



additional standards with a bit of guidance - please see Infocapture Knowledge base articles

How to edit existing forms

For more information on editing sections within an infocapture form please take a look through ourbeginner guides and this useful article to help guide you.

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