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

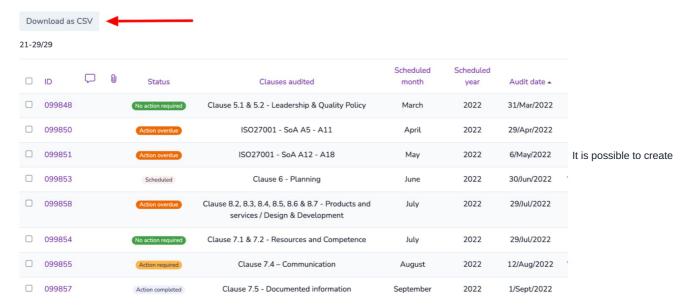We also included a list of all clauses already covered by the two standards.

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

Listing the clauses will allow the 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.

☐	ID	💬	📎	Status	Clauses audited	Scheduled month	Scheduled year	Audit date ▲
☐	099848			No action required	Clause 5.1 & 5.2 - Leadership & Quality Policy	March	2022	31/Mar/2022
☐	099850			Action overdue	ISO27001 - SoA A5 - A11	April	2022	29/Apr/2022
☐	099851			Action overdue	ISO27001 - SoA A12 - A18	May	2022	6/May/2022
☐	099853			Scheduled	Clause 6 - Planning	June	2022	30/Jun/2022
☐	099858			Action overdue	Clause 8.2, 8.3, 8.4, 8.5, 8.6 & 8.7 - Products and services / Design & Development	July	2022	29/Jul/2022
☐	099854			No action required	Clause 7.1 & 7.2 - Resources and Competence	July	2022	29/Jul/2022
☐	099855			Action required	Clause 7.4 – Communication	August	2022	12/Aug/2022
☐	099857			Action completed	Clause 7.5 - Documented information	September	2022	1/Sept/2022

It is possible to create 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 our beginner guides and this useful article to help guide you.

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