

INTERNAL AUDIT CHECKLIST

ISO 9001:2008

| 4.2.3 Control of Documents | | |
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| <p>Does your organization have a formal procedure regarding the control of documents for your organization: Does this procedure address the following items:</p> <ul style="list-style-type: none"> a) Are documents approved prior to issue? b) Are documents reviewed and updated as necessary and then re-approved? c) Are changes and the current revision status of documents identified? d) Are relevant versions of applicable documents available at points of use? e) Are documents legible and readily identifiable? f) Are documents of external origin identified and their distribution controlled? g) Is a mechanism in place to prevent unintended use of obsolete documents: Are old documents identified if retained? <p>Additional questions</p> | | |
| 4.2.4 Control of Quality Records | | |
| <p>Does your organization have a formal procedure for the control of quality records?</p> <p>Are quality records legible, readily identifiable and retrievable?</p> <p>Does the procedure describe identification, storage, protection, retrieval, retention time, and disposition of records?</p> <p>Additional questions</p> | | |