

ISO 9001:2015 Audit Checklist

Every requirement across clauses 4 to 10, as a clause-by-clause checklist for building or auditing a quality management system.

PECB-ACCREDITED ISO 9001 TRAINING · LAST UPDATED 20 AUGUST 2026

Mark each requirement Conformant (C), Partial (P) or a gap (leave blank), and note the evidence or document reference that demonstrates it. Every gap is an action to close before a certification audit. This checklist summarises the requirements of ISO 9001:2015; it is a preparation aid, not a substitute for the standard itself.

Clause 4: Context of the organisation

CLAUSE	REQUIREMENT	C	EVIDENCE / REFERENCE
4.1	External and internal issues relevant to the QMS determined, monitored and reviewed	☐	
4.2	Interested parties and their relevant requirements identified and reviewed	☐	
4.3	QMS scope determined and documented, with any exclusions justified	☐	
4.4	QMS processes, their interactions, criteria and owners established	☐	

Clause 5: Leadership

CLAUSE	REQUIREMENT	C	EVIDENCE / REFERENCE
5.1	Top management demonstrates leadership, commitment and customer focus	☐	
5.2	Quality policy established, communicated and available as documented information	☐	
5.3	Roles, responsibilities and authorities assigned and communicated	☐	

Clause 6: Planning

CLAUSE	REQUIREMENT	C	EVIDENCE / REFERENCE
6.1	Risks and opportunities determined and addressed with planned actions	☐	
6.2	Measurable quality objectives set at relevant levels, with plans to achieve them	☐	
6.3	Changes to the QMS carried out in a planned, controlled manner	☐	

Clause 7: Support

CLAUSE	REQUIREMENT	C	EVIDENCE / REFERENCE
7.1	Resources provided: people, infrastructure, environment, measurement, knowledge	☐	
7.2	Competence determined, ensured and evidence retained	☐	
7.3	Awareness of policy, objectives, contribution and consequences ensured	☐	
7.4	Internal and external communications relevant to the QMS determined	☐	
7.5	Documented information maintained and controlled	☐	

Clause 8: Operation

CLAUSE	REQUIREMENT	C	EVIDENCE / REFERENCE
8.1	Operational processes planned and controlled to defined criteria	☐	
8.2	Requirements for products and services determined, reviewed and recorded	☐	
8.3	Design and development controlled (or justifiably excluded in scope)	☐	
8.4	Externally provided processes, products and services controlled	☐	
8.5	Production and service provision controlled under defined conditions	☐	
8.6	Release of products and services verified against acceptance criteria	☐	
8.7	Nonconforming outputs identified and controlled	☐	

Clause 9: Performance evaluation

CLAUSE	REQUIREMENT	C	EVIDENCE / REFERENCE
9.1	Monitoring, measurement, customer satisfaction analysed and evaluated	☐	
9.2	Internal audit programme planned, conducted, reported and actioned	☐	
9.3	Management review conducted with required inputs and outputs	☐	

Clause 10: Improvement

CLAUSE	REQUIREMENT	C	EVIDENCE / REFERENCE
10.1	Opportunities for improvement determined and acted on	☐	
10.2	Nonconformity and corrective action process operating with records	☐	
10.3	Continual improvement of the QMS demonstrated	☐	

Next step: build or audit your QMS against these clauses with PECB-accredited training. ISO 9001 Foundation (A\$399 + GST), Lead Implementer and Lead Auditor (A\$849 + GST) at mindsetcyber.com.au/professional-development/ · exam voucher included.

© Mindset Cyber Pty Ltd. Free to use for internal QMS preparation. ISO 9001:2015 is published by ISO; purchase the standard from iso.org or Standards Australia (AS ISO 9001:2016).