Internal Audit

Exit Conference Checklist: *Preliminary* *Information/Concerns*

Listed below are preliminary findings under each objective, if applicable. These findings do not necessarily represent all items that may appear in the final report. Findings may change after further analysis of the data.

**OBJECTIVES**

**Objective I. Determine if the department ensures competency, training and awareness of staff to ensure quality product/service requirements.**

[ ]  Appears compliant [ ]  Appears non-compliant [ ] Further analysis needed

Notes:

**Objective II. Determine if the department adheres to the quality management system documentation requirements.**

[ ]  Appears compliant [ ]  Appears non-compliant [ ] Further analysis needed

Notes:

**Objective III. Determine if the department’s infrastructure and work environment provide appropriate resource management.**

[ ]  Appears compliant [ ]  Appears non-compliant [ ] Further analysis needed

Notes:

**Objective IV. Determine if the department is providing quality products and/or services according to ISO standards.**

[ ]  Appears compliant [ ]  Appears non-compliant [ ] Further analysis needed

Notes:

**Objective V. Determine if the department is monitoring and measuring its products and /or services to ensure product/service realization.**

[ ]  Appears compliant [ ]  Appears non-compliant [ ] Further analysis needed

Notes:

**Objective VI. Determine if the department is wisely managing its resources**.

[ ]  Appears compliant [ ]  Appears non-compliant [ ] Further analysis needed

Notes:

**Objective VII. Determine if the department is ensuring quality products and services by adhering to ISO purchasing requirements.**

[ ]  Appears compliant [ ]  Appears non-compliant [ ] Further analysis needed

Notes:

**Objective VIII. Determine if the department controls nonconformance**.

[ ]  Appears compliant [ ]  Appears non-compliant [ ] Further analysis needed

Notes:

**Objective IX. Determine if the department’s customer-related processes are adequate.**

[ ]  Appears compliant [ ]  Appears non-compliant [ ] Further analysis needed

Notes:

**Objective X. Determine if the** **Department has an effective and efficient process for** **.**

[ ]  Appears compliant [ ]  Appears non-compliant [ ] Further analysis needed

Notes:

**Objective XI. Determine if the quality management system is in compliance with ISO 9001:2015 standards.**

[ ]  Appears compliant [ ]  Appears non-compliant [ ] Further analysis needed

Notes:

Other Notes:

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 Lead Auditor Signature Date