

**ISO 9001:2015 QUALITY MANAGEMENT SYSTEM
AUDIT CHECKLIST
NHA**

Sr.#	ISO requirements	Check points
1.	List of Functions	<ul style="list-style-type: none"> • The functions must corresponds to the nature of the office • Prepared on the ISO format • Having proper ISO number on it • It must be approved by the relevant authority • Must have issue date on it
2.	Organization chart	<ul style="list-style-type: none"> • Prepared on the ISO format • Having proper ISO number on it • It must be approved by the relevant authority • Must have issue date on it • Must depict all the posts, gazetted and non-gazetted • Must corresponds to the number of available staff
3.	SOPs	<ul style="list-style-type: none"> • Prepared on the ISO format • Must have logical sequence in steps • Must have risks and mitigations • Review period must be indicated • Having proper ISO number on it • It must be approved by the relevant authority • Must have issue date on it • Relevant SOPs must be available with the relevant persons/places • All the functions, listed at serial-1, must be covered in the SOPs • The steps of SOPs must have proper timelines
4.	Job description	<ul style="list-style-type: none"> • Prepared on the ISO format • Having proper ISO number on it • It must be approved by the relevant authority • Must have issue date on it • Relevant staff must have his/her approved JD • JDs must have KPIs • JDs must be linked with SOPs
5.	Master list of documents and records	<ul style="list-style-type: none"> • Prepared on the ISO format • Having proper ISO number on it • Along with ISO documents, all the files and folders must be enlisted in list.
6.	Quality objectives	<ul style="list-style-type: none"> • Prepared on the ISO format • Having proper ISO number on it

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		<ul style="list-style-type: none"> • It must be approved by the relevant authority • Must have issue date on it • Objective must be developed according to the SMART rule
7.	Display of quality policy	<ul style="list-style-type: none"> • Quality policy must be displayed in office at conspicuous places • Officers/officials and staff must have adequate knowledge about the policy • You may interview few people about the policy
8.	List of interested parties	<ul style="list-style-type: none"> • Prepared on the ISO format • Having proper ISO number on it • It must be approved by the relevant authority • Must have issue date on it
9.	List of applicable legal and other requirements	<ul style="list-style-type: none"> • Prepared on the ISO format • Having proper ISO number on it • It must be approved by the relevant authority • Must have issue date on it
10.	Digitalization of record	<ul style="list-style-type: none"> • Check the efforts to digitalize the documents
11.	State of manpower in the department	<ul style="list-style-type: none"> • Must check the document, this should be corresponds with the organization chart etc
12.	Emergency evacuation map	<ul style="list-style-type: none"> • Emergency evacuation map must be displayed at conspicuous places • Officers/officials and staff must have adequate knowledge about the emergency evacuation • Emergency assembly area must be marked
13.	Records of firefighting training	<ul style="list-style-type: none"> • Records of firefighting training • Certificates of training • Responsibilities of firefighting staff
14.	Evacuation drill	<ul style="list-style-type: none"> • Records of evacuation drill, note the date of drill, number of persons participated etc
15.	Records of firefighting equipment	<ul style="list-style-type: none"> • Records of maintenance of firefighting equipment must be available • Proper list of firefighting equipment must be available
16.	List of equipment (if any)	<ul style="list-style-type: none"> • List of available equipment must be available

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17.	Calibration sensitive equipment	<ul style="list-style-type: none">• List of calibration sensitive equipment must be available• Calibration certificates must be available• Calibration must be performed by the accredited certification agency• Calibration must have national and international traceability
18.	Identification of rooms	<ul style="list-style-type: none">• All the rooms must have name plates on them• All the areas like kitchen, bathroom, store etc must have identification on them
19.	Office records	<ul style="list-style-type: none">• All the records must have proper identification on them e.g. all the almirahs, cupboards etc must have identification on them, list of records must be displayed in them
20.	Records of previous internal audits	<ul style="list-style-type: none">• Verification of previous points raised during the previous internal audit