

Audit Process Procedure

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Purpose

The purpose of this procedure is to provide a structured and systematic approach to assessing conformity of management systems in a consistent, objective, and impartial manner, and to communicate findings and identify opportunities for improvement.



Scope

Certification of management systems according to ISO standards



Reference

ISO IEC 17021-2015 Certification Bodies Management System
IAF MD 5: 2019



Responsibility

The certification body and its auditors, who are responsible for planning, executing, and reporting on the audit in a manner that is objective, impartial, and consistent with the requirements of the standard. The auditee also has a responsibility to provide access to the necessary resources and personnel for the audit, to cooperate with the auditors, and to implement any corrective actions required as a result of the audit findings.

Audit Procedure

The audit process shall include the following:

- a) Audit planning, including the determination of the audit objectives, scope, criteria, and the allocation of resources for the audit;
- b) The opening meeting to inform the auditee of the audit objectives and scope, the audit process, and to confirm the availability of resources;
- c) The collection of audit evidence, including interviews, observation, sampling, and document review, to determine conformity with the audit criteria;
- d) The analysis of the audit evidence to determine the extent of conformity with the audit criteria;
- e) The communication of audit findings to the auditee;
- f) The preparation and distribution of the audit report;
- g) The closing meeting to discuss the audit findings and conclusions.

The audit process shall be conducted in accordance with the audit program and procedures established by ISO Global Certification, and in a manner that is objective, impartial, and consistent with the requirements of this International Standard.